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Policy Title: Program Advisory Committees

Policy No: 5000

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Approval Body: Academic Council

Effective Date: January 1, 2016

Review date: January 2019

## **Purpose**

The purpose of this policy is to establish the membership and scope of University Canada West (UCW) Program Advisory Committees (PACs).

## **Scope**

This policy applies to all University Canada West Program Advisory Committee members and UCW employees involved in their administration.

## **Policy Statement**

University Canada West will solicit input on a regular basis from Program Advisory Committees (PACs) to ensure the continued currency, relevancy and quality of its existing programs and to support new program development.

### **1. Program Advisory Committee Functions**

Program Advisory Committees may be engaged in any or all of the following activities:

- 1.1 assist UCW in defining objectives and outcomes of a program of study that are aligned with the University's goals and specific skills needed by students to achieve program objectives.
- 1.2 advise UCW in the development of the curriculum to meet program objectives and learning outcomes.
- 1.3 assist in the evaluation of a program of study, the curriculum, and national or provincial requirements where applicable.
- 1.4 assist with student work placements.
- 1.5 advise UCW on labour market changes that may impact courses and programs, as well as the employment of UCW graduates.
- 1.6 advise UCW on requirements for new programs of study that will meet new or emerging needs within the community, province, country, or abroad.

In undertaking these functions, PACs help to foster alliances with key organizations for the University, ensure a flow of appropriately educated and professionally aware graduates into the community, and promote UCW and its programs.

### **2. Membership**

- 2.1 Program Advisory Committees will draw their membership from business, industry and professions related to programs of study at UCW.
- 2.2 Appointments to Program Advisory Committees will be made by the Vice President, Academic and Students.
- 2.3 Each PAC will normally consist of a minimum of five external members who will serve a minimum of two years.
- 2.4 The Chair of the PAC will be the appropriate academic leader for the program(s) of interest.
- 2.5 A small stipend will be paid per meeting to each external PAC member.

**3. Meetings**

- 3.1 Program Advisory Committees are expected to meet at least twice a year.
- 3.2 Meeting agendas will be distributed electronically at least one week in advance of each meeting.
- 3.3 UCW will provide support for note taking.
- 3.4 Minutes will be recorded at each meeting and retained by the office of the Vice President, Academic and Students.
- 3.5 Other UCW employees and students may be asked to attend meetings as required.

**4. Terms of Reference**

Each PAC will develop a Terms of Reference document that reinforces their advisory purpose, membership composition and meeting framework.

**Definitions**

These definitions apply to terms as they are used in this policy.

<b>Word/Term</b>	<b>Definition</b>
Academic Leader	A Vice President, Academic and Students, Dean, Director, or Program Chair.

**Related legislation**

None

**Related policies**

None

**Responsibility**

The Vice President, Academic and Students is responsible for the implementation of this policy.