Policy History	
Policy No. AC1	
Approving Jurisdiction: Board of Governors, with Senate advice	
Administrative Responsibility: Provost and Vice President Academic	
Effective Date: September 1, 2022	

Program Advisory Committee
Procedure

A. DEFINITIONS

1. **Program:** A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program or unit of study also consists of:

   a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or

   b) a unit of study that constitutes the designation of major or minor, or

   c) a unit of study that constitutes a department.

2. **Cluster of Programs:** Two or more programs that are related by specialization, and share significant common curriculum, structure and strategic alignment.

B. PROCEDURES

1. Roles and Responsibilities

   a. The Dean (or designate who is normally the Associate Dean or Program Chair) is responsible for:

      i. reviewing nominations and appointing members to Program Advisory Committees (PACs);

      ii. consulting with the PAC Chair on the renewal or replacement of member who resigned from the PAC or whose term has expired;

      iii. providing an orientation to new PAC members;

      iv. maintaining an up to date, central repository of all documentation for PACs, including but not limited to membership list, contact information, meeting agendas, minutes, correspondences, and program related documentation where applicable;

      v. providing administrative support to the PACs and Chairs of PACs, and in collaboration with the PAC Chair, scheduling meetings, preparing and distributing meeting agendas and minutes to the PAC in an accurate and timely manner; and

      vi. the periodic review and evaluation of the performance and effectiveness of PACs.

b. The Chair of a PAC, in collaboration with the Dean (or designate) and with support from department faculty members, is responsible for:

    i. presiding over meetings, and

    ii. actioning requests and recommendations on behalf of the PAC to the Dean, and keeping members of PAC informed on the status of such requests and recommendations.

c. The PAC is responsible for:

    i. providing advice to the program in meeting the needs of its students and of the community it serves; and

    ii. advising the program in defining the objectives of a program of study and the learning outcomes needed by students to achieve the program or service objectives.

The PAC may also play a role as follows:

    1) to advise the program in the development of a curriculum to meet program or service objectives;

    2) to assist in the evaluation of a program of study, the curriculum, and national, provincial or local requirements where applicable;

    3) to assist the program in identifying work placements and other pathways for students during the academic year and in the placement of students upon graduation;

    4) to advise the program on changes in the labour market that may affect the employability of graduates;

    5) to advise the program on requirements for new courses or new programs of study and services to meet new or emerging needs within the community; and

    6) to raise public awareness of the program in the community and industry.

2. Membership

    a. Length of Term

      i. A PAC Chair is normally elected for a time period between three (3) to five (5) years, and may stand for re-election once.

      ii. PAC members are normally appointed for a time period between three (3) to five (5) years, renewable once.

    b. Election of Chair

      i. The PAC Chair is elected by voting members of a PAC. The term of a PAC Chair may be extended by a majority vote of the PAC, but not exceeding 10 consecutive years.

    c. Nomination and Appointment of Members

      i. PACs draw their membership from stakeholders including industry, labour organizations, not-for-profit organizations and professional associations related to particular programs of study or services.

      ii. All PAC members are nominated by the respective program areas, and appointments to PAC will be approved by the Dean.

d. Composition

    i. Membership of each PAC should be balanced, diverse and inclusive, reflecting the diversity of our community and incorporates the broadest range of qualifications, skills, experiences, and perspectives.

    ii. Each PAC normally consists of a cross-section of six to twelve voting and non-voting members who have direct interest in, and diverse experience and expertise related to, the profession or discipline addressed by the program or cluster of programs.

    iii. Voting members include PAC members who are external to the program and the University. Voting members may include alumni but will not hold the majority seats of the PAC.

    iv. Non-voting members may include KPU students and employees (e.g. faculty, staff, administrators), as well as alumni who will serve as resource persons. Membership will be approved by the Dean.

    v. Similarly, one or more student representatives may be invited to attend meetings, but they are not members of the PAC, hence non-voting.

3. Meetings

    a. Frequency

        i. The frequency of meetings will depend on the needs of the program area, and are established by the Chair in collaboration with the Dean. However, PACs should strive to meet at least twice per academic year, with a minimum of once per academic year.

    b. Attendance Requirement

        i. The Program's Chair should attend all meetings as a resource person.

        ii. PAC members should attend all meetings. If a PAC member misses two (2) consecutive meetings, their membership will be re-evaluated by the PAC Chair, in consultation with the Dean (or designate).

    c. Conduct of Meeting

        i. The PAC Chair will preside over all meetings; in their absence, an acting Chair will be identified by PAC members.

        ii. Notice of meetings, agendas and draft minutes from the previous meeting will be distributed at least two weeks before the meeting to all members of a PAC.

        iii. The draft minutes are prepared within thirty (30) days of the meeting taking place and will be reviewed by the Dean (or designate) and the PAC Chair.

        iv. The draft minutes are reviewed and approved by all PAC members at the following meeting.

        v. Recommendations from PACs shall require a motion and a simple majority vote, which consists of more than one half the votes cast by voting members.

        vi. The Dean or designate will provide administrative support for all PACs.

        vii. The conduct of KPU students and employees in PAC meetings will adhere to KPU's Policies on ST7 *Student Conduct (Non-Academic)* and the *Employee Code of Conduct*. The conduct of PAC members will adhere to Policy HR21 *Respectful Workplace*.

viii. Parking and other related hosting costs associated with PAC meetings will be reimbursed by the Office of the Dean of the program area.

4. Conflict of Interest

   a. PAC members will not represent their own organization and will not be compensated for their participation.

   b. If a PAC member perceives their personal interests may have an impact on an issue under discussion or consideration at a PAC meeting, they are obligated to recuse themselves from the discussion and recuse themselves from voting on the matter.

   c. A PAC member's declaration of conflict of interest will be recorded in the meeting minutes.

   d. If a PAC member has been a KPU employee in the past 12 months of a PAC meeting, it is deemed as a conflict of interest per Policy HR1 *Conflict of Interest*.

5. Annual Report to the Dean

   a. The PAC Chair, with support from the Dean's Office, will submit a PAC annual report to the PAC members and the Dean for approval at the end of each academic year. The PAC annual report may include, but is not limited to:

      i. Number of meetings held

      ii. Total number of attendees

      iii. Major topics discussed

      iv. Motions approved

      v. Major activities undertaken

      vi. Key recommendations made

      vii. Self-Assessment Summary

6. Self-Assessment

   a. The PAC will assess its own performance and effectiveness through self-assessment activities once every one to two years.

C. RELATED POLICY

Employee Code of Conduct
AC1 *Program Advisory Committee*
HR1 *Conflict of Interest*
HR21 *Respectful Workplace*
ST7 *Student Conduct (Non-Academic)*