St. Lawrence College

AC408: PROGRAM ADVISORY COMMITTEES

Policy Title:	Program Advisory Committees
Policy Number:	AC408
Owner:	Sr. Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
Links to Other Policy:	n/a

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BACKGROUND

Definitions:

Program of Instruction: A group of related courses leading to a bachelor's degree, diploma, certificate or other document awarded by the Board of Governors (the Board).

Purpose:

To establish and guide the operations of Advisory Committees as directed by the Minister's Binding Policy Directive: Framework for Programs of Instruction (the "Ministry of Training, Colleges and Universities (MTCU) Framework for Programs Directive"). This policy is ancillary to the College Bylaw 1 which establishes the Advisory Committees.

Scope:

This applies to all Programs of Instruction.

POLICY STATEMENTS

In accordance with the MTCU Framework for Programs Directive, the Board of Governors of St. Lawrence College (the Board) has, through the President, directed that there shall be an Advisory Committee for each Program, or cluster of related programs that share common employers, and that the Advisory Committees shall report annually to the Board through the Senior Vice-President, Academic and Student Success. The Advisory Committees shall provide advice and recommendations on Programs of

Instruction relevant to the needs of the labour market and the community on a wide range of topics as stipulated in Bylaw 1.

1. The College shall seek Advisory Committees members who have the knowledge, skills and experience related to the profession, industry, business, sector or service specific to the Program(s) served by the Advisory Committee.

2. College staff and students may serve as resource persons to the Advisory Committees but have no voting rights, i.e. act as ex-officio members.
   • The Program Coordinator is an ex-officio member of the respective Advisory Committee and acts as the College Resource to the Advisory Committee.
   • Full-time and part-time faculty members, who teach in a Program or cluster of Programs, bring their expertise and experience relating to the relevant Program(s).
   • Students may sit on their program Advisory Committee to bring their perspective of the College and their experience with the relevant Program.

3. Program Advisory Committees provide advice and guidance to the program academic team through regular PAC meetings. PAC meetings should be held in a location and at a time agreeable to Committee members. During periods of significant industry change or any other activity required to meet its mandate, a committee may meet more frequently and/or strike sub-committees.

4. Meeting agendas are prepared in advance by the College Resource representative in collaboration with the Chair. Agenda topics will include items suggested by any Committee member. Members of the Quality Assurance and Program Innovation teams may attend PAC meetings to consult the committee on initiatives such as program review & renewal and new program development. The Committee may also invite additional industry partners to consult on specific topics emerging from program development or renewal discussions. From time to time a member of the Board of Governors may attend Program Advisory Committee meetings. PAC members will receive an agenda package at least two weeks prior to the meeting.

Minutes of PAC meetings are recorded by a designate and sent to the Chair and College Resource for review. The Chair or College Resource will send to the Dean for Approval. The Deans are responsible for sharing the draft minutes with PAC members, faculty teams and the Senior Vice-President, Academic & Student Success within one month of the meeting. The Senior Vice-President, Academic & Student Success will forward the minutes to Quality Assurance to be posted in an electronic folder for quality assurance purposes.

5. An Advisory Committee member who perceives that their professional, private or personal interests conflict or have the potential to conflict with an issue under discussion at an Advisory Committee meeting has an obligation to recuse themself from the discussion and to abstain from voting on the specific issue. The member's declaration of conflict of interest will be recorded in the meeting minutes. The Chair will start each meeting by asking if members in attendance have a perceived conflict of interest with any of the agenda items to be presented.

GOVERNANCE

Responsibility

The Senior Vice President, Academic and Student Success is responsible to ensure that the practices of the Advisory Committees[1] meet the requirements of the MTCU Programs Framework Directive.

Associate Deans/Deans are responsible for the overall effectiveness of the Advisory Committees within their department.

- They inform Advisory Committees of any College issues that affect the work of the PAC.
- They provide other information necessary to assist the Program Advisory Committee work.
- They receive and respond to all recommendations made the Program Advisory Committee.

If a Program Advisory Committee is having difficulty meeting its role and mandate, the Associate Dean/Dean will meet with the Chair and/or Program Coordinator to review

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[1] As stipulated in By-Law 1 (Board of Governors) and Advisory Committees (Academic Policy.

the situation, identify the cause, and implement the corrective measures required.

The concerns should be escalated to the Senior Vice President, Academic and Student Success in circumstances when the Chair and/or Associate Dean/Dean are unable to resolve.

Reporting

The Senior Vice-President, Academic and Student Success will provide an annual report to the St. Lawrence College Board of Governors. The report will include Program Advisory Committee membership, meeting frequency, meeting dates, and program recommendations. It will also confirm compliance with the guidelines established for Program Advisory Committees.

The President shall, on behalf of the Senior Vice-President, Academic and Student Success, present a summary of the Advisory Committee Annual Reports, to the Board by the end of December each year.

Monitoring

The Office of the Senior Vice-President, Academic and Student Success will maintain a tracking system to ensure that program advisory committees meet at least once per year. If a meeting is not held within a year, a non-compliance form will be issued by the Office of the Senior Vice-President, Academic and Student Success requesting the respective Associate Dean/Dean consult with the Coordinator and the Chair of the Program Advisory Committee and provide a rationale.

NEXT POLICY REVISION DATE

September 2030

RELATED MATERIALS

Minister's Binding Policy Directive: Framework for Programs of Instruction