

Title	Program Advisory Committees
Number	F1009
Category	Instruction

1. PURPOSE

Program Advisory Committees facilitate relationships with employer groups, community organizations, and professional associations for both Regular Studies and Continuing Studies programming. They provide timely and responsive feedback to assure the relevance of the program in preparing students for employment.

2. DEFINITIONS

External member – a person who is not an employee of the College and is a voting member of the committee.

Internal member – a person who is an employee of the College, serves as a resource, and is a non-voting member of the committee.

Program – includes any course of studies that leads to a College credential with the objective of preparing graduates for employment.

PAC – acronym for Program Advisory Committee.

Student – an individual who is registered in a course or program at the College and is a non-voting member of the committee.

3. POLICY

General

- 3.1 A PAC is required for any program whose primary outcome is to prepare students for employment in a related field, or any other program areas that would benefit from linkages to the community.
- 3.2 A PAC serves in an advisory role to the Dean to identify trends, needs, and changes within the program to ensure its relevance to the requirements of the workplace and/or profession. It does not develop or approve curriculum nor advise with respect to College policy.

PAC Composition and Terms of Appointment

- 3.3 The committee composition may vary according to accreditation requirements or program needs and as a minimum will include:

Internal members (ex-officio):

- Dean of the Faculty or Continuing Studies Director or Dean
- Division Chair or Continuing Studies Program Manager/Coordinator
- Department Chair or Coordinator or Continuing Studies Program Coordinator
- A student currently enrolled in the program

External members (all voting):

- A cross-section and minimum of three representatives from employers, alumni, the profession, and other program-relevant industry representatives.

- 3.4 Any faculty member/Continuing Studies instructor, administrator, or external committee member can submit an external member nomination to the Department Chair/Coordinator or Continuing Studies Program Manager/Coordinator. The Dean or Continuing Studies Director ratifies the nomination and the Provost and Vice-President, Academic and Students or Vice-President, External invites the nominee to join the committee.

Nominees must:

- a) represent as wide a range of relevant constituencies as is possible; and
- b) be able to fulfill committee obligations.

- 3.5 The term of appointment is two years and may be renewed for a second term of two years.
- 3.6 A PAC member who misses two consecutive meetings without notice will be removed from the committee.
- 3.7 Faculty members or Continuing Studies instructors and/or support staff are to be invited only as required.
- 3.8 Should a PAC member be appointed to the College's regular staff or Board of Governors, that individual's resignation from the advisory committee shall be deemed to occur on the date of his/her appointment.
- 3.9 PAC members shall conduct themselves in a manner that will avoid potential conflict of interest.
- 3.10 A PAC member shall not use his/her position on the Committee to pursue or advance personal interests, the interests of a family member, relative, or friend.
- 3.11 All perceived or real conflicts of interest will be disclosed to the Dean or Director, Continuing Studies, on the Committee.
- 3.12 For Regular Studies the office of the Provost and Vice-President, Academic and Students will issue appointment letters to new PAC members and thank-you letters upon the completion of their service to the PAC. For Continuing Studies the office of the Vice-President, External will issue appointment letters to new PAC members and thank-you letters upon the completion of their service to the PAC.

4. RESPONSIBILITY

For inquiries about this policy relating to Regular Studies programming, contact the Provost and Vice-President, Academic and Students. For inquiries about this policy relating to Continuing Studies programming, contact the Vice-President, External.

5. REGULATIONS/PROCEDURES

Appendix I - Program Advisory Committees Terms of Reference
BC College and Institute Act
BC Degree Quality Assessment Board Guidelines and Criteria

History/Revision	
Origination Date	February 25, 2020
Amendment Date(s)	October 19, 2021
Next Review Date	October 19, 2024

Appendix I

Program Advisory Committees Terms of Reference

1. Purpose

Members of a program advisory committee provide advice and guidance within the scope of their individual expertise. The primary role of a program advisory committee is to advise and act as a communication link between the College and the related program field. A program advisory committee does not develop curriculum nor serve an administrative role in implementing College policy.

2. Duties and Functions

Examples of aspects which a program advisory committee may be asked to provide advice on include the following:

- (a) reviewing curriculum and equipment needs to ensure the relevance of same to the requirements of the workplace and/or profession;
- (b) identifying the employment or professional trends aligned to employment opportunities for graduates and regional economic requirements;
- (c) recommending modifications to program content to meet the future requirements of the workplace;
- (d) identifying opportunities for experiential learning;
- (e) promoting employment opportunities for graduates;
- (f) identifying and working with professional associations or agencies that certify or accredit graduates;
- (g) participating, as required, in formal program reviews, site visits, and accreditations; and
- (h) developing sub-committees, as appropriate, in support of the above.

3. Membership

External Members

External representation on a program advisory committee should include an appointee from each of the following sectors, if appropriate to the program:

- (a) Employers of program graduates;
- (b) Regulatory bodies — licensing, accrediting, and/or certifying bodies or associations such as professional or occupational associations and trade unions;
- (c) Education – secondary schools with related or aligned programming;
- (d) Graduates of the program currently employed in a related field.

Internal members as outlined in Section 3 of the Policy.

4. Committee Chair Election and Responsibilities

A Chair is elected from the voting members of the committee and ideally in the second year of their term and is selected by the other voting members.

The Chair cannot be a Langara College employee.

The Chair has the responsibility of communicating with the committee's program liaison person (Department Chair/Coordinator or Continuing Studies Program Manager/Coordinator) prior to all meetings in order to outline the agenda and discuss any other preparations for the meeting. The Department Chair or Coordinator or Continuing Studies Program Manager/Coordinator is the official

liaison between the program and the PAC through its Chair.

5. Terms of Office

The term of appointment as Chair is for one year and can be renewed for one additional term. All external appointments are for a term of two years and may be renewed for an additional two years. Committee membership will not normally exceed four years. At least half of the committee members shall be retained each year to provide for continuity.

6. Minutes

The Division Assistant/Department Assistant, or alternate, shall be responsible for recording the minutes of the meeting.

The PAC's record of activity shall be maintained by the Division Assistant/Department Assistant, or alternate, and be available to members of the committee upon request and shall consist of:

- agendas and minutes of the last three years
- PAC Policy and Procedures
- current program of instruction
- College Strategic Plan
- College Academic Plan (not applicable for Continuing Studies)
- current membership list

7. Meeting Schedule

Meetings are scheduled at the call of the Chair.

The PAC Chair, in consultation with the Department Chair/Coordinator or Continuing Studies Program Manager/Coordinator, is responsible for scheduling a minimum of two meetings per academic year (typically no more than three) at appropriate times.

Meetings may be conducted in person, virtually, or electronically.

The Division Assistant/Department Assistant, with direction from the Department Chair/Coordinator or Continuing Studies Program Manager/Coordinator, is responsible for:

- Distributing the notice of meeting, agenda, and reports (*e.g.*, Dean's Report, Division Report, Department Chair/Coordinator Report, Program Report) at least two weeks prior to the meeting to all committee members; and
- Distributing the draft minutes within two weeks of the meeting.

The Department Chair/Coordinator or Continuing Studies Program Manager/Coordinator shall inform members of their department of any significant developments resulting from advisory committee meetings.