

D – Executive Limitations

Program Advisory Committees

Background

Ongoing input from industry and the community is essential for maintaining the relevance of college programming, maintaining and ensuring that Northern College graduates are well-prepared for employment. The Board of Governors, on the recommendation of the President, will establish each Program Advisory Committee and confirm its membership as part of the approval process for program certificates, diplomas and degrees. The Advisory Committee's role, as described in the Northern College Program Advisory Committee Terms of Reference, will be to provide advice and guidance to the President and administrative staff on program quality issues.

This policy has been developed in accordance with the Minister's Binding Policy Directive regarding the Framework for Programs of Instruction, and the Northern College Terms of Reference for Program Advisory Committees.

Policy

The President will establish a Program Advisory Committee in accordance with the requirements set forth in the Minister's Binding Policy Directive Framework for Programs of Instruction.

Procedure

The following are limitations within which the President must operate. The President may not:

1. permit College Advisory Committees to have administrative or executive functions, and shall, therefore, not include in their function the evaluation of College personnel;
2. fail to recommend appointment to College Advisory Committees of not less than six external members; and fail to ensure that these voting members have an arm's length relationship with the Board of Governors and with the College, to avoid instances of actual or perceived conflict of interest;
3. fail to invite representation from the Board of Governors; full- and part-time staff, who administer, teach in, or support the programs; as well as students who are enrolled in the programs, within the mandate of the Advisory Committee. These internal representatives shall be non-voting members on the Advisory Committee;

4. fail to ensure that the mandate and Terms of Reference for College Advisory Committees are established;
5. fail to ensure that Program Advisory Committees are involved in the development of new programs of instruction and the program review process.

Governors may voluntarily attend PAC meetings as ex-officio, and are neither voting members of the Committee, nor members of the Committee. They may participate and ask questions in order to report back to the Board as to the functionality of the Committee.

Monitoring System

The President will verify compliance with this policy at the Annual General Meeting. In addition, new program proposals submitted to the Board are required to include evidence of Advisory Committee support, providing the Board with an additional monitoring mechanism to ensure Advisory Committee input.