

Policy Number:	5000
Policy Title:	Program Advisory Committees
Approved by:	Senate
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1. Policy Statement

UCW is a teaching intensive university, offering applied degrees that prepare graduates for the job market. The University Canada West (the “University”) Program Advisory Committee (“PAC”) is responsible for advising the University Academic Affairs on the creation and maintenance of effective educational programs that integrate academic and industry inputs suggesting skills or topics in demand.

The University will solicit input on a regular basis from the PAC to ensure the continued currency, relevancy, and quality of its existing programs and to support new program development. The PAC acts as a critical link between the University and the fast-changing contemporary work environment.

2. Purpose

2.1 To create the framework for the establishment and meaningful engagement of the University’s Program Advisory Committees.

3. Scope

3.1 This policy is applicable to:

- 3.1.1 all degree programs at the University.
- 3.1.2 all University Program Advisory Committee members and University employees involved in the committee.

3.2 This policy is not applicable to:

- 3.2.1 non-academic programs

4. Program Advisory Committee Functions

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

- 4.1.1 assist the University 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.
- 4.1.2 advise the University in the development of the curriculum to meet program objectives and learning outcomes.

- 4.1.3 assist in the evaluation of a program of study, the curriculum, and national or provincial requirements where applicable.
- 4.1.4 advise on experiential and student work placements.
- 4.1.5 advise the University on labour market changes that may impact courses and programs, as well as the employment of graduates.
- 4.1.6 advise the University on requirements for new programs of study that will meet new or emerging needs within the community, province, country, or abroad.

4.2 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 and undergraduates into the community, and promote the University and its programs.

5. Definitions

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

Word/Expression	Definition/ Description
Academic Leader	Vice President Academic (or their designate), Dean, Department Chair
Program	An institutionally approved grouping of courses and requirements leading to a credential or option within a credential. This includes but is not limited to Bachelor degree, Master’s degree, major, minor, concentrations, specialization, or option.

6. Responsibility

The Dean or Vice President Academic (or designate) is responsible for the implementation of this policy.

7. Related policies

Policy Number	Policy Title
5001	Program Review
5009	Program and Curriculum Development
5010	Program Discontinuation

8. Associated procedure and documents

Document Number	Document Title
5000p	Program Advisory Committee Procedure
5000ToR	PAC Terms of Reference