



Medicine Hat College Policy PROGRAM ADVISORY COMMITTEES

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| Policy #: | AC-03 |
| Policy Authority: | Deans |
| Executive Sponsor: | Vice-President, Academic |
| Approved by: | President |
| Effective Date: | March 2, 2017 |
| Next Mandatory Review Date: | March 2, 2022 |
| Frequency of Review: | Every 5 years |

1. POLICY OBJECTIVE

The purpose of this policy is to outline the role of the Program Advisory Committees (PACs) which is to provide strategic advice and assistance to Medicine Hat College (MHC) to ensure that its programs are current and relevant to business, industry and our community partners. The PACs also provide feedback on current and future industry trends and the skills and knowledge that graduates need to meet employer requirements. In addition, PACs will assist in the review of major curriculum changes and/or the development of new programs.

2. POLICY SCOPE

This Policy generally applies to all MHC Minister-approved programs.

3. DEFINITIONS

- **MHC or the College:** Medicine Hat College.

4. PRINCIPLES

4.1 Membership

The PAC normally consists of a minimum of six and a maximum of twelve members representing a cross-section of employers, alumni, the professions, and other relevant industry and government representatives. Membership is as follows

- A student representative from each year of the program will form part of the PAC.
- An external PAC member will serve as the meeting Chair for a maximum of three years.
- All members of the PAC are voting members (except student representatives and ex-officio members).
- Ex-officio members include the Vice-President Academic (VPA), Dean, Chair and/or Program Coordinator and faculty from the program area.

4.2 Administration

- PAC representatives are normally appointed for a three-year term and may be reappointed for one additional three-year term.
- Coordinators, Chairs, Associate Deans, and Deans will nominate PAC members with final approval provided by the VPA or designate.
- Composition of the committee is approved by the VPA or designate.
- An ad-hoc PAC may be formed when a new program is being developed and this PAC may become the initial PAC if designated by the VPA.
- Each PAC will meet a minimum of once per year although two meetings per year is preferred.
- Regular attendance and participation is required.

5. RESPONSIBILITIES

Program Advisory Committees will

- (a) Provide advice on curriculum and suggest changes to ensure graduates continue to meet the needs of business, industry, and our community partners.
- (b) Identify the skills and knowledge graduates require for employment.
- (c) Advise on current and future employment opportunities and industry trends.
- (d) Assist in identifying field placement and cooperative education opportunities.

6. APPLICABLE LEGISLATION/REGULATIONS

Post-secondary Learning Act

7. RELATED POLICIES

AC-04: Program Review

ORIGINAL COPY SIGNED

Denise Henning
President and CEO

Date: March 2, 2017

ORIGINAL COPY SIGNED

Mike Gillespie
Vice-President, Academic

Date: March 2, 2017

DOCUMENT HISTORY

March 2017 Revised policy approved