

PROGRAM ADVISORY COMMITTEE PROCEDURES	
Related to Policy No	E 3.08 Program Advisory Committee Policy
Approved by	Education Council
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Executive Responsible	Vice-President Academic & Research
Administrator Responsible	Secretary to Education Council
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PROGRAM ADVISORY COMMITTEE PROCEDURES

PURPOSE

Northern Lights College (NLC) is committed to high quality programming that meets the needs of our students and the community. To ensure programming is current and relevant, NLC ensures that programs seek advice. These procedures outline the development, terms of reference and implementation of a program advisory committee as defined in NLC policy and legislation.

PROCEDURES

Membership

Membership in Program Advisory Committees will normally be selected from outside the College community and will generally be drawn from, but not restricted to, the following groups:

- a) Employer representatives, where applicable;
- b) Practitioners of the trade or profession for which the College program in question is drawing students, where applicable;
- c) Representatives of appropriate trade and professional associations, where applicable;
- d) Representatives of transfer and receiving program partners, where applicable;
- e) Representatives of provincial advisory committees, where applicable;
- f) Other community representatives, Indigenous Agencies and Indigenous organizations who may broaden the range of advice;
- g) Where feasible, up to two graduates of the program in question who have relevant work and/or further education experience; and
- h) If a committee is designed to review groups of similar programs (e.g., business programs) then committee membership should reflect and be able to advise each of the specific program areas.

Selection

Program Advisory Committee members can be recommended by the Faculty, Chair, or Dean. Selection will be confirmed by the Chair and Dean with the names forwarded to the President or designate.

Terms of Reference

Program Advisory Committees will have a term of reference that includes the following functions:

- a) participate in continuing discussions regarding program and course learning outcomes, competencies, and standards that correlate with present and prospective employment or study prospects;
- b) advise the College of relevant upgrading, post-basic, or in-service training required in the program area;
- c) act, in general, as a liaison between the College and the relevant business, industry or profession; and
- d) in the case of transfer programs, to advise the College on transfer preparedness, options to increase/sustain transfer credit and relevant emerging needs.

Terms of Office

All members of Program Advisory Committees are appointed by the President or designate in consultation with the Chair, Dean or Program Manager and serve for a term of two years with the possibility of reappointment. Terms of such appointments typically run from August 1 to July 31 annually. The Chair, Dean or Manager can re-appoint for a further two-year term. In cases where a vacancy occurs, the President or designate may appoint an interim member to complete the balance of the term in question.

All members of Program Advisory Committees will receive letters of appointment from the President or designate at the commencement of their terms of office. These letters will be copied to the relevant Chair, and Dean or Manager. Chairs and Deans or Manager will make membership recommendations to the President or designate on an annual basis.

Terms of Office of Chair

Each Program Advisory Committee will elect a chairperson from among the membership and this office will come up for election annually.

Ex-Officio Membership

The Vice President Academic and Research shall appoint members from within the College community to act as resource persons to the Program Advisory Committees. These resource persons shall include:

- a) An instructor from the program for which the Program Advisory Committee has been created, or in the case of groups of programs an instructor from each;
- b) The Chair from the program area; and
- c) A member of the College Administration (e.g. Dean).

In addition, the Vice President Academic and Research or designate may appoint students registered in the Program and/or other representatives appropriate to the Program Advisory committee.

Ex-Officio members shall not vote in the proceedings of the Program Advisory Committees.

Meetings

- a) All Program Advisory Committees should have at least one meeting per year.

- b) The relevant Chair and Dean or Manager is responsible for developing the agenda in consultation with the Committee Chair.
- c) The program administrative assistant will provide support to their respective advisory committees.
- d) The agenda and topics for presentation should be prepared ahead by the designated College participants. In all cases, the meeting material should be in the hands of the members at least one week prior to the meeting.
- e) Committee members can suggest an alternate for a meeting with the approval of the PAC Chair
- f) The minutes of Program Advisory Committees shall be taken and filed with the office of the Vice President Academic and Research and be included as part of the Level 2 program review process.
- g) Where meetings include multiple similar programs particularly those that share outcomes and curriculum, best practice includes group and individual program discussion and feedback.
- h) A satisfaction survey will be sent the Program Advisory Committee after its meeting and the anonymous results will inform the program's quality assurance processes.
- i) The Chair and Dean or Manager will ensure implementation of this policy and incorporate outcomes from Advisory Committee meetings into Program Operational plans, as appropriate.
- j) The VP Academic and Research will maintain an inventory of Advisory Committee members and meeting minutes. The College Board will be informed of the Program Advisory meeting schedule.