



Appendix A

# **WELCOME TO PROGRAM ADVISORY COMMITTEES AT VCC**

A Short Introductory Guide

Updated February 2016



## Welcome to Program Advisory Committees at VCC

### MESSAGE FROM VICE PRESIDENT ACADEMIC

For over 50 years Vancouver Community College (VCC) has been helping students gain the skills and knowledge they need to make a difference in the world. We're a key player in helping some of B.C.'s most important sectors meet their needs for highly skilled staff; our graduate placement rates are among the highest in the province.

VCC's community and industry partnerships are critical and defining characteristics of the College. We foster partnerships that enable us to make meaningful contributions to our partners, and provide opportunities for students to engage in valuable learning experiences that will enrich the community. Our programs and activities often extend well beyond the classroom and we are committed to continuing to develop mutually beneficial, lasting relationships with industry leaders.

Program Advisory Committees (PACs) are essential to maintaining our competitive advantage and enriching our students' learning experience. Your contributions as a PAC member help us to ensure our programs are high-quality, relevant and responsive and that we are equipping students with the skills they need to succeed in the global marketplace.

The knowledge, time, and unique perspective you bring to VCC as a PAC member will have a real, lasting impact on the College, and I'd like to thank you for your commitment to VCC students, and instructors. On behalf of VCC's Board of Governors and the President welcome to VCC!





**WHAT YOU’LL FIND IN THIS INTRODUCTORY GUIDE:**

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## I. WHY PACs MATTER: AN INTRODUCTION



PACs play an essential role in maintaining an effective dialogue with the College's industry and community partners — part of VCC's ongoing efforts to continually further the quality of the learning experience for students and instructors alike, ensuring its programs and courses are current, relevant, competitive and forward-looking.

PAC members act as ambassadors, both for the College and the

program/s they are affiliated with through their PAC membership.

The contributions of each PAC as a whole coupled with the valuable individual contributions of its members support and promote the College's five key success drivers:

- Educational Quality
- Operational Excellence
- Financial Stability and Sustainability
- Reputation Management
- Business Development

By tapping into the latest industry and community feedback, VCC can further build on its strengths while responding to the changing needs of learners, changing demographics and an evolving economy, delivering the inspired programs and courses for which the College is well-known.

Under the terms of the *College & Institute Act* section 23 (i)(k) of the Province of British Columbia, Program Advisory Committees (PACs) are an integral part of the college system.

VCC recognizes the need for a regular and timely exchange of information between our external and internal communities. PACs play an essential role in meeting this objective by offering a forum for this exchange.

**PACs provides guidance on overall trends that may affect the curriculum for a particular program or course and, ultimately, the employability of VCC graduates in the labour market**

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.

**PACs provide a strong connection to the employment and community sector each program serves**

PACs ensure VCC's programs and courses are current, relevant, competitive and forward-looking by including ongoing and active employer involvement — in other words, by engaging industry and other communities served by VCC.

Each PAC consists of a group drawn from representative stakeholder groups. PAC members represent a broad and balanced range of constituencies served by the program and, within those constituencies, a mix of: senior managers; managers directly responsible (potentially) for hiring program graduates; representatives from regulatory bodies and associations; at least one program graduate; and where possible a student currently enrolled in the program.





## II. MAKING THE MOST OF YOUR PAC EXPERIENCE

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Ultimately the success of each PAC depends on the contributions of its members and the perspective they bring to each meeting. This feedback has a concrete impact on VCC's programs and students and in shaping learning outcomes.

**Industry and community feedback and perspective is vital in ensuring VCC's programs and courses remain current, relevant, competitive and forward-looking**

**PAC committee member feedback ensures VCC's students are following the latest industry standards and that VCC's graduates are well-positioned to enter the workforce and immediately begin making meaningful contributions to their respective industries**

PAC members contribute to:

- determining and evaluating program needs;
- defining relevant program objectives;
- raising the College's public profile;
- helping place graduates within the industry and in meaningful work experiences when feasible;
- identifying opportunities for bursaries and scholarships; and,
- securing community support for the program.

