Procedure

PROGRAM ADVISORY COMMITTEE PROCEDURE

Procedure 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.   PROCEDURES

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 these procedures and related *Terms of Reference* (TOR). PACs may also inform College's non-credit programs and/or an independent PAC may be established where required.

1.   Committee Membership

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:

1.1   External stakeholders: 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).

1.2   A minimum of one student in the program.

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

1.4   Keyano College staff representation on the committee shall be ex-officio and normally consist of the Vice-President Academic & Student Experience (VPA&SE) or designate, the Dean, Associate Dean and Program Chair (or Manager, if non-credit) responsible for the program, at least one faculty member from the program, preferably involved in program development and design, and administrative support. Administrative support will be provided by the applicable program area.

1.5   A Chair of the committee shall be selected from the appointed members of the committee. The term of service of the Chair shall be the prerogative of the committee.

1.6   The Chair cannot be one of the ex-officio members of the committee.

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

1.8   Additional external stakeholders and/or College's employees may attend Committee meetings as required.

2. **Appointments**

2.1 Program Chairs and/or Associate Deans shall solicit nominations for committee membership, making recommendations to the Program Dean no later than May 15th of each year for consideration.

2.2 PAC membership recommendations are reviewed by the Dean, then submitted to the VPA&SE no later than May 31st of each year, with appointments commencing on July 1st of each academic year.

2.3 Appointments to PACs shall be made by the VPA&SE upon the recommendations of the appropriate Dean. The Program Dean's administrative support will prepare the appointment letters for VPA&SE signature.

2.4 Appointments shall normally be for a term of up to three years. Members may be reappointed for a further term of up to three years. Replacement of members will be on a scheduled rotation to ensure continuity of the committee.

2.5 When necessary, the Dean may appoint an interim committee member prior to appointment by the VPA&SE.

3. **Operations, Roles, & Responsibilities**

3.1 The committee will meet minimum of 1 time per year with some PACs meeting more frequently (i.e. once per semester as needed) in fulfillment of policy objectives as defined in Sections 2.1 to 2.7 in the PAC Policy.

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

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

3.4 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.

3.5 The PAC Chair, in consultation with the Program Chair or Associate Dean, shall:

   a. Ensure that the roles and responsibilities of the committee are carried out.
   b. Call and conduct meetings.
   c. Call special meetings and/or create sub-committees.
   d. Keyano College staff shall assist the PAC Chair in preparation for Committee meetings, including the development of the agenda, meeting minutes and the generation of background information.

3.6 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.

3.7 Each PAC membership list and subsequent meeting minutes will be filed in the CTL's repository with the assistance of the VPA&SE or Program Dean's administrative support.

3.8 Advisory committees may make formal recommendations which will be brought to the attention of the VPA&SE. Such recommendations 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.

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

4. **Orientation**

4.1 An effective PAC is composed of members who are informed about the program and involved in program events.

4.2 The Program Dean's office will provide all new committee members with the following information:

   a. Keyano College Credit Calendar
   b. Relevant program information and promotional materials
   c. Program Advisory Committee Policy, Procedure, and TOR
   d. Relevant program documents, including any recent program reviews.

4.3 The Program Chair and/or Associate Dean will contact new members to invite them to visit the campus to meet with faculty and tour the program facilities. All committee members should be encouraged to participate in public program events, such as convocation, etc.

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, Chair, faculty and/or staff

(3) Policy means the Program Advisory Committee Policy

(4) Procedure means the Program Advisory Committee Procedure

(5) Program: means any ministry approved program of study that leads to a Keyano College credential

Stakeholder: means representatives broadly drawn from community, Keyano alumni and students, subject-matter experts, industry, or employers (including prospective employers) of program(s) graduates

(6) Terms of Reference (TOR): means a document which outlines the committee membership composition and responsibilities

C. RELATED LEGISLATION

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

D. RELATED DOCUMENTS

- Program Quality Assurance Policy
- 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

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E. 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	Revisions to Program Advisory Committees Procedure	All sections	Learning & Development Specialist	VP Academic & Student Experience
October 22, 2024	Previous version of Procedure (2020) will be rescinded.		Legislative Compliance/Policy & Procedure Coordinator	