

Program Advisory Committee (PAC) Workshop

Current Policy - 8110

February 16, 2021

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Purpose

- Allow the community to be linked to the educational system via business, industry, and labour representatives that add expertise and resources to current programs.
- Identify new and emerging fields and modify existing programs.
- Strengthen programs by suggesting relevant learning outcomes and reviewing curriculum.
- Ensure that programs are relevant and up-to-date by assessing the equipment and facilities available and make recommendations as needed.
- Provide work-based learning experiences for learners.
- Assist with placement of graduates.
- Leverage community resources (equipment, facilities, materials, and broker community partnerships).

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Program Advisory Committee Expectations

- All PACs should have at least one meeting per year (exceptions may include an accreditation or level 3 review).
- Meeting agenda developed by school chair or committee chair.
- All meeting material in the hands of committee members at least one week prior to meeting (this would include a program outline, a list of equipment, software in use, etc.).
- Minutes taken and filed with the office of the VP Education.
- Outcomes of meetings incorporated into school operational plans as appropriate.

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Membership

- Employers in the area
- Support/funding agency representatives
- Trade or professional association representatives
- Accrediting body/receiving institution representatives
- Equipment vendors
- Indigenous leaders
- School/school division liaisons
- Current and/or former students
- Appropriate college staff (as resource personnel)

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Agenda

- Call to Order
- Welcome and introductions
- Approval of minutes
- Review of the role of the advisory committee for new members
- Overview of the program
- Unfinished business
- New business
- Scheduling of next meeting
- Adjourn

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Guiding Questions

- To identify specific strengths and weaknesses, consider asking questions in the following areas:
 - Program course mix/length of program
 - Learning outcomes
 - Facilities and equipment
 - New trends
 - Job market
 - Relevant legislation changes
 - Technological changes
 - Funding possibilities
 - Work term placements
 - Hiring opportunities

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Moving Forward

- Collect and/or develop supporting documents (agenda templates, invite letters/e-mails, etc.) which will be distributed to deans, chairs, and administrative assistants.
- Collect feedback to assist with Policy 8110 language.
- Determine the most efficient system of linking PAC meetings to the overall QAPA process.

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