

## **TERMS OF REFERENCE**

### **5000ToR Program Advisory Committees**

**For Policy and Procedure:** 5000 and 5000p Program Advisory Committees

**Date Adopted:** March 7, 2024

#### **1. Purpose:**

- 1.1. This is a supporting document with the Program Advisory Committees policy and procedure.
- 1.2. The responsibility of the committee is to ensure the continued currency, relevancy, and quality of UCW's existing programs and to support new program development.

#### **2. Scope of Authority:**

- 2.1. Refer to Policy 5000 Program Advisory Committees, section 3 for the details.

#### **3. Selection of PAC Chair**

- 3.1. The PAC Chair is the appropriate academic leader for the program(s) of interest. The person will be selected by the Dean/ Vice President Academic (or their designate).
- 3.2. In cases where a vacancy occurs, the Dean/ Vice President Academic (or their designate) may appoint an interim PAC Chair, till the time the official selection of the Academic leader for the program(s) of interest is completed at the University.

#### **4. Selection of External PAC Members**

- 4.1. The composition of the committee can vary according to the program it represents. The members will be recommended by the Department Chair(s) upon consultation with the faculty teaching in the program. The final recommendation would be obtained from Dean/ Vice President Academic (or their designate).
- 4.2. Alumni selection to be based upon the information obtained from the University Alumni team. Department Chair(s), with the recommendation from Dean/ Vice President Academic (or their designate), will appoint the PAC member.
- 4.3. The Department Chair(s), and Dean or Vice President Academic (or their designate) can re-appoint the external PAC members for a further two-year term. In cases where a vacancy occurs, the Department Chair(s) with recommendation from Dean/ Vice President Academic (or their designate) may appoint an interim member to complete the balance of the term in question.

## **5. Selection of Internal PAC Member**

- 5.1. Internal PAC members are ex-officio members. The selection criteria are laid out in Procedure 5000p Program Advisory Committee.

## **6. Selection of Student PAC Member**

- 6.1. The currently enrolled students are eligible to join in as the PAC members for their program of enrollment. It is recommended that the student should have studied for at least two terms at the university. Recommendations from the Department Chair(s) will, upon consultation with the faculty teaching in the program, be presented to the Dean/ Vice President Academic (or their designate) for final approval.
- 6.2. In cases where a vacancy occurs, the Department Chair(s) with recommendation from Dean/ Vice President Academic (or their designate) may appoint an interim member to complete the balance of the term in question.

## **7. The PAC Chair (with the assistance of the administrative staff) will:**

- 7.1. ensure that meeting preparations and arrangements are made, including agenda preparation and distribution, serving notice of meeting, and distributing program reports and minutes of the meetings;
- 7.2. distribute meeting agendas electronically at least ten (10) calendars days in advance of each meeting;
- 7.3. ensure that minutes are prepared and distributed promptly following the meeting;
- 7.4. ensure that action items receive prompt and appropriate follow-up;
- 7.5. ensure external PAC members are invited to University events and receive University news across the calendar year; and
- 7.6. present the report with the meeting minutes to the Academic Planning and Priority Committee.

## **8. Meetings**

- 8.1. PACs are expected to meet at least once in the calendar year.
- 8.2. Attendance can be in-person or online.
- 8.3. Administrative staff in the department(s) offering the program will take the minutes and support in the meeting setup.
- 8.4. Minutes will be recorded at each meeting and retained by the office of the department(s) offering the program.

- 8.5. Other UCW employees and students may be asked to attend meetings as required as non-voting members.

## **9. Conduct of the Meeting**

- 9.1. The PAC Chair will preside over all meetings.
- 9.2. In their absence, an acting Chair will be identified by the Dean / Vice President Academic (or their designate).
- 9.3. Notice of meetings, agendas, and draft minutes from the previous meeting will be distributed to all members of a PAC at least ten (10) calendar days before the meeting.
- 9.4. The draft minutes are prepared within ten (10) calendar days of the meeting taking place and will be reviewed by the Dean/ Vice President Academic (or their designate) and the PAC Chair.
- 9.5. The minutes are reviewed and approved by all PAC members within twenty (20) calendar days of the circulation of the document.
- 9.6. The approvals / edits in the draft can be distributed / received electronically.
- 9.7. After the approval is received, the final minutes are sent to all members including the Dean/ Vice President Academic (or their designate) for record-keeping and kept by the department(s) offering the program.
- 9.8. Recommendations from PACs shall require a motion and a simple majority vote, which consists of more than half the votes cast by voting members present in the meeting.
- 9.9. The administrative staff (non-voting member) in the department(s) offering the program will assist the PAC Chair, including arranging meeting facilities if required.

## **10. Quorum**

- 10.1. More than one half of the present voting members.

## **11. UCW and External PAC Members**

In order for the University to continue to receive meaningful engagement with the PAC members (including alumni), the following measures can be considered:

- 11.1. A small stipend can be paid per meeting to each external PAC member.
- 11.2. Members can be invited to events being held in the University, such as talks, parties, conferences, convocation, or others.
- 11.3. Members should receive official University communications, such as newsletters, announcements, etc.