

---

## Program Advisory Committees

Policy No.:	5404
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2011 Nov 22

---

### Policy Statement

Each BCIT program or cluster of programs is required to have a Program Advisory Committee (PAC). PACs give strategic advice and assistance to their related BCIT programs.

### Purpose of Policy

The purpose of this policy and the related procedures is to provide guidance to program areas on the formation and operation of a PAC.

### Application of this Policy

This policy applies to:

- Deans, associate deans, and chief instructors/program heads who are responsible for programs and PACs
- The VP Education, Research and International
- The BCIT Board of Governors
- The PAC members and chairpersons

### Related Documents and Legislation

- BC Colleges and Institutes Act
- BC Degree Quality Assessment Board Guidelines and Criteria

### Definitions

Definitions that apply to Education Council policies are contained in Policy 5100, Educational Policy Terms.

### Mandate and Composition of PACs

#### Mandate

PACs give strategic advice and assistance to their related BCIT programs. They provide feedback on industry changes, overall trends that may affect the curriculum and employability of graduates, and the general health of the subject industry. In addition, PACs review proposals for major curriculum changes or new programs, and endorse or make recommendations on such proposals.

#### Composition

A PAC is comprised of a program-relevant cross-section of representatives from employers, alumni, the professions, and other industry representatives. No BCIT employee may be a member of a PAC. Each PAC is encouraged to have a non-voting student representative.

All appointments are for a term of three years. Committee membership will not normally exceed six years.

All members of a PAC (except student representatives) are voting members.

A chair is elected by the members of a PAC to serve for a term of two years.

An ad-hoc PAC may be established when a new program is being developed. The ad-hoc PAC may become a permanent PAC if so designated by the VP Education, Research and International.

### **Meeting Frequency**

The frequency and method of meetings depend on the needs of the program area and are established by the chair; however, PACs should hold a minimum of two meetings per academic year.

### **Annual Reports**

Each PAC submits an Annual Report to the Board of Governors at the end of each academic year outlining major accomplishments, recommendations for program improvement, and any program-related concerns it has identified.

## **Duties & Responsibilities**

Program heads/chief instructors, the associate deans, and the deans are responsible for nominating new PAC members.

The VP Education, Research and International is responsible for reviewing and approving the nominations. The VP Education, Research and International reports membership additions and terminations to the Board of Governors.

PAC chairs are responsible for scheduling and presiding over meetings, preparing meeting agendas, and seeing to the recording of meeting minutes and the preparation of annual reports.

## **Procedures Associated With This Policy**

5404-PR1, Program Advisory Committee Processes

## **Forms Associated With This Policy**

See Procedures.

## **Amendment History**

Policy 5004 was retired in 2011; this Policy 5404 is one of a series of policies and procedures created to replace it.

1. Created 2011 Nov 22

## **Scheduled Review Date**

2016 Nov 1