TERMS OF REFERENCE

Cttee ID & Name:	**TOR27: PROGRAM ADVISORY COMMITTEES**
Issued by:	Senior Vice-President, Academic
Effective:	2017-12-13

1. PURPOSE

In accordance with Board of Governors Policy D-30-05: Program Advisory Committees and College Council, and the governing legislation, regulations and the Ministry of Advanced Education and Skills Development (MAESD) binding policy directive requiring advisory committees for programs of instruction, the President establishes program advisory committees for programs or clusters of related programs eligible for provincial operating grant support.

The purpose of advisory committees is to advise the College concerning the development, currency and community acceptance of its programs. The committees are advisory in nature and not administrative or executive. The committees may make recommendations for College programs, but do not evaluate College employees.

2. DEFINITIONS

Lead: An academic unit (School or Campus) that develops a program or course.

Affiliate: An academic unit (School or Campus) that offers a program or course that has been developed by the Lead program.

3. MEMBERSHIP AND TERMS OF OFFICE

3.1.   Program advisory committees consist of no fewer than seven members appointed by the appropriate Dean or designate. The size of a committee may vary depending on the range and diversity of the program or cluster of programs. A majority of the members must have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program(s). This membership is drawn from related professional organizations, employers, practitioners, graduates and, where appropriate, representation from other sectors such as education, community agencies, voluntary organizations and the general public. Membership is representative of the geographical area served by the College and reflects the cultural and economic interests of the communities.

3.2.   Program advisory committee members must have an arm's length relationship with the Board of Governors and with the College. Accordingly, members of advisory committees exclude Board of Governors members, full and part-time employees or students who administer, teach in, support or are enrolled in the programs within the mandate of the advisory committee.

The above is not intended to exclude the Board from establishing linkages with the community through the attendance by Board members at advisory committee meetings.

3.3.   Normally, appointments are for a three-year term and may be reappointed.

3.4.   Advisory committees are assisted by appropriate resource persons from the responsible School, Faculty or Campus.

3.5.　Advisory committees may establish a process and criteria for addressing situations in which a member fails to participate.

3.6.　These Terms of Reference may be amended by the Senior Vice-President, Academic.

4.　MEETINGS AND CONDUCT OF BUSINESS

4.1.　Advisory committees meet not less than once in the September to June period.

4.2.　Some advisory committee members may be asked to participate in an External Focus Group in accordance with College policy 2-B-03: Formal Review of College Programs. A Chair and Vice-Chair for each advisory committee are elected annually from among the members. Following a Program review, the Chair will be requested to sign and approve the final Action Plan.

4.3.　The manager of the relevant School, Faculty or Campus appoints a secretary for the advisory committee for their area. In advance of each meeting the secretary, in consultation with the advisory committee chair, uses the templates found in Standard 1 of this ToR to prepare and distribute an agenda and supporting material, invite any requested resource persons, and circulate minutes and reports following the meeting.

4.4.　Where Lead programs have associated Affiliate programs, the Affiliate program may form a program advisory committee in accordance with this Terms of Reference. The manager of the Affiliate program's relevant School, Faculty or Campus will determine whether this delivery-specific committee is required.

4.5.　Advisory committee meetings may be attended and supported by appropriate resource persons from the responsible School, Faculty or Campus.

4.6.　Each committee maintains documented minutes of committee activities and decisions. When finalized, such minutes are approved by the committee.

4.7.　When an Affiliate program advisory committee exists, the minutes of the Lead and Affiliate committees shall be a standing item for review on both committee's agendas.

4.8.　Advisory committee minutes and any associated reports are submitted to the appropriate Dean(s) and Chair(s) and members of the advisory committee.

4.9.　The Office of the Senior Vice-President, Academic is responsible for the maintenance of a central repository of advisory committee agendas, minutes, reports and other documentation.

5.　REFERENCES

Provincial

MAESD Minister's Binding Policy Directive, Framework for Programs of Instruction

Board Policy

D-30-05: Program Advisory Committees and College Council

College Policy

A126 Program Excellence

6.　ADDENDA

Standard 1: PROGRAM ADVISORY COMMITTEE MEETING TEMPLATE PACKAGE

None.

Cttee ID & Name:	TOR27: PROGRAM ADVISORY COMMITTEES
Addendum:	**Standard 1: PROGRAM ADVISORY COMMITTEE MEETING TEMPLATE PACKAGE**
Issued by:	Senior Vice-President, Academic
Effective:	2020-01-09

Note: Standard 1 continues on the succeeding page.

