



PROGRAM ADVISORY COMMITTEES POLICY

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

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POLICY STATEMENT:

To fulfill our commitment to the Ministry Binding Directive, Conestoga Program Advisory Committees (PACs) are established to provide the necessary link between Conestoga and the community it serves.

PACs may exist for a single program or a cluster of programs related by specialization. PACs provide advice and guidance to the program academic team through regular PAC meetings. The role of PACs is to identify and provide input on three essential elements that facilitate a strategic outlook of the program:

- Workforce/industry/business trends
- Curriculum relevance and enhancing the learning experience
- Student/graduate success and continuing professional learning

PAC membership comprises a cross section of professionals external to Conestoga who are appointed to the PAC. External members have a direct interest in, and diversity of experience related to, the particular occupational area addressed by the program.

Membership will be comprised of voting and non-voting members. Voting members are external to the program and are appointed. Non-voting members include students, faculty and staff. Members are approved by the ACC and reviewed by the ACASA for information purposes.

In order to encourage an arm's length relationship between the PAC members and the administration of the College, voting members of the program advisory committees should not include current Board of Governors members. As well, full-time employees who administer, teach in, or support the programs within the mandate of the advisory committee cannot be a voting member.

Recommendations from PACs are advisory in nature to the executive dean/dean or designate responsible for the school, institute, and/or department.

The executive dean/dean or designate responsible for the school, institute, and/or department has accountability for ensuring PACs will follow Conestoga's PACs Procedure and Guidelines. Academic Administration has accountability for ensuring Conestoga's Program Advisory Committees Policy and Procedure are upheld at the institutional level.

SCOPE:

All post-secondary education programs of study 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), will be associated with a PAC. For any program not leading to an employment related credential, such as foundation programs, PACs are optional.

DEFINITIONS:

Credential

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

Foundation Program

A program of study which is preparatory for enrolment in a college certificate, diploma, advanced diploma or degree.

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, 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

RELATED DOCUMENTS:

Program Advisory Committees Procedure

Program Advisory Committees Resource Guide

Program Advisory Committees Terms of Reference

REVISION LOG:

12/1/2014	Academic Forum
12/8/2014	Policy and Procedure Committee
12/7/2014	Academic Coordinating Committee
11/6/2019	Academic Forum
02/09/2022	Academic Forum
02/16/2022	Academic Coordinating Committee