**The valuable, real-world perspective PAC members offer adds depth that greatly helps in framing the overall learning and teaching experience at VCC**

## III. PAC WRAP-UP/THANK YOU

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## Welcome to Program Advisory Committees at VCC

Founded in 1965, VCC is one of the largest and oldest community colleges in British Columbia. Over these many years, the College has played a vital role in education, training and skills development in Vancouver and the Lower Mainland.

Today, as a leading post-secondary educational institution in and beyond British Columbia, VCC offers more than 140 certificates, diplomas and bachelors' degrees to a diverse mix of domestic and international students, training and preparing students in a variety of career disciplines including:

- Hospitality and Applied Business
- Health Sciences
- Trades
- Access
- Music, Dance & Design
- Instructor Education

As a PAC member, you make a real difference in shaping the teaching and learning experience at VCC, for both students and instructors alike. At the same time, you're helping ensure VCC's graduates are ideally prepared to take that first step into the workforce after they graduate, so they can immediately begin making a contribution to the labour market with knowledge that's based on the latest industry perspective.



The VCC Board of Governors and the College community greatly appreciate the knowledge, time and perspective you have contributed as a PAC member, and your willingness to play an important role in shaping the overall educational journey for VCC's students, graduates and instructors.

Thank you!

**Should you have any PAC-related questions, kindly contact your PAC Chair**



## Welcome to Program Advisory Committees at VCC

### IV. APPENDICES

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Appendix A: Frequently Asked Questions (FAQs) about PACs

Appendix B: Sample PAC Meeting Agenda/Notes

Appendix C: Program Advisory Committee Policy (C.3.1)

Appendix D: Program Advisory Committee Procedures (C.3.1)







## APPENDIX A: FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT PACs

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### **Briefly, what's the purpose of a Program Advisory Committee (PAC)?**

To make learning that takes place at VCC relevant to industry so VCC grads can seamlessly transition to the workplace after leaving VCC, bringing with them the necessary knowledge and skills

### **How does the feedback from PACs influence the programs and courses VCC offers?**

A yearly report outlining the activities of each PAC is prepared by each PAC Chair in consultation with the Dean and Vice President. A summary report is then prepared for the President, Board of Governors and Education Council.

### **How often do PACs meet?**

PACs meet a minimum once yearly. To ensure PAC recommendations can be adequately addressed, it is recommended each committee meet in a timely fashion and as often as deemed needed to address follow up on recommendations made re substantive issues.

### **How long does a PAC committee member serve?**

PAC members normally serve for one three-year period, which may be renewed for an additional three years. Appointments extending beyond two terms (6 years) will be considered by the Vice President based on their individual merits. PAC Chairs are elected from among appointed PAC members and serve for two years.

### **Why is there limited participation by VCC faculty / CS instructors on PACs?**

PACs are designed to provide the VCC Board of Governors with direct, industry-related feedback. Faculty/ CS Instructors primarily receive information and contribute to discussion around curricular matters through their Department Leaders/ Program Coordinators.

### **How do PACs influence policy or decision-making?**

PACs provide essential industry-related feedback that informs decision-making and actions by the College or the VCC Board of Governors. The primary function of PACs is to provide advice on curricular matters that can, in turn, better inform the overall teaching and learning experience at VCC shaping the programs and courses offered by the College to ensure they are current, relevant, competitive and forward-looking.



## APPENDIX B: SAMPLE PAC MEETING AGENDA/MINUTES

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### **Suggested Agenda items to be reviewed at PAC meetings:**

- Industry scan
- Program objectives
- Program learning outcomes
- Curriculum content and scope
- Learning resources
- Adequacy/appropriateness of instruction delivery, facility, equipment

### **Minutes of meetings should usually include:**

- Names, titles and affiliations of those attending the meeting
- The date and place the meeting was held
- Information in the same order that it appears on the meeting Agenda
- Recommendations arising from discussion
- Action items arising from recommendations including a note of who is responsible for taking action
- Next meeting date



## APPENDIX C: PROGRAM ADVISORY COMMITTEE POLICY

		POLICY
Policy No.	<b>C.3.1</b>	
Title	<b>Program Advisory Committee</b>	
Approval Body	Board of Governors	
Policy Sponsor	President	
Last Revised/Replaces	May 29, 2013	
Effective Date	Feb 24, 2016	

### 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 to the Vice President, which summarizes the activities and recommendations of the PAC. The Vice President will prepare a summary report for the President, the Board of Governors and Education Council.

