



## Appendix A

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

A Short Introductory Guide

Updated August 2024



## Welcome to Program Advisory Committees at VCC

### MESSAGE FROM THE VICE PRESIDENT

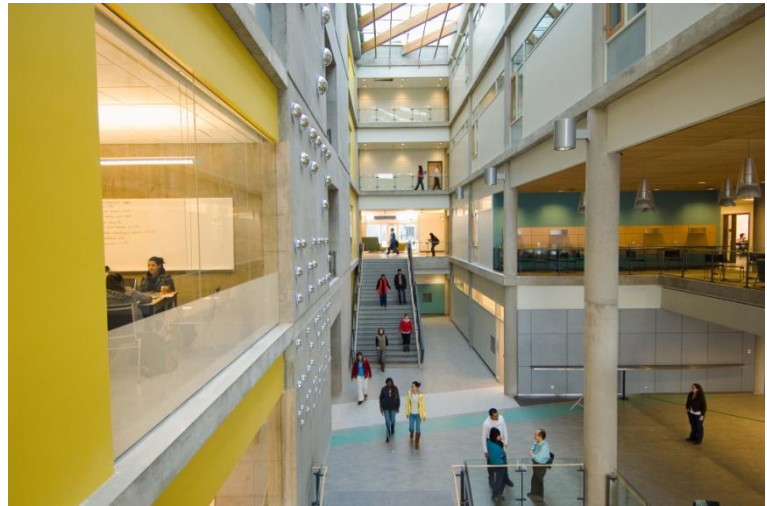
For 50 years Vancouver Community College (VCC) has been helping students gain the skills and knowledge they need to make a difference in the world. We're a key player in helping some of B.C.'s most important sectors meet their needs for highly skilled staff; our graduate placement rates are among the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

**David Wells**  
**Vice President, Academic & Applied Research**





**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.



## Welcome to Program Advisory Committees at VCC

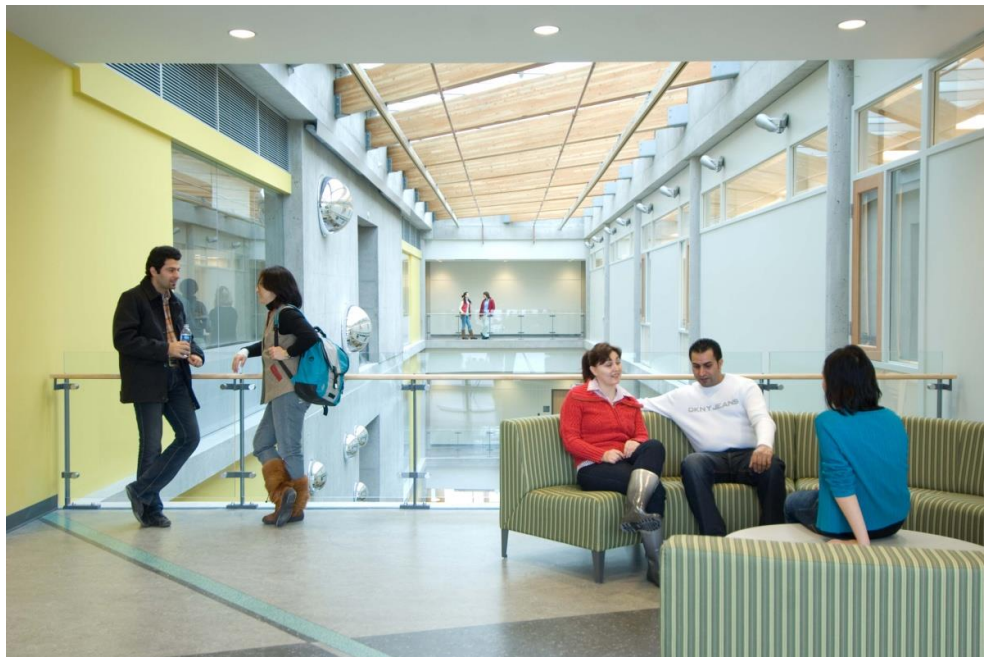
**PACs provides guidance on overall trends that may affect the curriculum for a particular program or course and, ultimately, the employability of VCC graduates in the labour market**

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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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 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 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, to the Vice President Academic & Applied Research. 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 Academic & Applied Research 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