BCIT BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Program Advisory Committee Procedure

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Executive Sponsor:	Chair of Education Council
Department Responsible:	Education Council
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Objectives

This procedure applies directly to Policy 5404, Program Advisory Committees (PAC). 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 Academic
- The BCIT Board of Governors
- The PAC members and chairpersons

Procedure

Nomination and Appointment of Members

All PAC members are nominated by the program areas, and are approved by the (School) Dean. Suggestions for nominations may come from the program area, the PAC, or other stakeholders. See Policy 5404 for voting member and non-voting member criteria.

1. The program head/chief instructor, and the associate 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 Dean for his or her review and signature and prepares a "Letter of Welcome" for the signature of the Dean.

3. If the Dean approves the nomination, he or she signs the corresponding "Letter of Welcome" and it is sent to the new PAC member. If the Dean rejects the nomination, he or she discards the "Letter of Welcome" and informs the applicant of the decision and rationale.

4. At the end of a PAC member's term of appointment, a "Letter of Thanks" is prepared for the signature of the Dean, and the signed letter is sent to the departing PAC member.

The Dean is responsible for keeping an active, up to date PAC data repository database of all of the school's PAC memberships. Signed "PAC New Member Nomination" forms, "Letters of Welcome" and "Letters of Thanks" are filed in the PAC data repository.

Election of a Chair

The chair is elected by the voting 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, not to exceed 6 consecutive years.

Meetings

Meeting-Attendance Requirement

It is important that committee members attend all meetings. As a result, if a member misses two (2) consecutive meetings their membership will automatically expire. This decision may be reversed if the other voting 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 voting 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 in collaboration with the associate dean; however, PACs should strive to hold two meetings per academic year, and hold a minimum of one meeting per academic year.

Agendas

The agenda for all PAC meetings should follow the "Program Advisory Committee Agenda" template stored on the PAC data repository. 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 stored on the PAC. BCIT will provide administrative support to the PAC at the discretion of the PAC chair.

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 data repository.

5. Minutes are not to be distributed beyond the PAC without the agreement of the PAC Chair and Associate Dean.

Annual School PAC Summary Report

The Dean, in conjunction with the School's Associate Deans, will summarize highlights from all the School's PACs based on the School's PAC minutes using the Annual School PAC Summary Report template (one report per School). This report is submitted to the VP Academic and his/her assistant by filing appropriately in the PAC data repository by June of each academic year.

The VP Academic will review any successes, concerns or questions with the Dean, and at her/his discretion may bring highlights forward to the Board of Governors.

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List of PAC Membership

As part of its annual report, each PAC should submit a list of the PAC membership to the Dean. The list includes each member's name, position, and the company for which they work . 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 currency, balance and relevance to market conditions for each sector.

The updated PAC membership list is submitted by filing in the PAC data repository by June of each year, for review by the VP Academic.

Forms Associated With This Procedure

The following forms and templates are maintained on the PAC Document Library by the Assistant to the VP Academic

- Agenda template
- Meeting Minutes template
- Annual Report template
- New Member Nomination form
- Letter of Welcome
- Letter of Thanks
- Annual School PAC Summary report

Amendment History

			Approval Date	Status
1.	Created:	Procedure 5404-PR1 version 1	2011 Nov 22	Retired
2.	Revised:	Procedure 5404-PR1 version 2	2020 Jun 23	In Force

Scheduled Review Date

2025 Jun 23