PROGRAM MANAGEMENT AND ADVISORY COMMITTEE POLICY

This document is the parent policy for any related college procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Academic
Approval Date:	March 10, 2021
Effective Date:	March 10, 2021
Policy Owner:	Vice President, Academic
Policy Administrator:	Dean, Research and Academic Innovation

Objective:	In order to achieve the NorQuest Learning Experience and to align with our mandate, Academic Plan, and strategic goals, NorQuest College (college) strives to maintain high standards of academic quality and institutional integrity.

Authority to establish this policy is derived from the NorQuest College Board of Governors Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation. |
| **Policy:** | Research and Strategic Enrolment will provide centralized oversight and leadership in developing, advancing, and stewarding the college's program management and academic operations in a clear and consistent manner to ensure delivery of the NorQuest Learning Experience and to achieve our objectives, goals, and mandate. This includes ensuring that all ministry-approved programs establish and maintain a Program Advisory Committee (PAC) to focus on the institution's strategic priorities and workforce relevance. Responsibilities and authority are outlined in the procedures associated with this policy. |
| **Definitions:** | **Academic Operations:** are the functional activities required to carry out services and support to our educational programming and establish accountability to internal and external stakeholders e.g. course evaluations, attendance, and exam procedures. Academic Operations may also include the planning, development, and support of these activities including the work of PACs.

Program Advisory Committees (PACs): are committees mandated by each faculty Dean and consist of appointed industry representatives, related professionals, and students/alumni and whose purpose is required for ministry approved programs or clusters of ministry-approved programs, guided by a Terms of Reference ensuring that the PACs meet at least annually and focus on the institution's strategic priorities and workforce relevance of programs.

Program Management: refers to all facets of the program lifecycle; and activities which support academic programs and academic quality assurance e.g. program review, program architecture, and course review. |
| **Related NorQuest College Information:** | Alberta Works Funded Student Attendance Procedure Authorized Leave Procedure (For International Students) Brokerage of Programs Procedure Comprehensive Institutional Plan Intellectual Freedom and Libraries Procedure NorQuest Learning Experience Program Advisory Committee Procedure Program Change Procedure |

	• [Testing Services Procedure](#) • [Work-Integrated Learning Procedure](#)
Related External Information:	N/A
Next Review Date:	March 2025
Revision History:	June 2014: new November 2014: update for document links August 2019: Compliance Office template & reorganization update March 2021: update for inclusion of PACs, replaces Program Management and Academic Operations Policy November 2021: Testing Services Procedure replaces Distance and Online Exam Procedure and Student Exam Procedure.