### 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 (VCC) is to respond to the needs of the communities and stakeholders it serves; as such, VCC values the strategic input and advice of community members and other relevant stakeholders who have an interest in the College’s programs and graduates.
2. Program Advisory Committees (PACs) will normally be composed of members of the respective industry who will assist the College in identifying the need for various educational and training programs and maintaining the relevancy and currency of these programs.



## Welcome to Program Advisory Committees at VCC

3. The focus of PACs will be on strategic issues that inform matters of enrolment, program development, program content and standards, student success, employment of graduates and other, related matters. PAC's will also provide formal input into the Program Renewal process to guide the College in areas of employment opportunities for graduates and modifications to program content/delivery to meet future requirements in the workplace.
4. A PAC's advice will normally advance through the appropriate co-governing bodies within legislated requirements of the College & Institute Act. In addition, the Vice President will prepare a summative report on an annual basis for the President, Board of Governors and Education Council.

### DEFINITIONS

Program: For the purpose of this Policy and Procedures, "program" includes any course of studies that leads to a VCC credential or "program cluster" as determined by the College or area of study for which a Program Advisory Committee is deemed to be appropriate

### RELATED LEGISLATION & POLICIES

#### Legislation

*College and Institute Act, Section 23(1)(i)*

#### Policies

C.3.2 Program Review and Renewal

### RELATED PROCEDURES

Refer to C.3.1 Program Advisory Committee Procedures.



## APPENDIX D: PROGRAM ADVISORY COMMITTEE PROCEDURES

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### PROCEDURES

Policy No.	<b>C.3.1</b>
Title	<b>Program Advisory Committee</b>
Approval Body	Board of Governors
Policy Sponsor	President
Last Revised/Replaces	May 29, 2013
Effective Date	Feb 24, 2016

The Procedures that follow have been organized under the following headings: Program Areas; Identification of Members; Appointment of Members; Terms of Reference (Committee and Chair); Conduct of Meetings; Role of College Employees; Board and College Liaison and Communication; Miscellaneous.

#### Program Areas

1. It is expected that most “programs” will have a Program Advisory Committee (PAC).
2. The Dean in consultation with the Department can put forward a recommendation to the Vice President to consider a cluster of programs in order to manage internal resources and PAC member availability effectively.

#### Identification of Members

3. PAC composition will be decided by the Dean and Department taking into consideration size of the program and possibility of clustering like program areas.
4. Potential members are identified through consultation with a variety of groups. Members appointed will represent a broad and balanced range of constituencies served by the program, such as the employment community, current practitioners, alumni who have worked in the industry for several years, professionals in regulatory bodies, and possibly a student currently enrolled in the program. Names of potential members should be forwarded to the Dean of the relevant program(s).
5. Deans will, within a reasonable time period, make an initial, formal contact with each nominee to solicit their interest and agreement to let their name stand prior to submitting their recommendation to the Vice President.

#### Appointment of Members

6. A PAC New Member Appointment Form must be completed and signed by the Dean, in consultation with the Department Leader/Program Head, and be accompanied by a brief background of the candidate. The form will be forwarded to the Vice President who will send an official letter of appointment to the new PAC member.



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7. Where possible, appointments are made for a three year period, which may be renewed for a second term. Terms should be staggered whenever possible to provide continuity. Appointments extending beyond 2 terms (6 years) will be considered by the Vice President based on their individual merits.
8. The Vice President's office will maintain a master list of PACs including membership, affiliation, and term of office.

