

Program Advisory Committees

AC-010

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Policy Holder	Print Name	Date (01/28/2021)

Academic Council	
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Approver	Print Name	Date (03/18/2021)

Purpose

The success of Georgian College programs is dependent upon our relationships with employers and community leaders who, as representatives on our Program Advisory Committees, help to ensure that curriculum is relevant and responsive to emerging workplace trends. The purpose of this policy is to guide Georgian's operations of Program Advisory Committees (PAC) in accordance with the Ministry of Colleges and Universities Minister's Binding Policy Directive: Framework for Programs of Instruction.

Scope

This policy applies to all Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario Graduate Certificate, and Honours Bachelor Degree programs leading to a Georgian College credential.

Definitions

Word/Term	Definition
<i>BoardEffect</i>	<i>A committee/board management software solution used by Georgian to provide secure communication and document access to both Georgian employees and PAC members. Agendas, minutes and resource documents are housed in BoardEffect.</i>
<i>New PAC Member Orientation Package</i>	<i>A package of documents provided to a new PAC member to help them become familiar with the program, policies and procedures. Program materials to include (program outline, course outlines, detailed curriculum map, program standard or description), departmental organization chart, Program Advisory Committee Member Guidelines.</i>
<i>Program Advisory Committee (PAC)</i>	<i>A committee made up of industry and community representatives responsible for guiding and contributing to the evolution of existing programs at the college. They provide guidance and advice to program teams regarding curriculum content and industry partnerships, ensuring relevance and responsiveness of each program.</i>
<i>PAC Checklist</i>	<i>A tool used by the PAC Support Person to assist in the steps to be completed, and the resources required for meeting set up, delivery, and follow up.</i>
<i>PAC Support Person</i>	<i>The staff member who has been assigned by the Dean to provide support to the PAC.</i>
<i>Program Steering Committee (PSC)</i>	<i>A committee made up of industry and community representatives responsible for guiding and contributing to new programs in development at the college. Program Steering Committees are disbanded upon Ministry approval of the program; however, some members may go on to sit on the PAC.</i>
<i>PAC Member</i>	<i>An individual who has been approved to sit on the PAC by the Board of Governors, thereby becoming a voting member. This individual is</i>

	<i>external to the College and comes from one of the following constituency groups: representative employers, professional associations, trade unions or employee associations, other educational institutions, social and government agencies, graduates, and students.</i>
<i>Legacy Member</i>	<i>A PAC member who has been on the committee longer than two, three-year terms, as approved by VPA. They continue to be voting members.</i>
<i>Student Members</i>	<i>A student in the program (or from the cluster of programs) who sits on the committee. There may be more than one student member on the PAC, but there will only be one student voting member. The voting student member should not be the same as the those on the Student Academic Engagement Council.</i>

Responsibility

- The **Board of Governors (BoG)** is responsible for:
 - ensuring that an advisory committee for each program of instruction or cluster of related programs offered at the college is established and is made up 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 occupational area addressed by the program;
 - establishing a bylaw the structure, terms of reference, and procedures for PACs;
 - approving membership appointments to the PACs;
 - reviewing the annual report of college-wide PAC activity.

- The **Vice President, Academic (VPA)** is responsible for:
 - liaising between the PACs and the Board of Governors;
 - ensuring an annual report of college-wide PAC activity is compiled and shared with the President and the Board of Governors;
 - hosting the annual PAC Chairs’ event.

- The **Vice President, Academic’s Executive Assistant** is responsible for:
 - maintaining a centralized database of all PACs, membership and Chairs;
 - preparing membership appointment reports for Board of Governors’ consent agenda approval;
 - preparing all letters of appointment and tracking member term information in BoardEffect, and
 - running a term report by the end of June each year and sending the spreadsheet to the Dean/Associate Dean; copying assistant. For academic area to review the list of those coming due and advise of any reappointments; if beyond 6 years is required, will provide rationale.

