



Procedure

<i>Academic Program Advisory Committees</i>			
Parent Policy	IP 2.0 Academic Programming	Procedure #	IP 2.1
Policy Owner	Board of Governors	Effective Date	December 12, 2014
Procedure Owner	Vice President Academic	Review Date	December 2019
Approved by	Vice President Academic	Approval Date	December 12, 2014

1.0 Purpose/ Background

NAIT is committed to quality polytechnic education that is relevant and responsive. To that end, all NAIT credit programs will have a Program Advisory Committee that provides input and guidance to the needs of Industry.

2.0 General Principles

All credit programs will have a Program Advisory Committee.

3.0 Definitions

Term	Definition
Credit Program	A group of related courses that is formally approved by Alberta's Postsecondary Education Ministry and offers an official credential recognized in the Alberta credential framework.
Non-Credit Program	A group of related courses whose completion meets the requirements for a certificate that is not an official credential recognized within the Alberta credential framework.
Program Advisory Committee	A Program Advisory Committee is comprised of members who broadly represent business, industry, government and non-government organizations served by NAIT's respective instructional program. The committee provides advice and guidance on academic aspects of the program, helping NAIT fulfill its role.

4.0 Procedures

4.1 Responsibilities of a Program Advisory Committee (PAC)

The PAC provides input and advice on NAIT programming and applied research priorities. This may include, but is not limited to:

- a. Regular reviewing of program-level learning outcomes, related facilities and equipment with a view to ensure outcomes meet the needs of industry and other external stakeholders.
- b. Reporting of trends and changes to inform existing program, the development of new program areas and potential applied research directions.
- c. Insights into the future graduate needs of Alberta.
- d. Reviewing the composition relevance of the committee and the scope of recruitment for new members.

The PAC is advisory in nature and will inform decision-making, but does not make decisions on behalf of NAIT.

4.2 Committee Meetings

PAC's meets at least once per year, but may meet more often if desired.

PAC's may also identify the need for sub-committees that may be struck as needed to undertake specific activities and provide information back to the committee.

4.3 Committee Membership

4.3.1 External Representation

Program Advisory Committees represent business, industry, government, non-government organizations (NGO), and other educational programs that are served by the NAIT program and/or applied research. If appropriate, a current student(s) and recent grad(s) can be part of the committee membership. PACs are optimally comprised of 12-14 external members, but may be larger as required.

4.3.2 NAIT Representation

The NAIT Program Leadership with academic responsibility for the program is a full member of the Program Advisory Committee. The respective school Dean or designate is an ex-officio member. Other NAIT program faculty may serve as resource persons. Other guests may be invited.

4.3.3 Chairperson

The Program Advisory Committee Chairperson is selected from among the committee membership of current external representatives. The Chairperson should have served at least one year on the committee prior to being selected.

4.3.4 Associate Chairperson

The Program Advisory Committee Associate Chairperson is selected from among the committee membership of current external representatives. The Associate Chairperson supports the Chairperson and provides continuity for the committee as the next chair.

4.4 Term of Service

Members serve a 3 (three) year term, but can be repeatedly reappointed by mutual agreement between the member and Program Leadership. Members may be organizations that then appoint a requisite individual from within the organization to contribute to the committee.

The committee Chairperson serves a 2 (two) year term and may be reappointed for one additional 2 (two) year term.

4.5 Responsibilities of Committee Members

Committee members need to be available and willing to regularly participate in the activities of the Committee. Members are responsible for providing input and advice to guide NAIT programming and relevant applied research opportunities. Members represent their industry and may not advocate for actions that would only benefit a particular organization, individual or other educational institution. Members provide guidance related to the desired outcomes to be achieved by NAIT programs and relevant applied research but do not provide input into specific teaching or research methods.

Members are advocates and ambassadors for NAIT and are encouraged to provide a link to community engagement activities.

4.6 Responsibilities of Committee Chairperson

The Program Advisory Committee Chairperson works collaboratively with the NAIT Program Leadership and is accountable to the Dean. The Chairperson is responsible for leading the meeting and normally collaborates with NAIT's Program Leadership to set the agenda. The PAC Chair and Program Leadership meet quarterly to ensure feedback and information is being shared.

Chairperson or Associate is responsible for ensuring:

- a. Meeting packages are coordinated with the Program Leadership and distributed to committee members by the Program on behalf of the Committee Chair in advance of the meeting.
- b. Agenda items are addressed during the meeting.
- c. Members share discussion time appropriately during the meeting.
- d. Committee input and advice does not present any conflict of interest.
- e. Committee input and guidance represents the industry and other stakeholders in the broadest sense.
- f. Meeting minutes are reviewed.
- g. Any concerns about the Program Advisory Committee are communicated to the NAIT Program Leadership or Dean.

4.7 Responsibilities of the NAIT Program Leadership

NAIT Program Leadership participate in Program Advisory Committees. Specific responsibilities include:

- a. Working with the Chairperson to arrange a meeting of the Program Advisory Committee at least annually.
- b. Collaborating with the committee Chairperson to set the agenda.

- c. Ensuring meeting packages as prepared and sent out at least one week in advance of meeting.
- d. Orienting each new PAC member to the advisory committee's roles and responsibilities as outlined in the orientation package.
- e. Orienting new members to the curriculum of the program.
- f. Share committee membership names and contact information with Institution to ensure membership lists are current.
- g. Providing administrative support for committee meetings.
- h. Ensuring meeting minutes are distributed to committee members and communicated to the Dean of the School.
- i. Ensuring any concerns about the Program Advisory Committee are communicated to the Chairperson and the Dean

5.0 Exceptions to the Procedure

5.1 Exceptions to the guiding principles in this policy must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

Document History

<i>Date</i>	<i>Action/ Change</i>