

	Policy No.	Officer Responsible	
	<b>B.103</b>	<b>Vice President Academic and Provost</b>	
	Policy Name	<b>Program Advisory Committees</b>	
Approved by	Replaces	Category	Next Review
<b>Board</b>	<b>ARM 1121</b>	<b>C</b>	<b>February 2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>Feb 17, 2015</b>			

## 1. MANDATE

Program Advisory Committees are recommended for all academic programs, and required for all degree programs; they provide informed advice to administrators and faculty responsible for specific programs. Advice and assistance may be sought about:

- (a) program philosophy, goals, and objectives;
- (b) program design, evaluation, and revision;
- (c) program curriculum including consideration of elective options which encourage breadth of knowledge and abilities;
- (d) program enhancements; i.e. field trips, guest lecturers, learning experiences that will increase employability, etc.;
- (e) knowledge, skills, and attitudes necessary to succeed in the program; i.e. admission requirements;
- (f) knowledge, skills, attitudes, employee competencies, and vocational standards required by graduates; i.e. exit standards;
- (g) professional organizations, trade unions, practitioners, public and private employer's views about the needs and requirements of the employment market;
- (h) meeting professional, licensing or certification requirements, and securing recognition by industry, government, and regulatory bodies;
- (i) expected or anticipated labour market and industry trends;
- (j) alignment with government plans and intentions;
- (k) securing practicum/field placements for students and work placement for graduates;
- (l) obtaining financial support for students and the program;

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- (m) promoting public awareness of the program and the university; or
- (n) other matters regarding the program that may arise from time to time.

Advice, assistance, and recommendations provided by the committee are presented to the Dean for communication to the program generally. The Dean is responsible for informing committee members of action taken with respect to the recommendations made by the committee.

## 2. COMPOSITION

A Program Advisory Committee must include no fewer than five and no more than fifteen voting members, appointed by the Dean of the Faculty in which the program is housed, and selected because of their relevant experience, demonstrated commitment, and level of availability. Members may include but are not limited to representatives from:

- (a) alumni who have graduated from the program;
- (b) businesses, corporations, or industries;
- (c) professional and/or occupational associations;
- (d) public for-profit or not-for-profit organizations; or
- (e) regulatory, oversight, licensing, examining, and/or certifying associations.

Additionally, Program Advisory Committees should include up to five non-voting resource members including but not limited to:

- (a) the Dean of the Faculty in which the program is housed (or delegate);
- (b) one Coordinator from the program;
- (c) one faculty member from the program; or
- (d) one student from the program.

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### 3. DUTIES

Program Advisory Committees meet at least once each year, but may meet as often as necessary to perform duties. Quorum is reached if at least half of the voting members are present.

Each member is appointed for two years and may not serve more than three consecutive terms. If a member misses three consecutive meetings, they will be replaced. Each member receives a letter from the Dean, copied to the Vice President Academic and Provost, indicating the start and end dates of their appointment.

A Chair will be elected annually by the Program Advisory Committee's voting members and will serve for no more than three consecutive years.

Meeting dates and times are set by the Chair, in consultation with other members of the committee, and announced at least one month in advance. The Chair will develop an agenda for each meeting in consultation with the Dean and circulate that agenda at least two weeks prior to the meeting.

The Dean will ensure that minutes are taken at every meeting, approved at each subsequent meeting, and made public thereafter.

All members serve in support of the program and without remuneration.