Program Advisory Committee Processes

Procedure No.:	5404-PR1
Policy Reference:	5404
Category:	Education
Department Responsible:	Education Council
Current Approved Date:	2011 Nov 22

Objectives

This procedure applies directly to Policy 5404, Program Advisory Committees. This procedure explains the process for:

- Selecting the membership and chair person
- Conducting meetings
- Documenting the meetings and committee output

Who Does This Procedure Apply To?

This procedure 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

Procedure

Nomination and Appointment of Members

All PAC members are nominated by program areas, and are approved by the VP Education, Research and International.

1. The program head/chief instructor, the associate dean, and the dean sign a "PAC New Member Nomination" form. The form is accompanied by a short biography or resume of the candidate.

2. The program area forwards the signed form to the Assistant to the VP Education, Research and International for his or her review and signature.

3. At the same time, the program area prepares a "Letter of Welcome" for the signature of the VP Education, Research and International, and sends it electronically to his or her Assistant.

4. If the VP Education, Research and International approves the nomination, he or she signs the corresponding "Letter of Welcome." If the VP Education, Research and International rejects the nomination, he or she discards the "Letter of Welcome" and informs the applicant of the decision and rationale.

5. At the end of a PAC member's term of appointment, a "Letter of Thanks" is prepared for the signature of the VP Education, Research and International, and sent electronically to his or her assistant, for distribution to the departing PAC member.

Election of a Chair

A chair is elected by the members of a PAC to serve for a term of two years. The term of office of the PAC chair may be extended by a majority vote of the committee.

Meetings

Meeting-Attendance Requirement

It is important that committee members attend all meetings. As a result, if a member misses two (2) meetings in a row their membership will automatically expire. This decision may be reversed if the other PAC members agree to keep the member in good standing.

Quorum Requirement

In order for a vote to have effect, a quorum must be available to vote (a quorum is a majority of the members). Members may vote by e-mail or in person as circumstances dictate.

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.

Agendas

The agenda for all PAC meetings should follow the "Program Advisory Committee Agenda" template. Agendas and supporting information should be available to PAC members seven (7) days prior to a scheduled meeting.

Minutes

The minutes of the meetings should follow these guidelines:

1. The chair designates a PAC member or BCIT staff person to prepare minutes of each meeting, using the "Program Advisory Committee Meeting Minutes" template.

2. The minutes highlight action items and are accurate, relevant, readable, well-organized, and brief (not verbatim). The minutes show all the formal resolutions.

3. The minutes are prepared within 30 days of the meeting taking place and are reviewed by the school dean and associate dean.

4. The minutes are reviewed and approved by all PAC members at the following meeting. The minutes are then posted to the PAC Document Library.

Annual Program Report

Each PAC submits an annual report to the Board of Governors at the end of each academic year, using the "Annual Report" template. Each annual report should include the following:
- An outline of major accomplishments
- Recommendations for program improvement
- Any program-related concerns it has identified
- All formal resolutions voted on during the past year
- A self-assessment of the PAC's effectiveness

The annual report is reviewed by the school dean and posted to the PAC Document Library. The Assistant to the VP Education, Research and International brings it to him or her to review, prior to forwarding it to the Assistant to the Board of Governors for distribution.

List of PAC Membership

As part of its annual report, each PAC should submit a list of the PAC membership to the Board of Governors. The list includes each member's name, position, and the company they work for. The list should demonstrate that the diversity of the current membership reflects the breadth and depth of the program. This same list should be used to provide context when proposing new members. Associate deans should review the membership list of the PAC to ensure balance and relevance to market conditions for each sector.

Forms Associated With This Procedure

The following forms and templates are maintained on the PAC Document Library by the Assistant to the VP Education, Research and International.
- Agenda template
- Meeting Minutes template
- Annual Report template
- New Member Nomination form
- Letter of Welcome
- Letter of Thanks

Amendment History

Policy 5004 was retired in 2011; this Procedure 5404-PR1 is one of a series of policies and procedures created to replace it.

1. Created   2011 Nov 22