

PROGRAM ADVISORY COMMITTEE POLICY

Policy Name Program Advisory Committee	Responsible Owner Vice-President, Academic and Research	Created 2024 March
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Category Education	Replaces N/A	Next Review 2030

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PURPOSE

This policy provides common standards for the establishment and on-going sustainability of program advisory committees at Northern Lights College.

SCOPE

This policy applies to all credential-based, academic, and other programs that benefit from formal linkages to the external college community in order to maintain stated outcomes that reflect current career pathways, employment in a sector, professional designation, or accredited career competency requirement.

Where determined that a program does not require an advisory committee as approved by the program Dean or Manager, the Chair and Dean will ensure participation in articulation and other committees as necessary to ensure currency and relevancy of programming.

DEFINITIONS

Credentialed Program – programming that has received formal approval through the Board of Governors in accordance with the *College and Institute Act*.

Articulation Committee - development of transfer and program collaboration between post-secondary institutions, with formal articulation committees supported by BCCAT (BC Council on Admissions and Transfer).

Program Advisory Committee (PAC) - A committee of external employers and other relevant members who advise on academic programs where the stated outcomes refer to requirements of career pathways, employment in a sector, professional designation, or accredited career competency requirements, as well as other programs that would benefit from formal linkages to the external college community.

Level 1 Program Review – an annual documented formative self-study review completed by each program or grouping of programs according to Level 1 Program Review procedures.

Level 2 Program Review – a periodic documented comprehensive summative self-study review completed by each program or grouping of programs according to Level 2 Program Review procedures. The typical period is every 7 years, or as requested by the program Dean, or accrediting, regulatory, or professional body. The Level 2 Program Review will align with accreditation and professional bodies reporting requirements.

POLICY STATEMENTS

1. The PAC aligns with the College’s Quality Assurance Framework to foster an excellent learning environment built on continuous improvement, student and graduate feedback, accreditation, and program/service renewal; and to support program innovation and collaborative opportunity within the college and its communities to identify and harness emerging opportunities.
2. The PAC is to be responsive to demonstrated workforce demand, employer and community needs, and to the needs of students and graduates and to advise the College on the currency and relevance of the program to ensure that College instructors and administration remain current with the practical application of knowledge, skills, and attitudes in the world of employment, and with effective articulation and pathways to enter the workforce and further learning.
3. The PAC provides relevant information to inform program enrollment and revenue generation planning.
4. PAC members will be recommended by the Dean or designate and appointed by the President or designate. Careful consideration will be given to selecting members of the community who collectively embody a comprehensive spectrum of appropriate expertise and community connections that are important or pertinent for the program area.
5. Where appropriate, a PAC may be formed to serve similar or related programs.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Quality Assurance Framework
- Quality Assurance Policy
- Quality Assurance Procedures
- Program Review Procedures
- New Program Proposals E 3.04
- New Program Development Flowchart (to be developed)
- Course Approval, Course Revision, and Course Outline Policy
- Course Approval, Course Revision, and Course Outline Procedures
- Suspension, relocation, or cancellation of Academic Credentialed Programs (to be developed/revised A5.19)
- Education Council By-Laws
- EdCo Curriculum Committee Terms of Reference

RELATED ACTS AND REGULATIONS

- *College and Institute Act* (1996)
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96052_01
- BC Degree Quality Assessment Board (DQAB) Guidelines and Criteria
<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/degree-authorization/degree-quality-assessment-board>
- DQAB Quality Assurance Process Audit procedures
https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/degree-authorization/qapa/2_qapa_handbook.pdf

RELATED COLLECTIVE AGREEMENTS

N/A