Policy Title:	Program Advisory Committees		
Policy No:	5000	Policy Version:	v1
		Approval Date:	January 18, 2016
Original Submission Date:	January 18, 2016	Effective Date:	January 18, 2016
Approval Body:	Academic Council	Revision Date:	January 2018

Policy Statement

Acsenda School of Management (ASM) will form Program Advisory Committees (PACs) to solicit input from external members representing business, professional or other communities to ensure the currency, relevancy and quality of its existing programs, to support new program development, and to enhance awareness of ASM within the community.

Purpose

To establish the function, scope and process for establishing Program Advisory Committees.

Scope

Each degree program at Acsenda School of Management will have a Program Advisory Committee.

Program Advisory Committee functions include the following:

- advise on labour market trends, industry or organization issues that may affect or impact the employment of ASM graduates; and
- advise on requirements for new programs of study that will meet new or emerging needs within the community, province, country or abroad;
- advise ASM in the development of curriculum to meet program objectives and learning outcomes and assist in defining objectives and outcomes of a program of study that are relevant to the needs of employers;
- assist in the evaluation of a program of study, the curriculum, and national, provincial or local requirements where applicable;
- assist with student internship placements (if applicable);
- identify opportunities for partnerships, memberships or collaboration with relevant industry, government, educational or professional organizations.
- communicate information about ASM and its programs in appropriate networks in the community.

Program Advisory Committee Composition and Processes:

- membership is drawn from business, industry and professions related to particular programs of study. PACs should include employers of program graduates and where possible a graduate of the program(s).
- Each PAC normally has from five (5) to seven (7) members. The term of appointment may be one, two or three years but no member may serve more than six (6) years; where possible appointments will not expire at the same time.
- Each PAC will have specific Terms of Reference that comply with the PAC policy.
- A Chair will be elected from among the voting members and the co-chair of the PAC will be the Dean/Executive Director or academic head of the relevant program.

- ASM employees are not members of PACs but serve as a resource as needed. Similarly, one or more student representatives may be invited to attend meetings as guests but they are not members of the Program Advisory Committee.
- Program Advisory Committees are expected to meet at least twice per year.
- The quorum of the PAC shall be the nearest whole number above one half of the membership at that time. Meetings without a quorum will be cancelled, and business carried over to the next meeting.
- Notice of meetings and agendas will be distributed at least one (1) week before the meeting to all Committee Members.
- ASM will provide support (non-voting staff) to Committees for note-taking and dissemination and record keeping purposes, as required.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
[Type text]	[Type text]
[Type text]	[Type text]

Related legislation

NA

Related policies

Policy Number	Policy Title
[Type text]	[Type text]
[Type text]	[Type text]

Responsibility

The President & Vice Chancellor is responsible for the policy on Program Advisory Committees.

Academic Council approves the policy and revisions to the policy as recommended by the Academic Standards Committee.

The Dean/Executive Director of each program is responsible for recommending appropriate members and for Chairing the relevant Program Advisory Committee.

The President & Vice Chancellor formally appoints Program Advisory Members on the recommendation of the Dean/Program Director.

The Dean/Executive Director reports to Academic Council on the activities and results of PAC meetings.

Program Advisory Committee members are responsible for attending meetings, serving on committees established for program review or other purposes, and bringing informed expertise to support new program development, continuous improvement and enhancing awareness of ASM programs in their networks.

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The Dean/Executive Director or academic program head will identify appropriate members for their Program Advisory Committees, inform them of the PAC Policy and the Terms of Reference, and determine their willingness to serve as a Committee member.

A letter of invitation may be issued by the President & Vice Chancellor.

The President & Vice Chancellor issues the Letters of Appointment to PAC members.

The Dean/Executive Director convenes the first meeting acting as Chair to effect the vote to appoint an external member as the PAC Chair.

Meetings are held as per the PAC Policy.