

George Brown College Program Advisory Committee Policy

Category: Academic

Policy Number: A 010

Responsible Authority: Office of the Vice-President, Academic

Approval Authority: Vice-President, Academic

Date of Original Policy Approval: 2020-09-01

Last reviewed: N/A

Mandatory Revision Date: 2027-09-01

Contents

George Brown College Program Advisory Committee Policy.....	1
PURPOSE	1
SCOPE	1
DEFINITIONS	1
POLICY.....	3
NON-COMPLIANCE IMPLICATIONS	4
RELATED POLICIES	4
RELATED MATERIALS	4

PURPOSE

This policy supports George Brown College’s Program Advisory Committees’ (PAC) provision of a current, effective link between programs and the respective sectors they serve. PACs play a vital role in ensuring programs meet the changing needs of the labour market while focusing on the currency and relevancy of program curriculum, graduate success, and the profile of programs in their respective sectors. The Government of Ontario, Ministry of Colleges and Universities Framework for Programs of Instruction, Minister’s Binding Policy Directive (2003) assigns each college’s Board of Governors the responsibility for ensuring that Program Advisory Committees are established for all programs of instruction offered by the institution. George Brown College’s Board of Governors is committed to ensuring these committees remain a critical resource to the college and each of the programs they represent.

SCOPE

This policy applies to all postsecondary programs at George Brown College.

DEFINITIONS

This section includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
Ex officio	A member of the committee who is included by virtue of their current office or position. Typically, this is a non-voting member of the committee (see definition below).
Ministry of Colleges and Universities (MCU)	The MCU is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry website: https://www.ontario.ca/page/ministry-colleges-universities
Non-voting Member	Employees of George Brown College participating in a Program Advisory Committee act as non-voting members. Non-voting members are expected to fully participate in all other aspects of the committee.
Program Advisory Committee (PAC)	PACs include a cross-section of persons external to the college who have a direct interest in, and a diversity of experience and expertise related to, the occupational area addressed by the program.
PAC Chair	The PAC Chair will be elected from the Program Advisory Committee for a two-year term, renewable once. In consultation with the George Brown College Program Chair, the PAC Chair facilitates and leads all meetings.
PAC members	PAC committee members will attend and participate in meetings and may become involved in subcommittee activities and projects. Committee members will participate in agenda setting and evaluation of meetings. If unable to attend a meeting, committee members are asked to send a replacement, where appropriate. The PAC committee member appointment is for three years, with a potential renewal for a second three-year term.
Procedure	The operational processes required to implement college policy, to be provided as a clear sequence of instructions to be followed.

1.0 General Principles

- 1.1** George Brown College Program Advisory Committees offer strategic advice regarding the currency and on-going relevancy of George Brown College programs to the field(s) of practice, including curriculum, facilities, graduate outcomes and community needs.
- 1.2** Each George Brown College program's Program Advisory Committee must include a cross-section of persons external to the college [see section 2.0 for PAC composition] who have a direct interest in, and a diversity of experience and expertise related to, the sector addressed by the program.
- 1.3** A cluster of smaller, closely related programs may form a joint Program Advisory Committee. The appropriate Dean must approve the formation of joint committees.
- 1.4** George Brown College Program Advisory Committees are neither administrative nor executive in nature and are not responsible for the allocation and utilization of college resources.

2.0 Composition

- 2.1** George Brown College Program Advisory Committees shall have a minimum of eight (8) active members depending on the size of the program.
- 2.2** Two thirds of a committee's membership will be composed of external representatives (not employed in any capacity by George Brown College) including appropriate representation from related sector leaders, industry or professional associations, regulatory bodies, labour and relevant government departments. Program Advisory Committee membership for pathway/pre-programs will include representation from relevant postsecondary academic programming.
- 2.3** At least two George Brown College employees, including one faculty member (the program coordinator or designate) and the program Chair (or designate), attend PAC meetings as non-voting members.
- 2.4** PAC members serve three-year terms, renewable once. The program Chair may choose to extend a PAC member's term past the initial renewal in exceptional circumstances.
- 2.5** Ex officio members include the Dean of the School responsible for the program or program cluster (or a designate) and faculty representatives.
- 2.6** PACs elect a chair from among the external members to serve a two-year term (renewable once).

3.0 Reporting

- 3.1 George Brown College PACs meet a minimum of twice per year.
- 3.2 A quorum is constituted by 50 percent of the external voting members.
- 3.3 Attendance may be in person or by other remote means.
- 3.4 All PAC meetings are minuted.
- 3.5 George Brown College PACs participate in a discussion of program curriculum on an annual basis.
- 3.6 All George Brown College programs must submit an annual report to the Office of the Vice-President Academic and the Office of Academic Excellence on the activities of their Program Advisory Committee including any major accomplishments and/or concerns.

NON-COMPLIANCE IMPLICATIONS

This policy, sanctioned by George Brown College, is an institutional regulation requiring compliance across the college. Failure to comply with this policy may result in disciplinary measures commensurate with the offence in accordance with relevant academic and administrative codes of conduct and collective bargaining agreements.

RELATED POLICIES

Accessible Learning Policy
Assessment of Student Learning Policy
Code of Student Behaviour and Community Standards
Office of the Registrar Policy
Academic Promotion and Progression Policy
Human Rights Discrimination and Harassment Policy
Employee Codes of Conduct: Academic, Administrative

RELATED MATERIALS

Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)
Minister's Binding Policy Directive - Framework for Programs of Instruction. 2003 (Rev. July 2009).
Government of Ontario, Ministry of Colleges and Universities. Framework for Programs of Instruction, Minister's Binding Policy Directive (2003)
Ontario College Quality Assurance Service, Program Quality Assurance Process Audit: Orientation Manual, Jan. 2014
Post-secondary Choice and Excellence Act (2000)
Academic Employees Collective Agreement (2017-2021)