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| Policy: | E-1.9 |
| Approved By: | Board of Governors |
| Approval Date: | November 28, 2005 |
| Advice by Ed Council: | Nov. 21, 2005 |
| Amendment Date: | |
| Policy Holder: | VP Education |

PROGRAM ADVISORY COMMITTEES

Purpose / Rationale

Program Advisory Committees are one of the College's chief means of providing advice on currency and relevance to College programs and have long been recognized as an effective means to facilitate input from our larger community. The purpose of this policy is to establish common standards for the establishment and ongoing support of Camosun College Program Advisory Committees to better enable program currency and relevance and to provide a valued link to our community.

Scope / Limits

This policy applies to all applied programs as well as other program areas that would benefit from formal linkages to the community.

Principles

1. Program Advisory Committees (PAC's) will be established 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 and on program development, review and renewal;
 - b) advising the College on current trends in the field; and
 - c) providing a valuable link to the communities we serve.
2. Recommendations arising from Program Advisory Committees will be communicated to the Dean's/Director's office and reported on at a subsequent Program Advisory Committee meeting.
3. All Program Advisory Committee members will be external to the College and will be selected and appointed by the Dean/Director. Careful consideration will be given to selecting members of the community who collectively embody a comprehensive spectrum of appropriate field expertise and community connections that are important or pertinent for the program area.
4. The Dean/Director, Associate Dean/Director and Department Chair/Program Leader will be ex-officio members of Program Advisory Committees established in their area.
5. Each Dean/Director will provide administrative support and resources for the operation of its program advisory committees.
6. Program Advisory Committee members may be reimbursed for reasonable out-of-pocket expenses as allowed under the College's *Travel Policy* (see link below).

A. LEGISLATED REFERENCES

College and Institute Act, Section 23 (1) (l)

B. SUPPORTING DOCUMENTS

(to be fully developed by the implementation team)

Terms of Reference

Roles and Responsibilities

Guidelines, protocols and forms

C. LINK TO RELATED POLICY

[O-4.3 Travel](#)