

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Program Advisory Committee Policy

EFFECTIVE DATE: January 7, 2020

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all full-time postsecondary programs leading to a Ministry approved credential (Ontario College Certificates, Ontario College Diplomas, Ontario College Advanced Diplomas, Ontario College Graduate Certificates and Bachelor Degrees) offered by Canadore College of Applied Arts and Technology (hereafter referred to as 'Canadore' or 'the College').

2. PURPOSE AND PRINCIPLES

2.1 Purpose

The purpose of this policy is to ensure compliance with the Program Advisory Committee requirement in accordance with the Minister's Binding Policy Directive *Framework for Programs of Instruction*.

2.2 Principles

Program Advisory Committees provide liaison between the College and business, industry, government and other relevant organizations.

3. DEFINITIONS

3.1 Dean

For the purpose of this policy, Dean refers to the academic administrator with program responsibilities.

4. POLICY

4.1 Program Advisory Committees will be established for each program of instruction or cluster of related programs offered at the College and are comprised of a cross-section of persons external to the college who have a direct interest in and a diversity of experience and expertise related to the particular occupational area of the program.

- 4.2 The President will appoint and acknowledge the completion of term, of all members.
- 4.3 The membership of program advisory committees includes: students, alumni, employers, business and industry leaders, representatives from professional and accrediting bodies and agencies. All appointed members have voting privileges.
- 4.4 Ideally, PACs are comprised of eight (8) to ten (10) members. Membership must include at least one recent alumnus of the program and two current students from the program area. One of these students will be in his/her final year of study.
- 4.5 At least two Canadore employees, the Dean, Coordinator and/or a faculty representative, will attend program advisory committee meetings as resource persons and will not act as committee members.
- 4.6 Members normally serve a term of three academic years. An individual may be recommended for another tenure on a Program Advisory Committee upon application to the President.
- 4.7 Preferably Program Advisory Committees will meet twice per year, but must meet at least once per academic year. Additional meetings may be scheduled as required.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice President, Academic is responsible for the effective implementation of this policy and to resolve any disputes arising over policy interpretation.

6. EVALUATION

This policy will be evaluated every five years or earlier if required.

7. RELATED MATERIALS

- Minister's Binding Policy Directive *Framework for Programs of Instruction*
- The Board of Governors of Canadore College of Applied Arts and Technology, Appendix C: Program Advisory Committees By-law
- Postsecondary Education Quality Assessment Board (PEQAB) Manual for Ontario Colleges
- Guidelines for Program Advisory Committees