Program Advisory Committees

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Policy Statement

Each BCIT program or cluster of programs (a cluster is two or more programs that share significant common curriculum and strategic alignment) 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 Academic
- The BCIT Board of Governors
- The PAC members and chairpersons

Related Documents and Legislation

- BC College and Institute Act
- BC Degree Quality Assessment Board Guidelines and Criteria

Definitions

Definitions that apply to Education Council polices 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. They may also advise on emerging professions and subject areas at the interface with other fields. 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. Each of these is a voting member.

Each PAC is encouraged to have a non-voting student representative.

The program's Program Head or Chief Instructor, Associate Dean, and (School) Dean are non-voting members of the PAC. In addition, program faculty may attend meetings at the discretion of the PAC Chair and Associate Dean but remain non-voting.

All voting member appointments are for a term of three years. Committee membership will not exceed six years without the express approval of the Dean. The intent is to balance continuity with fresh membership and perspectives.

The chair is elected by the voting members of the PAC, and must be an external member, 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 Academic.

See accompanying procedure 5404-PR1 for "Nomination and Appointment of Members".

Meeting Frequency

The frequency and method of meetings depend on the needs of the program area and are established by the chair in collaboration with the Associate Dean; however, PACs should strive to hold two meetings per academic year, and must hold a minimum of one meeting per academic year.

Minutes and Annual Reporting

See accompanying procedure 5404-PR1 for details on minute-taking and distribution, and annual reporting.

Duties & Responsibilities

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

The Dean is responsible for reviewing and approving the nominations.

PAC chairs, in collaboration with the program head / chief instructor and associate dean 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. BCIT will provide administrative support at the discretion of the PAC chair.

Procedures Associated With This Policy

5404-PR1, Program Advisory Committee Processes

Forms Associated With This Policy

See Procedures.

Amendment History

			Approval Date	Status
1.	Created:	Policy 5404 version 1	2011 Nov 22	Replaced
2.	Revised:	Policy 5404 version 2	2020 Jun 23	In Force

Scheduled Review Date

2025 Jun 23