



Policy No.	C.3.1
Title	PROGRAM ADVISORY COMMITTEE POLICY
Approving Jurisdiction	Board
Policy Sponsor	President
Last Revised/Replaces	04.2008
Effective Date	May 5, 2011
Signed by	

The purpose of this policy is to ensure that there is active and continuing employer involvement for each academic program or cluster of programs to ensure currency and relevancy to the needs of the communities served by the College.

CONTEXT AND PURPOSE

One of the cornerstones of the educational programs of Vancouver Community College (VCC) is a strong connection to the employment and community sector each program serves. Program Advisory Committees (PACs) provide that connection.

PACs are constituted to provide strategic advice and assistance to a VCC program or group of programs. They provide guidance on overall trends that may affect the curriculum and employability of VCC graduates. This could include an understanding of the skills and abilities employers and community are likely to require in the future, the potential effects of technological change, changes to methodologies used by employers, and advocacy on issues affecting the College and its mandate, etc.

Each PAC will submit an annual report which summarized the activities and recommendations of the PAC to the VCC Board of Governors as per the terms of reference in the procedures documents.

SCOPE AND LIMITS

This Policy, and related Procedures, applies to any course of studies that leads to a VCC credential, or an area of study for which a program advisory committee is deemed by the College to be appropriate.

STATEMENT OF POLICY PRINCIPLES

1. The mandate of the College is to respond to the needs of the communities it serves; as such, the College values the strategic input and advice of community members who have an interest in the College's programs and graduates.
2. Every College program (or program cluster as determined by the College) will form and be guided by the advice of a Program Advisory Committee (PAC) composed of members of the respective industry who will assist the College in identifying the need for various educational and training programs and in maintaining the relevance and currency of these programs.
3. The input of PAC members should focus on strategic issues that will inform matters of enrolment, program development, program content and standards, student success, employment of graduates and other, related matters.
4. Advisory Committee members should represent a broad cross-section of the sector(s) served by the program.
5. Advisory Committees provide advice to the Board and will, through administration, provide annual reports to the Board on their advisory activities.
6. PAC members are appointed by the College Board and are expected to assist the College and the program(s) they represent by acting as a link to their industry as well acting as community ambassadors for the College and the program(s) they are involved in.
7. Advisory Committees will meet at least twice each year with program representatives to review at a strategic level, current and prospective issues related to the program.
8. The College will provide each PAC with Terms of Reference to guide their activities.
9. The College Board will maintain a regular and ongoing liaison with PAC members through an annual meeting and reporting structure.
10. The College will ensure that PAC members are informed about the College's strategic initiatives, other, major events impacting on the program they are advising as well as the disposition of various matters discussed at PAC meetings.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED PROCEDURES

Refer to Program Advisory Committee Procedures, C.3.1