

## PROGRAM ADVISORY COMMITTEE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>
<b>Parent Policy:</b>
<b>Approval Date:</b>
<b>Effective Date:</b>
<b>Procedure Owner:</b>
<b>Procedure Administrator:</b>

Academic  
 Program Management and Advisory Committee Policy  
 March 10, 2021  
 March 10, 2021  
 Vice President, Academic  
 Deans, Teaching and Learning

### Overview:

This procedure accompanies the Program Management and Advisory Committee Policy. The Program Advisory Committee (PAC) procedure provides guidance for the NorQuest community including Executives, Deans, program leadership, and the administrative support that assists with PACs. Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Procedures:

NorQuest Deans or designates will ensure that all ministry approved programs, or cluster of related ministry-approved programs, establish a Program Advisory Committee. PACs will be guided by a Terms of Reference (TOR) which ensures that the PACs focus on the institution's strategic priorities and workforce relevance of programs. The PAC TOR will also include the membership eligibility, meeting frequency and other specifics.

Institutional recognition of PAC members will be guided by the *Freedom of Information and Protection of Privacy (FOIP) Act* and may be done in combination with work-integrated learning and other institutional recognition events.

The Dean or designate will provide institutional support for the coordination of an institution-wide PAC orientation in advance of a PAC meeting. Executive, Deans/Associate Deans, program representatives and service areas of the institution will support the PAC orientations.

The Dean or designate will provide a PAC handbook and toolkit template which each faculty and program shall use to support their Program Advisory Committees.

Risk of non-compliance: Should faculties and programs not comply with the procedure, NorQuest's reputation with industry and employers could be impacted. Maintaining the highest possible relations with these important stakeholders is of the utmost importance to NorQuest in order to maintain an emphasis on workforce readiness.

### Definitions:

**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.

<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

- [Program Management and Advisory Committee Policy](#)
- [Work-Integrated Learning Procedure](#)
- [Freedom of Information and Protection of Privacy Act](#)

March 2025

March 2020: new