



PROGRAM ADVISORY COMMITTEE PROCEDURE

Authorizer: Vice President, Academic, Student Affairs, Human Resources & Research

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PROCEDURE STATEMENT:

Program Advisory Committees (PACs) provide the necessary link between Conestoga and the community it serves. PACs operate in an advisory capacity to Conestoga administration with the objective to keep Conestoga responsive to current and future workforce needs, trends and workplace/industry expectations.

The Board of Governors ensures PACs are established; and that there are procedures to support their operation.

SCOPE:

All post-secondary educational programs at Conestoga, both full-time and part-time, which lead to an employment related credential, or are approved by the Ministry of Colleges and Universities (MCU), are associated with a PAC.

PROCEDURE ELABORATION:

Process guidelines for establishing, maintaining and disbanding a PAC are further detailed in the PAC Resource Guide.

Membership management

1. Academic chairs will ensure the suitability of PAC candidates and have the right to submit a member for appointment, and/or terminate a member.
2. Members will be appointed by the Academic Coordinating Committee (ACC) and reviewed by the Advisory Committee on Academic and Student Affairs (ACASA).
3. Membership terms are three (3) years and will be reviewed annually based on participation and program needs. Members are eligible for reappointment.

4. To ensure that all PAC business is conducted in a fair and unbiased manner, the following procedures will be followed:
 - a. PAC membership will be reviewed to mitigate conflicts of interest through the nomination and review process.
 - b. Should a member's circumstances change during their term and a concern regarding conflict of interest be identified, the executive dean/dean will address this with the Academic Chair for further discussion with the member.

PAC management

5. PACs will conduct two (2) meetings per year unless otherwise specified by Vice President, Academic, Student Affairs, Human Resources and Research.
 - a. Meetings can be held in person, via teleconference or virtual meetings, or a blend of these.
 - b. Minutes will be recorded regardless of the format of the meeting.
 - c. Votes and motions will only be held where quorum is met.
 - i. Quorum is 50% of voting members plus one.
6. Approved templates and documents provided for the consistent operation of PACs must be used as outlined to support consistency and information sharing at Conestoga.
7. Reports will be provided to the members prior to or during the meeting. All documents are considered confidential unless otherwise noted.
8. All PAC assistants will save and manage files as required. Files are required to be kept for a minimum of five (5) years.
9. The formation of a sub-committee, its purpose, and approximate conclusion date will be recorded in the minutes of the meeting at which it is formed.
10. The executive dean/dean or designate responsible for the school, institute, and/or department will confirm PACs are operating as per Conestoga's Program Advisory Committees Policy and Procedure to Academic Administration, on an annual basis.
11. Academic Administration will provide an annual report to ACC.
12. As appropriate, the executive dean/dean or designate will recommend the disbanding or suspension of a PAC to ACC.

PAC involvement

13. Program Reviews:
 - a. PAC members will contribute to continuous quality improvement at Conestoga by providing input for program reviews through discussion at PAC meetings, as defined in Conestoga's Program Review Procedure.
 - b. Members will contribute annually through the review of the Fall Program Report(s) and the Winter/Spring Program Report(s).
14. All major program changes, as they relate to vocational content, will be presented and discussed at PAC meetings.
 - a. Discussions will be noted in writing through minutes of the meetings or email confirmation.

15. Where program affinity exists, the appropriate PAC will be consulted in the concept and development phase of new program designs.

PAC inquiries

16. All media inquiries received by members should be directed to Conestoga's Director of Corporate Communications and Government Relations.
17. Questions, suggestions or concerns regarding an individual PAC or the advisory groups in general will be directed to Academic Administration.

DEFINITIONS:

Academic Coordinating Committee (ACC)

This senior academic committee provides a forum for academic planning and operations within the framework of the strategic plan, and other goals and initiatives identified by the senior management and the Board of Governors. The committee is responsible for this in context of Conestoga's overall and academic quality. The committee also provides necessary interface with Conestoga's other committees, departments and offices.

Advisory Committee on Academic and Student Affairs (ACASA)

This sub-committee of the Board of Governors has the responsibility to examine and discuss all program proposals approved by the Academic Coordinating Committee (ACC) and make a recommendation to the Board of Governors and to receive information and updates on key initiatives within Conestoga which affect the quality of its academic operations.

Board of Governors

The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of Conestoga and to ensure Conestoga operates efficiently and effectively and is developing in ways that are congruent with the stated goals, objectives and strategic direction.

Credential

Recognition awarded upon completion of a program of study as set out by the Ministry.

Ministry of Colleges and Universities (MCU)

The MCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

Program

A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree or other credential awarded by the Board of Governors.

Program Advisory Committee (PAC)

The Program Advisory Committee provides advice on academic program development, review and effectiveness, changes/trends in business and industry affecting programs, students and graduates, technological implications of changes/trends, employment prospects, etc.

REFERENCES:

Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)
Minister's Binding Policy Directive- Framework for Programs of Instruction. July 2009
Ontario College Quality Assurance Service, Program Quality Assurance Process Audit: Orientation Manual, Jan. 2014

RELATED DOCUMENTS:

Program Advisory Committees Policy
Program Advisory Committees Resource Guide
Program Advisory Committees Terms of Reference
Program Development Procedure
Program Review Procedure

REVISION LOG:

12/1/2014	Academic Forum
12/8/2014	Policy and Procedure Committee
12/17/2014	Academic Coordinating Committee
11/6/2019	Academic Forum
06/29/2022	Academic Forum
09/14/2022	Academic Coordinating Committee