Keyano COLLEGE

Policy

PROGRAM ADVISORY COMMITTEE POLICY

Policy Section:	Student and Academic Support Services	**Effective Date:**	March 1, 2025
Policy Owner:	Vice President Academic & Student Experience	**Last Revised:**	October 22, 2024
Policy Administrator:	Director, Academic Experience	**Review Scheduled:**	Every 4 years
Approver:	Executive Committee Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

Keyano College is committed to excellence in teaching and learning, industry training, and research through the delivery of relevant and sustainable programming. Program Advisory Committees provide the College with a vital link to community and industry stakeholders to promote relevant, inclusive, high-quality academic programming.

1. Guiding Principles

The following principles guide the College in the governance and administration of Program Advisory Committees:

1.1 Program Advisory Committees (PACs) are mandated in every program by the Dean, with a program's Associate Dean or Chair responsible for organizing and leading the assigned PAC.

1.2 In addition to a program Chair, each PAC consists of appointed industry representatives, related professionals (government & non-governmental), and students/alumni and whose purpose is required for ministry approved programs or clusters of ministry-approved programs, as guided by the PAC Procedure.

1.3 In addition to external stakeholder appointed members, PAC membership also includes relevant College faculty and staff as ex-officio members, as guided by the PAC Procedure and Terms of Reference (TOR).

1.4 PACs meet a minimum of 1 time per year with some PACs meeting more frequently (i.e., once per semester as needed) and focus on the institution's strategic priorities, opportunities for work integrated learning and applied research, and workforce relevance of programs.

2. Policy Objectives

Program Advisory Committees:

2.1 Advise on changes in the labour market and/or socio-cultural needs, which may affect the employment of graduates or the ongoing viability of existing programs.

2.2 Advise on requirements for new program initiatives designed to meet emerging needs or employment trends in the industry sector.

2.3 Advise on program graduate outcomes, in relation to the needs of the industry sector, and any other appropriate standards that may be applicable to the individual circumstances of each program.

2.4 Advise on technological, competitive, economic and human resource, including Equity, Diversity, Inclusion, and Belonging (EDIB) and Indigenization, trends and elements which may impact program graduate outcomes.

2.5 Identify and/or promote work-integrated learning (WIL), employment and applied research opportunities.

2.6 Provide advice, recommendations, and guidance to inform College decision-making to promote relevant, inclusive, and accessible, high-quality academic programming.

2.7 Provide feedback to program review steering committees with regard to program elements that need to be reviewed and/or improved

2.8 Report to the Dean or designate of the program.

B. DEFINITIONS

(1)	**College:**	means Keyano College
(2)	**Ex-Officio member:**	means non-voting members drawn from Keyano College that may include the Dean of the School, Associate Dean for the Program, Chairperson, program coordinator, faculty and/or staff
(3)	**Policy**	means the Program Advisory Committee Policy
(4)	**Program:**	means any ministry approved program of study that leads to a Keyano College credential
(5)	**Stakeholder:**	means representatives broadly drawn from community, Keyano alumni and students, subject-matter experts, industry, or employers (including prospective employers) of program(s) graduates

C. RELATED POLICIES

- Program Quality Assurance (PQA) Policy

D. RELATED LEGISLATION

- *Government of Alberta post-secondary institution recommendations* – *Campus Alberta Quality Council Handbook*

E. RELATED DOCUMENTS

- Program Advisory Committee (PAC) Procedure
- Program Advisory Committee (PAC) Terms of Reference (TOR)
- PAC Invitation to participate letter template
- PAC Participation intent form (MS Form)
- PAC Term Renewal letter template
- Keyano College Strategic Plan

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
April 8, 2024 October 22, 2024	Revisions to Program Advisory Committees Policy & Procedure. Previous versions of Policy/Procedure (2020) will be rescinded.	All sections	Learning & Development Specialist Legislative Compliance/Policy & Procedure Coordinator	VP Academic & Student Experience

[PROGRAM TITLE PROGRAM ADVISORY COMMITTEE]

TERMS OF REFERENCE (TOR)

INTRODUCTION:

Keyano College Deans or designates will ensure that all ministry approved programs, or cluster of related ministry approved programs, establish a Program Advisory Committee (PAC) guided by this Terms of Reference (TOR).