- The **Program Advisory Committee (PAC)** is responsible for:
 - adhering to the Employee Code of Conduct
 - advising academic staff members, students and administrative staff members on matters related to programs;

- reporting annually to the Board of Governors on matters related to committee progress and ongoing activities;
- advising the college on the suitability of facilities and/or learning resources, including equipment, as they relate to the learning outcomes and assisting in obtaining those resources for the program;
- advising the college on the availability and suitability of industry support for all work integrated learning components (e.g. co-op, clinical, field placement, internship and apprenticeship opportunities);
- advising on human resources trends related to current and future needs of the program to which the advisory committee relates;
- assisting in obtaining and developing student awards, scholarships and bursaries and other fundraising activities as appropriate, in consultation with Advancement and Alumni Relations;
 - maintaining a positive public relations profile for the program and for Georgian within industries and communities at large;
 - ensuring there is an ongoing public awareness of current and emerging career opportunities in the industry/sector;
 - encouraging programs to reflect changing demographics in our society;
 - supporting the development of a diverse perspective across courses and programs within the college.
- The Program Advisory Committee **Chair** is responsible for:
 - working with the Program Coordinator to set the agenda;
 - facilitating/chairing the meeting;
 - reviewing/approving the minutes;
 - attending the annual college-wide PAC Chairs' event.
- The ***Dean** is responsible for:
 - implementing a new PAC for new programs prior to the first semester of the new program launch;
 - facilitating the appointment/election of a PAC Chair;
 - recommending appointment of new, PAC members to the Vice President Academic (VPA);
 - determining if one PAC is sufficient for a cluster of programs;
 - attending PAC meetings;
 - reporting back to the PAC on the outcomes of recommendations;
 - providing college-wide updates at meetings;
 - ensuring internal follow up takes place for PACs and any subcommittees
 - sending a thank you letter for resigning members, or for those whose term limits have expired;
 - consulting with program advisory committee members about the decision to suspend or cancel a program;
 - determining how student PAC members are recruited and ensuring there is always a student representative on the PAC.

*Note: The Dean may designate responsibility to the Associate Dean as appropriate.

- The ***Program Coordinator** is responsible for:

- attending PAC meetings;
- collaborating with the PAC Chair and PAC support person to plan the agendas;
- acting as a resource regarding the program curriculum;
- providing a program update; and
- providing a connection between the faculty and curriculum of the program and the PAC members.

*If program coordinator is not able to attend, the Dean can delegate an alternative faculty to this role.

- The **PAC Support Person** is responsible for:
 - adhering to processes on the PAC/BoardEffect Checklist for each PAC meeting;
 - facilitating the meeting logistics for the PAC and any subcommittees of the PAC;
 - maintaining up-to date historical records of PAC activity, including membership lists, including the constituency represented by the PAC member, agendas, minutes and reports, including subcommittee documentation;
 - sending the summary of new member spreadsheet to VPA EA once per month in advance of the Board meeting. Excel spreadsheet is pulled from the MS Forms platform that new members complete;
advising VPA Office of member resignations;
 - referencing the BoardEffect PAC workroom(s) to maintain up-to-date membership list and Chair assignments, and advising the VPA EA of any changes;
 - ensuring new members receive an orientation package;
 - attending PAC and subcommittee meetings and recording minutes;
 - tracking meeting internal action items for the Dean and assisting with preparing notes for updates to the PAC, tracking resignations of PAC members and Chairs, preparing thank you letters for *Dean's signature and communicating resignations to the VPA EA to ensure BoardEffect license is reassigned/removed.

Policy

- 1.1 All new programs at the college are created with consultation and input from a Program Steering Committee. Upon confirmation of final Ministry approval of the program, the committee is disbanded and replaced by a PAC prior to the first semester of the new program launch, for the remaining life-cycle of the program (refer to [AC-011: Program Steering Committee](#)).
- 1.2 An active, voluntary PAC is required for every credit program or cluster of similar programs. Each PAC must have a minimum of five members, but is typically comprised of more than 10 members. Members are external to the college and are typically from the following constituency groups: representative employers, industry, professional associations, trade unions or employee associations, other educational institutions social and government agencies, alumni

and students. Where a program is delivered at multiple campuses, PAC membership must also include representatives from those campus communities. Internal attendees include at minimum, the Dean, program coordinator and work integrated learning (WIL) representative where relevant. Program clusters that are represented by one PAC, must ensure that each program is represented as a standing item on each PAC meeting agenda, in order to ensure adequate and routine consideration and discussion of relevant industry changes and trends, community need, and program curriculum and resourcing. It is the Dean's decision to determine if one PAC is appropriate for a cluster of programs based on the following criteria:

- The extent to which the programs are clustered by way of common semesters and/or courses. As a guideline, programs will have at least one common semester in order to be eligible to have a shared advisory committee;
- The extent to which there are clear pathways between the clustered programs. For example, a diploma level program that allows graduates to enter semester five of an advanced diploma program can have a shared PAC;
- The extent to which the vocational learning outcomes for the clustered programs are equivalent; and,
- The extent to which the membership of the committee would be duplicated if there were separate advisory committees (i.e. drawing on the same organizations and even the same people for multiple PACs).