PROGRAM ADVISORY COMMITTEE MEETING TEMPLATE PACKAGE

WINTER 2020

FANSHAWE

Centre for Academic
Excellence

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Insert Date

Dear

Thank you for your interest to serve as a volunteer on the Program Advisory Committee (PAC) for the **insert Program name(s) and credential** program at Fanshawe College. The PAC is a community stakeholder group that advises the College concerning the development, currency and community acceptance of its programs, and it provides invaluable feedback to ensure the program curriculum remains relevant and the graduates meet the needs of employers. For specific PAC details refer to:

- *Board of Governors' policy D-30.05*
- *TOR27: Program Advisory Committees*

The next PAC meeting will be held on **insert meeting details (date, time and location of meeting, include campus map)**. To prepare for your arrival and ensure you receive the meeting details, we request the following information by **insert date**:

- Name, credential
- Organization
- Title
- Preferred email address
- Dietary restrictions
- Resume

Please let me know if you are able to join us on **insert date**. If you *are* able to attend, you will receive meeting details shortly. If you are not able to attend this meeting, but you would still like to serve on the PAC, contact **insert name and email** and your name will be added to the invitation list for the next meeting.

We look forward to your contribution!

Sincerely,

Insert name of Associate Dean and School

PROGRAM ADVISORY COMMITTEE AGENDA

Program Code:	Program Name:
Insert Program Code	Insert Program Name (Lead)
Insert Program Code	Insert Program Name (Affiliate)
Insert Program Code	Insert Program Name (Affiliate)
Meeting Date:	Insert current date
Meeting Time:	Insert time a.m./p.m.
Meeting Place:	Identify which campus the meeting is being held at

Time	Topic	Led by
12:00-12:10 p.m.	**Welcome, Introduction and Overview** (Working breakfast/ lunch /dinner served)	PAC Chair
12:10-12:15 p.m.	**Approval of Agenda and Minutes from last meeting**	PAC Chair
12:15-2:50 p.m.	**Agenda Item Discussion**	PAC Chair
Suggested standing items	1. *Ensure PAC members have reviewed the Final Action Plan or 1 Year Follow Up from the last Program Review* 2. *Confirm whether the PAC members endorse the Final Action Plan or 1 Year Follow Up from the last Program Review* 3. *Discuss whether current PAC membership reflects the TOR requirements* 4. *Review curriculum changes since the last meeting*	
New items	5. 6. 7.	
2:50-2:55 p.m.	**Summarize Action Items**	PAC Chair
2:55-3:00 p.m.	**Next Steps** • Schedule a date for the next meeting	PAC Chair

MINUTES OF PROGRAM ADVISORY COMMITTEE MEETING

Program Code:	Program Name:
Insert Program Code	Insert Program Name (Lead)
Insert Program Code	Insert Program Name (Affiliate)
Insert Program Code	Insert Program Name (Affiliate)
Current Meeting Date:	Insert current date
Meeting Place:	Identify which campus the meeting is being held at
Previous Meeting Date:	Insert date of most recent previous meeting
Next Meeting Date:	Insert tentative date for next meeting
Chair of PAC:	Insert name
Recording Secretary:	Insert name

PAC Meeting General Information:
- *Board of Governors' policy D-30.05*
- *TOR27: Program Advisory Committees*

PAC Members and Credential	Organization	Title	Affiliation	Term	Attendance
1. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
2. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
3. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
4. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
5. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
6. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
7. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
8. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
9. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.
10. Insert Name and Credential	Insert member organization	Insert Title	Choose an item.	Choose an item.	Choose an item.

College Resource Persons	Position	Title	Attendance
1. Insert Name	Insert position	Insert Title	Choose an item.
2. Insert Name	Insert position	Insert Title	Choose an item.
3. Insert Name	Insert position	Insert Title	Choose an item.
4. Insert Name	Insert position	Insert Title	Choose an item.
5. Insert Name	Insert position	Insert Title	Choose an item.
NOTE: College resource persons include Board of Governors members, full and part-time employees or students who administer, teach in, support or are enrolled in the programs.			

Item #	Agenda Items and Discussion	Action Required
Standing items	*Have PAC members reviewed the Final Action Plan or 1 Year Follow Up from the last Program Review?*	Choose an item.
	Do the PAC members endorse the Final Action Plan or 1 Year Follow Up from the last Program Review?	Choose an item.
	Does the current PAC membership reflect the TOR requirements?	Choose an item.
	▪ Record meeting discussions and the results of any votes here. ▪ The meeting should end with scheduling a date for the next meeting. That date is recorded at the beginning of this template.	Record Action Items, responsibility and timing.

NOTE: Lead and Affiliate advisory committee minutes and reports are required to be submitted to the appropriate Dean(s) and Chair(s) and members of the advisory committee. The Office of the Senior Vice-President, Academic is responsible for the maintenance of a repository for advisory committee agendas, minutes, reports and other documentation.