



PROGRAM ADVISORY COMMITTEES AND CONSORTIA POLICY

Approved by: Academic Coordinating Committee

Authorizer: Executive Dean, Academic Administration

Reference Code: A53 V1

Effective Date: December 17, 2014

POLICY STATEMENT:

Program Advisory Committees (PACs) and Consortia provide the necessary link between Conestoga and the community it serves. PACs and Consortia operate in an advisory capacity to Conestoga administration with the objective to keep Conestoga responsive to current and future workforce needs, trends or opportunities in industry and the marketplace.

The system of PACs and Consortia connect the community with Conestoga administration, faculty and students. Advice from PACs and Consortia is critical for the administration of Conestoga to make decisions which uphold Conestoga's mission and commitment to career-oriented programming.

For the purpose of this policy Program Advisory Committees/Consortia will collectively be referred to as PACs.

SCOPE:

All post-secondary education programs of study at Conestoga, both full-time and part-time, which lead to an employment related credential, or are approved by the Ministry of Training, Colleges and Universities (MTCU), will be associated with a PAC, with the exception of apprenticeship and pre-apprenticeship programs. For any program not leading to an employment related credential, such as foundation programs, PACs are optional.

DEFINITIONS:

Advisory Committee on Academic and Student Affairs (ACASA): This sub-committee of the Board of Governors has the responsibility to examine and discuss all program proposals approved by the Academic Coordinating Committee (ACC) and make a recommendation to the Board of Governors and to receive information and updates on key initiatives within Conestoga which affect the quality of its academic operations.

Academic Coordinating Committee (ACC): This senior academic committee provides a forum for academic planning and operations within the framework of the strategic plan, and other goals and initiatives identified by the senior management and the Board of Governors. The committee is responsible for this in context of Conestoga's overall and academic quality. The committee also provides necessary interface with Conestoga's other committees, departments and offices.

Apprenticeship: Apprenticeship is a system of training where students learn a set of skills while under the supervision of a qualified journeyman from the field. It is a combination of in-school training and on-the-job experience.

Board of Governors: The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of Conestoga and to ensure Conestoga operates efficiently and effectively and is developing in ways that are congruent with the stated goals, objectives and strategic direction.

Consortia: Consortia serve the same function as PACs, and also act as sponsors to the apprentices within dual credential or post-secondary programs.

Credential: Awarded upon completion of a program of study as set out by the Ministry of Training, Colleges and Universities. Approved credentials from MTCU are as follows:

- Ontario College Certificate
- Ontario College Diploma
- Ontario College Advanced Diploma
- Ontario College Graduate Certificate
- Baccalaureate Degree

Foundation Program: a program of study which is preparatory for enrolment in a College certificate, diploma, advanced diploma or degree.

Ministry of Training Colleges and Universities (MTCU): The MTCU has the function of assessing all program proposals for determination of appropriate code classification, funding weights and parameters, and program titling.

PAC Membership Grid: A list of all members of a PAC which identifies the cross-section of industry experience and other pertinent information such as: designations, which relate to the program and Conestoga.

Program: A series of courses, grouped together in some identifiable manner, designed to achieve identified learning outcomes, and approved by the Board of Governors and/or external bodies.

Program Advisory Committee (PAC): The Program Advisory Committee provides advice on academic program development, review and effectiveness, changes/trends in business and industry affecting programs, students, graduates, technological implications of changes/trends, employment prospects, etc.

POLICY ELABORATION:

1. PACs provide advice and guidance to the program academic team. The role of PACs is to identify and provide input on three essential elements that facilitate a strategic outlook of the program:

- Workforce/industry/business trends
- Curriculum relevance and enhancing the learning experience
 - Through regular PAC meetings and the program review process
- Student/graduate success and continuing professional learning

Each element supports Conestoga's strategic mandate and mission for the benefit of students. They are encouraged to participate in opportunities to connect with students, be ambassadors of the program and Conestoga, consider work integrated learning opportunities (e.g. projects, Co-op, internships, etc.) and support fundraising for student awards.

2. A PAC may exist for a single program or a cluster of programs related by specialization.

3. PAC membership comprises a cross section of professionals external to Conestoga who have a direct interest in, and diversity of experience related to, the particular occupational area addressed by the program. In addition, student representatives (non-voting members) are chosen, ideally from each year of the program, and attend meetings.

4. Membership will be comprised of voting and non-voting members. Voting members are external to the program. Refer to the Program Advisory Committee Membership Grid for voting and non-voting members. Members are approved by the ACC and reviewed by the ACASA for information purposes.

5. Recommendations from PACs are advisory to the executive dean/dean or designate responsible for the school, institute, and/or department.

6. The executive dean/dean or designate responsible for the school, institute, and/or department has accountability for ensuring PACs will follow Conestoga's PACs and Consortia Procedure.

7. The executive dean of the Office of Academic Administration has accountability for ensuring Conestoga's Program Advisory Committees and Consortia Policy and Procedure are upheld at the institutional level.

Refer to the Program Advisory Committees and Consortia Resource Guide for membership details as well as the Terms of Reference for Program Advisory Committees and Consortia.

REFERENCES:

1. *Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)*
2. *Minister's Binding Policy Directive - Framework for Programs of Instruction*. July 2009.
3. Ontario College Quality Assurance Service, *Program Quality Assurance Process Audit: Orientation Manual*, Jan. 2014
4. Program Advisory Committees and Consortia Terms of Reference
5. Program Advisory Committees and Consortia Procedure
6. Program Advisory Committees and Consortia Membership Map
7. Program Advisory Committees and Consortia Resource Guide

REVISION LOG:

December 1 2014	Academic Forum
December 8, 2014	Policy and Procedure Committee
December 17, 2014	Academic Coordinating Committee