



Policy Title:	Program Advisory Committees
Policy ID:	2-202
Manual Classification:	Academic Affairs
Approved by:	Board of Governors
Revision Date(s):	March 2022
Effective Date:	April 1, 2022
Next Policy Review Date:	March 2025
Contacts for Policy Interpretation:	Vice President, Academic Experience

1.0 - Policy Overview

Fleming College recognizes the value of guidance and recommendations from Program Advisory Committees which assist the Board of Governors in ensuring that new and existing programs of instruction remain relevant to our employers and communities and responsive to emerging labour market and workplace trends.

2.0 - Purpose

The purpose of this policy is to define the structure and oversight for all program advisory committees at Fleming College in accordance with the Minister's Binding Policy Directive: Framework for Programs of Instruction, which requires that Program Advisory Committees be established for each program of instruction or cluster of related programs offered by Ontario colleges.

3.0 - Definitions and Acronyms

The following definitions apply in this policy

Program Advisory Committee (PAC): An external committee made up of representatives from the community, relevant industries and the student body which is responsible for guiding the evolution of programs by providing recommendations on curriculum and industry partnerships to ensure that programs remain current and responsive to industry needs.

Program Advisory Committee members: Members of the program advisory committee may be selected from employers, graduates, business/industry leaders, or representatives from professional and accrediting bodies and agencies.

Program of Instruction: is a group of related courses leading to a degree, diploma or certificate awarded by the College.

Program Quality Assurance (PQA): Process for the ongoing formative and summative evaluation of College programs which aligns with standards of Ontario College Quality Assurance Service (OCQAS). The College program quality assurance framework promotes institutional learning and renewal, guides decision-making, and supports constructive oversight by the Board of Governors. Mechanisms of PQA include program life cycle management, program review, program revision, program mx analysis, new program development, and stakeholder engagement, such as Program advisory committees and student focus groups.

Recommendation: a specific, measurable, attainable, relevant, and time-bound suggestion or proposal for a course of action in order to ensure program quality, currency, and relevancy.

4.0 - Scope

This policy applies to courses within programs of study for Ontario college credentials at Fleming College for the following credential types:

- Ontario College Diploma
- Ontario College Advanced Diploma
- Ontario College Certificates
- Local Board Approved Certificates
- Micro-credentials, as appropriate

5.0 - General Principles

- 5.1. Every program or cluster of similar programs will have an active, voluntary Program Advisory Committee which provides recommendations on program curriculum and industry engagement. Members will be external to the college and will possess a diversity of experience and expertise in the relevant occupational field.
- 5.2. It is the program Dean/Director's decision whether a single Program Advisory Committee is appropriate for a cluster of programs. This decision will be based on the similarities in program pathways, program structure, learning outcomes and the need to avoid duplication of membership across similar programs.
- 5.3. Through Program Advisory Committees, program quality assurance at Fleming College is made more effective by enabling external stakeholders, students, and college employees to provide guidance and recommendations on matters relating to the development, establishment, delivery, and review of College programs.
- 5.4. The College will establish a process and mechanism to document, store, assess, and implement (as appropriate) recommendations from Program Advisory Committees which is detailed in an annual report to the Board of Governors.
- 5.5. The College will develop a procedure for operation of Program Advisory Committees with consideration for: role, membership, term of appointment; meeting

procedures/frequency and authority.

- 5.6 According to provincial requirements and corporate by-laws, ultimate responsibility and oversight for program quality and program quality assurance processes resides with the Board of Governors.

6.0 - Related Documents

- *Ontario Colleges of Applied Arts and Technology Act (2002)*
- Minister's Binding Policy Directive: Framework for Programs of Instruction
- College Quality Assurance Audit Process (CQAAP) Standards of Quality
- Program Advisory Committee Orientation

History of Amendments/Reviews

Original approved by Board of Governors: April 6, 1992

Reviewed and Revised: June 1, 2005, May 1, 2013, March 3, 2022