

Policy 8110 Program Advisory Committee

A. PURPOSE

Program advisory committees are an important and long-standing means of providing external advice on the currency and relevancy and contributing to quality assurance of programming at Selkirk College. The purpose of this policy is to provide common standards for the establishment and on-going support of Selkirk College program advisory committees

This policy fulfills the following purpose(s) as they relate to Program Advisory Committee:

1. To outline the membership, focus and scope of a Program Advisory Committee (PAC) to support currency and relevancy of College programs;
2. To ensure the focus of a PAC aligns with the College's Strategic Priorities, Education Plan, the Indigenization Plan, and other educational plans;
3. To ensure a PAC supports learner development and success in employment or in further studies;
4. To support programs to inquire and respond to a PAC feedback to demonstrated workforce demand, employer and community needs, and students and graduates.
5. To support programs to maintain an acceptable FTE/service utilization or revenue generation target;
6. To ensure the focus of a PAC aligns with the College's Quality Assurance Framework, to foster an excellent learning environment built on continuous improvement, student and graduate feedback, accreditation, and program/service renewal; and
7. To support the building of synergies with existing areas of strength within the College and its communities to identify and harness emerging opportunities.

B. SCOPE / LIMITS

This policy applies to all credit and academic programs where the stated outcomes refer to requirements of career pathways, employment in a sector, professional designation, or accredited career competency requirements, as well as other programs that would benefit from formal linkages to the external college community. Schools may host a meeting with multiple program representation where necessary.

Where determined that a program does not require an advisory committee as approved by the Dean or Manager, the School Chair and Dean will ensure participation in articulation and other committees as necessary to ensure currency and relevancy of programming.

C. PRINCIPLES

1. The role of a Program Advisory Committee is to advise the College on the currency and relevancy of the program to ensure that College instructors and administration remain current with the practical application of knowledge, skills and attitudes in the world of employment, and with effective articulation and pathways to enter the workforce and further learning.

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2. The Program Advisory Committee also provides advice to ensure that program curriculum, personnel and resources are sufficient to prepare students for a career in a relevant field, and transfer to further education.
3. Program Advisory Committee members will be selected by the School Chair and Dean or Manager and appointed by the President or designate. Careful consideration will be given to selecting members of the community who collectively embody a comprehensive spectrum of appropriate expertise and community connections that are important or pertinent for the program area.
4. Where appropriate, a Program Advisory Committee may be formed to serve a bundle of similar programs.

D. LEGISLATED REFERENCES

Colleges and Institutes Act, Section 23 (1) (l)

Responsibility, Recommendation and Approval Dates

Executive Responsibility: Vice President Education

Administrative Responsibility: Deans and Program Managers

Recommended by Policy Review Committee: 2021-05-19

Recommended/Approved by Education Council: 2021-12-14

Approved by President: n/a

Linkage to Board Policy: