

**CANADORE COLLEGE
CORPORATE POLICY MANUAL**

TITLE: Program Advisory Committees Policy

EFFECTIVE DATE: January 15, 2008

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

All full time and regular part time employees of Canadore College and members of the external college community.

2. PURPOSE AND PRINCIPLES

2.1 Background

Program Advisory Committees (PACs) were established through legislation to make recommendations to the Board of Governors in regard to both the relevance of existing programs and the introduction of new programs. PACs provide the necessary link between Canadore College and the communities it serves.

2.2 Purpose

Program Advisory Committees play a critical role in the development and the continuous revitalization of academic programs at Canadore College. PACs enable the College to respond quickly to existing needs and assist in the identification of trends and changes in the marketplace.

2.3 Principles

Committee members participate directly in the development and review of programs to ensure consistency with Canadore 2012. They assist in maintaining the educational currency of programs by identifying the needs of the business and social sectors served by the College.

2.3 Principles (continued)

Program Advisory Committees assist the Board of Governors in determining the academic program mix which best reflects the strategic direction for Canadore College. Reporting through the President, PACs are responsible to the Board. Specifically, these committees are constituted to provide liaison and contact between Canadore College and business, industry, government and other employing sectors of the community.

Advisory committees are expected to

- recommend and assist in the development of new programs responsive to the needs of a specific profession, industry or sector;
- identify knowledge, skills, and characteristics required of graduates in an area of study;
- identify future directions and potential areas of growth relevant to programs and the sectors served;
- estimate industry/professional demand for graduates;
- monitor the educational currency and needs of specific programs; and
- participate in program review/revitalization.

Consistent with the role PACs play in providing advice on program development and review, they may also be asked to

- help maintain good College relationships with business, industry, professional associations and the community by disseminating information about programs and graduate success;
- assist with the establishment of scholarships and bursaries;
- advise the College on facilities and equipment;
- assist in student recruitment and student placement; and
- advise on external certification requirements.

2.4 Membership

Program Advisory Committees are comprised of eight to ten members from outside the College who are appointed by the Board of Governors on the recommendation of the President. Individuals are chosen from labour, employers, professional and trade organizations, other educational institutions, social agencies and government agencies. All members will have background and experience relevant to the program(s) areas. Gender and cultural balance on the PACs will be maintained where possible. Membership must include at least one recent alumnus of the program.

In addition, each PAC will have two current students from the program area. One of these students will be in his/her final year of study.

Members normally serve a term of three academic years. A member may be appointed to a second term. Following an absence of one year, an individual may be recommended for another tenure.

The PAC shall elect its Chair, who conducts the meeting according to a mutually agreed procedure. The term of office for the Chair is two years.

2.4 Membership (continued)

Appointments shall be arranged so that one-third of the committee changes every two years. Since the PACs successful function depends greatly on the contributions and participation of members at meetings, regular attendance is required. If a member misses more than two consecutive meetings, or the majority of meetings during their term, the Chair will review the member's continuation on the committee.

College staff provide information and resources to the committee. College staff may not vote or make motions at PAC meetings.

2.5 Meetings

Program Advisory Committees will normally meet twice or more a year, but must meet at least once a year. Additional meetings may be scheduled as required. Meetings require a quorum defined as 50 per cent of the non-college voting members.

College staff will prepare the agenda under the direction of the Chair, distribute information, notify members of scheduled meetings, and record minutes.

Minutes of Program Advisory Committees meetings will be distributed to members for approval prior to being sent to the Office of the Vice-President, Academic for presentation of recommendations and/or motions in an annual report to the Board of Governors. A schedule of PAC meetings will be provided to the Board of Governors.

3. ROLES AND RESPONSIBILITIES

3.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent substantive amendments.

3.2 President

The President is responsible for the overall management and operation of the College. The President has the authority to approve amendments to this policy except where an amendment would represent a change in its underlying philosophy and principles.

3.3 Vice President, Academic

The Vice-President, Academic will respond to the PAC with Board response to specific recommendations/motions.

4. EVALUATION

The Policy will be reviewed and evaluated every three years.