1.3 PACs meet a minimum of two times per academic year, and preferably once per semester.

1.4 Membership terms for PAC members are three years with opportunity for one three-year renewal. Members are appointed to the PAC in adherence with The Georgian College of Applied Arts and Technology By-law No. 14. A majority of voting members (50% plus 1) shall constitute quorum for the transaction of business at meetings.

1.4.1 * Legacy Members will complete their term, but will not have a further renewal, unless authorized by the Vice President, Academic.

1.5 There will be only one voting student member per PAC; however, at the Dean's discretion, more students may attend the PAC meeting. The length of student term is determined by the Dean with the process documented in each PAC's BoardEffect workroom. The voting student PAC representative should not be the same person as the Student Academic Engagement Council representative.

1.6 An annual term report, including constituency, will be produced by the VPA office from the BoardEffect software and shared with Deans/ADs, copying PAC assistants, annually in June.

The term dates are to be reviewed by the Dean/AD to determine upcoming end-of-term members.

1.5.1 First term is three years.

1.5.2 An additional three-year reappointment (second term) may be permitted.

Recommended by the Dean/AD approved at the discretion of the VPA.

- 1.5 Those members beyond six years will require rationale for renewal of term and the signature of the VPA to continue.
- 1.6 The Dean and Coordinator (or designate) will attend PAC meetings as resource persons, and the academic area will provide a support person for the meetings. While other program faculty or college representatives, including program retirees, may attend for the purposes of presenting relevant data and participating in key discussions, Georgian representatives do not act as voting members.
- 1.7 When a program undergoes a major curriculum review, the PAC must be notified. This includes the formal Program Renewal, adoption or revision of a new Program Standard, or other major curriculum changes. The PAC provides input into the process, and support for the resulting change, captured in the official minutes.

Procedures

Program Advisory Committee Meeting Procedure

PAC meetings are held a minimum of two times per year, at the call of the Chair, and in consultation with the Dean and/or Program Coordinator.

- 2.1 The Chair, in consultation with the Dean and/or Program Coordinator, sets the meeting schedule and agenda. The agenda will include:
 - 2.1.1 A college-wide update that has been prepared by Marketing and Communications department.
 - 2.1.2 Time for discussion of one of the strategic questions that has been prepared by the VPA's office for the purposes of gaining input from PACs on the college's strategic priorities.
- 2.2 The program Dean and/or Program Coordinator work with their PAC Support Person to book meeting rooms, and to facilitate BoardEffect access of the relevant meeting documentation, including agenda and minutes, which is to be posted in BoardEffect and accessible to the committee members a minimum of one week prior to the meeting.

- 2.3 At each meeting, minutes are taken to create a permanent record of the discussion, action items, motions and recommendations.
- 2.4 Final meeting minutes are posted in the BoardEffect PAC workroom library accessible by all committee members within four weeks of the next meeting.
- 2.5 The voting members of the committee elect a Chair from its membership. If the Chair steps down or is not re-elected, a new chair is elected.
- 2.6 A thank you letter is sent from the Dean to the Chair upon completion of their role.
- 2.7 In honour of the Chair's service upon completion of their term, a student award is provided to a deserving student. This is a one-time acknowledgement during the academic year associated with the Chair's term completion and coordinated with the Advancement and Alumni Relations department. (see [Memo Regarding Student Award in Lieu of Gifts](#)).
- 2.8 When a program/program intake is suspended/cancelled and the PAC is no longer required, an official letter is sent to PAC members by the Dean advising them of the decision and thanking them for their service.

Related Materials

Minister's Binding Policy Directive: Framework for Programs of Instruction

The Georgian College of Applied Arts and Technology By-law No. 14

Program Advisory Committee Terms of Reference

Program Advisory Committee Member Guidelines

[AC-004: Program Renewal](#)

[AC-011: Program Steering Committee](#)

[Memo Regarding Student Award in Lieu of Gifts](#)