### **Terms of Reference (Committee and Chair)**

9. Program Advisory Committees provide strategic advice to the program(s) they represent in several important ways:
  - a. Provide advice to the program(s) for which they have been appointed including the following:
    - i. Ensuring a flow of well-trained and educated graduates into the community
    - ii. Standards for programs and services
    - iii. The knowledge base and competencies expected of program graduates including new technological advances
    - iv. Requirements for work experience, co-operative or other types of experiential learning
    - v. Trends in the requirements of the sector including knowledge and practical skills
    - vi. Emerging labour market trends
    - vii. Ways to raise public awareness of the program and ways in which the program and its graduates can enhance their impact on the sector
  - b. Act as community ambassadors for the College and the programs they represent by promoting interest in the College and raising the profile of its programs and services
10. The PAC Chair is elected from among the appointed members of the PAC and will normally serve for a period of two years. The Chair will perform the following functions:
  - a. Chair the meetings and ensure that meetings are conducted in an orderly and business-like fashion (refer to Appendix F – suggested role of chair);
  - b. Ensure that the PAC evaluates its own performance at least once every two years. A suggested PAC performance evaluation template is provided in Appendix D.
  - c. Represent the PAC in presentations to the Board.
11. PAC members who exhibit a pattern of lack of attendance or lack of contribution to PAC deliberations may be replaced by another candidate. Removal of a PAC member will be initiated by the Vice President.
12. The Dean in consultation with the Department Leader and Chair of the PAC, will perform the following functions:
  - a. Ensure PAC meeting is scheduled at least once each year, agendas are prepared, notice of meetings are served and agenda material is distributed;



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- b. Ensure that minutes are prepared and distributed promptly and that action items are followed up;

### Conduct of Meetings

13. Each PAC will meet a minimum once a year with the option for additional meeting when the need arises.
14. A notice of meeting and agenda will be distributed to PAC members at least two weeks prior to the date of the meeting.
15. The Chair will preside over all meetings; in their absence, an acting chair will be identified by PAC members.
16. A quorum will consist of 50% of appointed members.
17. In the event of a dispute about the conduct of the meeting, Roberts' Rules of Order will take precedence.
18. Refreshments funded out of the Dean's budget will be provided at PAC meetings. A light meal may be provided if the meeting is scheduled during meal time hours.

### Role of College Employees

19. College employees cannot be members of the PAC and do not have a vote, but attend PAC meetings as a resource.
20. The Dean of the relevant program(s) is expected to provide support and assistance to the PACs as follows:
  - i. Identify potential PAC members
  - ii. Orient newly-appointed members (see orientation package)
  - iii. Liaise with the PAC Chair to identify issues, develop agendas
  - iv. Ensure administrative support is provided to call meetings, circulate agendas and related materials, arrange for presentations, ensure that minutes are taken
  - v. Prepare reports and presentations that address agenda items
  - vi. Provide updates regarding major College strategies and issues as well as issues that may impact on the program and its students and graduates
  - vii. Identify ways to recognize PAC members and their contribution to the program and College
  - viii. Ensure that PAC members are informed about the disposition of issues raised within PAC meetings.
21. Department Leaders in consultation with the department will identify potential members to the Dean; communicate information arising from PAC meetings to the department; work the PAC Chair and Dean on action items.
22. Department Leaders in consultation with the department and dean will prepare a summary of the PAC meetings as part of the Annual Program Review process (Policy C.3.2). The summary should include PAC advice on program development, review and effectiveness; changes/trends



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in business and industry affecting programs, students and graduates; technical implications of changes /trends; employment prospects, other.

### **Board and College Liaison and Communication**

23. The Board may arrange a meeting periodically, between the Board and PAC Chairs to solicit feedback on sector issues and to share information about developments at the College.
24. In order to engage PAC members with the College, PAC members will be provided with regular updates on events and developments at the College; PAC members may also be invited to participate in select College events.
25. The College will develop various ways to provide recognition of PAC member contributions to the College; for example, a College pin identifying their role.
26. The Vice President will prepare on an annual basis a summary report regarding the activities of the College's PACs with particular reference to any substantive issues raised, recommendations arising from such discussions and action items arising from recommendations for the President, the Board and Education Council.

### **Miscellaneous**

27. Parking costs will be reimbursed upon presentation of PAC member receipts to the Dean of the program area.

### **Appendices**

28. Following appendices are attached to these procedures:
  - Appendix A: Welcome Guide
  - Appendix B: One page overview
  - Appendix C: New PAC Member Appointment Form
  - Appendix D: PAC performance evaluation
  - Appendix E: Sample PAC Annual Report
  - Appendix F: Suggested Role of the PAC Chair

### **RELATED POLICY**

Refer to C.3.1 Program Advisory Committee Policy.