

Title of Policy	Program Advisory Committees
Policy Number	6.1.7
Category	6 - Instruction and Support
Approval Body	Board of Governors with advice from Education Council
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Dean, Innovation in Teaching and Learning
Approval/Effective Date	May 2022
Proposed Date of Review	May 2027

CONTEXT AND PURPOSE

College of the Rockies is committed to developing and offering quality education and training that is responsive to employment needs, is innovative and forward looking, and reflects current and best practices that best support student learning. Program Advisory Committees (PACs) build and facilitate relationships with employer groups, community organizations, professional associations, and related educational institutions that will assist the Institution to effectively meet this commitment.

PACs provide strategic advice and assistance to a College of the Rockies program or group of related programs. They provide guidance on trends that inform the curriculum and employability of graduates. This includes providing an understanding of the skills and knowledge that employers and community need and are likely to require in the future. It also includes changes in technology, industry methodologies, and advice on issues affecting the College, its mission, and its mandate.

SCOPE

This policy, and related procedures, applies to any program that leads to a College of the Rockies credential, or an area of study for which a program advisory committee is deemed by the College to be appropriate. This policy does not apply to programs or courses delivered as Continuing Education and Contract Training.

DEFINITIONS

Program: An institutionally defined and specific set of courses that, when successfully completed, provides a recognized College of the Rockies credential.

POLICY STATEMENTS

- A. Each College program will have an associated Program Advisory Committee (PAC). There will be regular, ongoing communication between the relevant College stakeholders, the program, and the PAC. This communication serves to ensure shared advisement, cooperation, transparency, and expertise commensurate with all involved stakeholders.
- B. PACs will normally be composed of 3-10 volunteer members external to the College, from the respective industry and community who have diverse experience and expertise. Membership should include broad representation from a range of employers, professional and trade associations, other educational institutions, social and government agencies, Indigenous community, and alumni. College staff and students may serve as resource persons to the PACs but have no voting rights, i.e., act as ex-officio members.
- C. Programs that serve similar workplaces or industries may be clustered together under one common PAC.
- D. The focus of PACs will be on strategic issues that inform matters of enrolment, program development, program content and standards, student success, employment of graduates, benefit to the community, and other related matters. As such, PACs provide advice on:
- the relevance of the program in preparing students for employment in the field/sector
 - opportunities for program development related to current and emerging industry trends, including research and technological advancements
 - changes in sector recruitment and hiring practices
 - strategies for recruiting students and enhancing public and sector-specific awareness of the program
 - experiential learning opportunities for program students
 - potential employment opportunities for program graduates
 - obtaining support for students through bursaries and scholarships
 - gathering information on knowledge, skills and abilities of graduates working in the field
 - the program review process as required
- E. An ad-hoc PAC may be established when a new program is being developed. Ad-hoc PACs may become permanent PACs if so designated by the Vice President Academic and Applied Research.
- F. The Dean of each program is responsible to ensure a PAC is established with appropriate membership and meeting, at a minimum, once per year.

RELATED POLICIES AND SUPPORTING DOCUMENTS

[Program Advisory Committees Terms of Reference](#)