



PROGRAM ADVISORY COMMITTEE

[INSERT NAME OF PROGRAM HERE]

Overview

This PAC advises on curricular matters pertaining to **[INSERT NAME OF PROGRAM HERE]**.

Mandate

[INCLUDE THE MANDATE OF THE PAC HERE AND, IF ONE EXISTS, THE DEPARTMENTAL MISSION STATEMENT]

Terms of Reference

This PAC is governed by VCC's Program Advisory Committee policy and procedures C.3.1. Program Advisory Committees provide strategic advice to the program(s) they represent and to the Board and fulfill their role in several important ways:

- Provide advice to the program(s) for which they have been appointed including the following:
 - Ensuring a flow of well-trained and educated graduates into the community
 - Standards for programs and services
 - The knowledge base and competencies expected of program graduates including new technological advances
 - Requirements for work experience, co-operative or other types of experiential learning
 - Trends in the requirements of the sector including knowledge and practical skills
 - Emerging labour market trends
 - Ways to raise public awareness of the program and ways in which the program and its graduates can enhance their impact on the sector
- 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

Membership

PAC composition will be decided by the Dean and Department taking into consideration size of the program and possibility of clustering like program areas.

Reappointment

Members of this Program Advisory Committee are appointed for a period of three years. Committee membership can be renewed for a second three-year period.

Meeting Frequency

Meetings are to take place a minimum once a year with the option for additional meetings when the need arises.

Time Commitment

Program Advisory Committee meetings average between 60 and 120 minutes.

Minutes & Agendas

An agenda and minutes from the previous meeting will be sent to all PAC members at least two weeks in advance of the next meeting of the Program Advisory Committee. Copies of minutes and agendas from previous meetings can be obtained from the PAC Chair.