MEMBERSHIP:

Appointments to PACs shall be made by the Vice President Academic & Student Experience (VPA&SE), upon the recommendations of the appropriate Dean. The composition of the PAC will normally consist of the following members, representing a cross-section of industry, agencies and/or associations that have a diversity of experience and expertise related to the area of programming:

a. A minimum of five and a maximum of ten external members with interest and experience in the program served by the committee. Recommended representation from the following groups: Employees in the professional occupation, including first-line supervisors; Employers of program graduates; public sector representatives aligned with program standards (if applicable).

b. A minimum of 60% of external PAC members must live within the Regional Municipality of Wood Buffalo (RMWB).

c. A minimum of one student in the program.

d. A minimum of one alumnus from the program, if available.

e. Keyano College staff representation on the committee shall be ex-officio and normally consist of the VPA&SE or designate, the Dean, Associate Dean and Chair responsible for the program, at least one faculty member and Administrative support.

f. A Chair of the committee shall be elected from the appointed members of the committee, however, the Chair cannot be one of the ex-officio members.

g. Exceptions to the committee membership may be made by the Dean, upon consultation with the VPA&SE.

h. Administrative support will be provided by the applicable Program area.

i. Additional external stakeholders and/or Keyano College staff (including senior leadership) may attend Committee meetings as required.

Voting Members (a., b., c., above)	**Non-Voting (Required)** (d., g., h., above)

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Approved:

[PROGRAM TITLE PROGRAM ADVISORY COMMITTEE]

TERMS OF REFERENCE (TOR)

RESPONSIBILITIES:

a. The Program Dean's office will provide a PAC orientation to all new members, in accordance with the Program Advisory Committee Procedure. The Centre for Teaching and Learning (CTL) will assist Program Dean's with resources.

b. The committee will meet a minimum of 1 time per year with some PACs meeting more frequently (i.e. once per semester as needed) in fulfillment of policy objectives:

   1. Advise on changes in the labour market and/or socio-cultural which may affect the employment of graduates or the ongoing viability of existing programs.
   2. Advise on requirements for new program initiatives designed to meet emerging needs or employment trends in the industry sector.
   3. Advise on program graduate outcomes, in relation to the needs of the industry sector, and any other appropriate standards that may be applicable to the individual circumstances of each program.
   4. Advise on technological, competitive, economic, and human resource (including Equity, Diversity, Inclusion & Belonging (EDIB) and Indigenization) trends and elements which may impact program graduate outcomes.
   5. Identify and/or promote work-integrated learning (WIL), employment and research opportunities.
   6. Provide advice, recommendations, and guidance to inform College decision-making to promote relevant, inclusive, and accessible, high-quality academic programming.

c. PACs shall report to the Dean or designate of the program.

d. All members are voting members except those who are ex-officio. Kerr and King Rules of Order shall apply unless otherwise stated.

e. The support of a simple majority of the voting members is required to pass a motion. Fifty percent attendance of the appointed members shall constitute a quorum.

f. The PAC Chairperson, in consultation with the Program Chair or Associate Dean, shall

   1. Ensure that the roles and responsibilities of the committee are carried out
   2. Call and conduct meetings.
   3. Call special meetings and/or create sub-committees.

Drafted:
Approved:

4. Keyano College staff shall assist the PAC Chairperson in preparation for Committee meetings, including the development of the agenda, meeting minutes and the generation of background information.

g. Each department shall provide a recording secretary and the support services required to prepare and distribute minutes and agenda notices. Minutes of all Advisory Committee meetings will be sent to the committee members, program staff, program Chair, Associate Dean, the Dean and VPA&SE.

h. Advisory committees may make formal recommendations which will be brought to the attention of the VPA&SE. Such resolutions will be communicated by the committee Chair, in writing, to the Dean for further action. The ultimate responsibility for action with regard to these recommendations rests with the VPA&SE.

i. PAC members may be invited to participate in Program Review & Renewal Processes; participation is optional and voluntary.