

 <b>University College of the North</b> <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> <b>1 of 1</b>	<b>Policy Number:</b> <b>AC-03-05</b>
	<b>Approved by:</b> <b>Learning Council</b>	
<b>Section:</b> <b>Academic - Programs</b>	<b>Effective Date:</b> <b>June 14, 2022</b>	
<b>Title:</b> <b>Program Advisory Committees</b>	<b>Replaces:</b> <b>April 24, 2018</b>	

## **POLICY STATEMENT**

All certificate, diploma, and degree programs (where deemed appropriate by the faculty) shall have a Program Advisory Committee (PAC). Most programs within University College of the North (UCN) have separate PACs, but closely-related programs may be served by one committee.

## **PURPOSE OF POLICY**

PACs provide specialized advisory service to UCN regarding all program-related matters and serve as an important liaison between UCN and communities. PACs provide an ongoing exchange of information between businesses, industries, the private sector, and UCN, to update, promote, and assess its programs. PAC members are important ambassadors for UCN programs. This Policy sets the parameters for that activity.

## **PROCEDURES**

1. A Program Advisory Committee (PAC) shall be established, where deemed appropriate by the faculty, for each certificate, diploma, and degree program offered by University College of the North.
  - Where determined that a program does not require an advisory committee, as approved by the Dean, the Dean will ensure participation in articulation and other committees as necessary to ensure currency and relevancy of programming.
2. Program Advisory Committees will provide advice, recommendations, and guidance to assist in ensuring program quality, relevance, and currency.
3. Program Advisory Committees will meet a minimum of once per academic year.
4. The Program Advisory Committee Terms of Reference provide further guidance and expectations for the PACs.