



Policy on Program Advisory Committees – Policy: A13

Revised/Reviewed: April 19, 2017 – VP Academic Office

I. Purpose

The purpose of this policy is to establish Program Advisory Committees (PACs) at the college, and to provide guidance on the formation and operation of a PAC.

The college is committed to establishing and maintaining collaborative partnerships with employer communities and education partners for the purpose of ensuring the relevancy and excellence of college programs, preparing graduates for gainful employment, and to keep pace with trends and the future needs of the occupations we serve, provide feedback on industry changes, overall trends that may affect the curriculum and employability of graduates, and the general health of the subject industry.

II. Scope

Each program or cluster of programs is required to have a Program Advisory Committee (PAC).

An ad-hoc PAC may be established when a new program is being developed.

This policy applies to: Deans, Directors, Chairs, Coordinators who are responsible for programs and PACs at the college; the Vice President, Academic; PAC members and chairpersons.

III. Policy

i. Mandate

PACs give strategic advice and assistance to their related programs.

PACs review proposals for new programs and major curriculum changes, and endorse or make recommendations related to major curriculum or program changes.

ii. Composition

College PACs are comprised of voting members representing a cross-section of representatives from employers, alumni, the professions, community organizations, education partners, or other industry

representatives, depending on the nature of the program. College employees may be non-voting members.

iii. Appointments

Appointments are for a term of up to three years. Deans or Directors are responsible for nominating PAC members. The Vice President, Academic is responsible for reviewing and approving all nominations, and issuing letters of appointment.

A PAC chair will be appointed from industry by the Vice President, Academic to serve for a term of two years.

iv. Meeting Frequency

PACs will hold a minimum of two meetings per academic year. The frequency and method of meetings will depend on the needs of the program area and are established by the chair.

v. Duties & Responsibilities

Deans and Directors are responsible for ensuring that there are functioning PACs for each program or program cluster.

Each PAC, through the Dean or Director, will submit an Annual Report to the Vice President, Academic at the end of each academic year. This report will describe major accomplishments, recommendations for program improvement, and any program-related concerns it has identified.

PAC chairs are responsible for scheduling and presiding over meetings, preparing meeting agendas, and seeing to the recording of meeting minutes and the preparation of annual reports. Deans or Directors will be responsible in providing administrative support.

vi. Expenses

Where appropriate, PAC members may be reimbursed for pre-approved expenses, according to college policy.

IV. Policy Authority

The Vice-President Academic is responsible for this policy.

Questions regarding interpretation of this policy should be directed to:

Office of the Vice-President Academic
1430 Victoria Ave. East
Brandon, MB R7A 2A9
Phone: 204.725.8700 / 800.862.6307
Email: VPAcademic@assiniboine.net

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VI. Policy History

Policy Change Date	Details
Approved April 19, 2017	Learning Leadership Council

VII. Related Policies

Program Review – A11
Credentials Awarded by Assiniboine Community College – A09
Policy on Academic Responsibilities – A08-1
Respectful College – M10

July 28/17
Date


President