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| Policy Supporting Document: | E-1.9.1 |
| Policy Holder: | VP Education |

PROGRAM ADVISORY COMMITTEES TERMS OF REFERENCE

1. Program Advisory Committees will be established by each School/Department through a Dean/Director appointment for all applied programs as well as other program areas that would benefit from formal linkages to the community with the purpose of:
 - a) advising the College on program outcomes, skills required of the graduate, and on program development, review and renewal;
 - b) advising the College on current trends in the field; and
 - c) providing a valuable link to our community.
2. The Program Advisory Committee will be chaired by a member of the committee who will be elected annually by the members.
3. Program Advisory Committees will normally meet twice annually but may meet more frequently during times of new program development or major changes to programs.
4. Members will be appointed for a term of up to two years with a provision for renewal.
5. All PAC's should have a comprehensive spectrum of field expertise that includes
 - a) employers of grads that reflect the diversity of industry or the field of study
 - b) licensing and accreditation bodies
 - c) representatives of professional associations
 - d) alumni working in the field
and, as appropriate,
 - e) organized labour, destination institutions, government, and sponsoring agencies, and
 - f) social service and community agencies.
6. College employees are welcome to attend PAC meetings to hear the discussion and receive advice.