

## **PROGRAM ADVISORY COMMITTEE PROCEDURE**

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead(s): Director, Institutional Quality Management

Defining Policy: Program Advisory Committee Policy

Effective Date: 2014-12-17

Date of Last Approval: 2024-11-20

### **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.

### **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.

## **RESPONSIBILITIES:**

### **Academic Team**

- Manage the PAC voting membership.
- Ensure meetings are held and that required documentation is maintained.

### **Institutional Quality Management**

- Oversee and maintain PAC information systems and document repositories.
- Maintain and provide templates and resource documentation.

## **PROCEDURE:**

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:

- 4.1. PAC membership will be reviewed to mitigate conflicts of interest through the nomination and review process.
- 4.2. 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.
  - 5.1. Meetings can be held in person, via teleconference or virtual meetings, or a blend of these.
  - 5.2. Minutes will be recorded regardless of the format of the meeting.
  - 5.3. Votes and motions will only be held where quorum is met.
    - 5.3.1. A quorum for motions and resolutions will be represented through a clear majority of voting members (50 percent 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 in accordance with the Retention Procedure.
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 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 will recommend the disbanding or suspension of a PAC to ACC.

### **PAC involvement**

13. Program Reviews:
  - 13.1. 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.
  - 13.2. Members will contribute annually through the review of various reports prepared by the Academic Team.
14. All major program changes, as they relate to vocational content, will be presented and discussed at PAC meetings.
  - 14.1. 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 Executive Director of Corporate Communications.
17. Questions, suggestions or concerns regarding an individual PAC or the advisory groups in general will be directed to Academic Administration.

### **RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

*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*

Program Advisory Committees Policy

Program Advisory Committees Resource Guide

Program Advisory Committees Terms of Reference

Program Development Procedure

Program Review Procedure

Retention Procedure

### **REVISION LOG:**

2014-12-01	Academic Forum
2014-12-08	Policy and Procedure Committee
2014-12-17	Academic Coordinating Committee
2019-11-06	Academic Forum
2022-06-29	Academic Forum
2022-09-14	Academic Coordinating Committee
2024-11-13	Academic Forum
2024-11-20	Academic Coordinating Committee