



**AP-02 PROGRAM ADVISORY COMMITTEES POLICY**  
**VICE-PRESIDENT, ACADEMIC AND STUDENT SERVICES OFFICE**

<b>POLICY TITLE</b>	AP-02 Program Advisory Committees Policy
<b>POLICY HOLDER</b>	Vice-President, Academic and Student Services Office
<b>ORIGINAL DATE</b>	October 14, 2015
<b>REVIEW DATE</b>	December 16 2015
<b>REVISED DATE</b>	December 16 2015
<b>NEXT REVIEW</b>	October 2020

**POLICY**

Yukon College believes that the communities it serves should have a strong voice in shaping current and future programs and/or fields of study. In support of that belief, the College will establish and maintain Program Advisory Committees (PACs) comprised of external stakeholders and internal representatives.

This policy establishes the guidelines by which PACs will be formed and operate, to ensure that external consultation is part of program development, delivery, evaluation and revision as well as institutional discussions of program phase out and replacement.

**Approval Statement**

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 14 day of December, 2015.

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President, Yukon College

December 16, 2015

Date

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## 1.0 PURPOSE

Yukon College is a complex and dynamic institution working with a diverse partnership network, student body and general public. Bridging the distance between the College and its key partners and stakeholders, PACs provide advice to the College's academic divisions on things such as:

- curriculum relevance and currency
- admission and graduation requirements
- future directions for programs and courses
- program evaluation
- industry standards and wise practices
- resource materials (e.g., course texts, key readings, relevant multimedia materials, etc.)

PACs are also a valuable resource when it comes to:

- information on labour market priorities, current employment opportunities and hiring practices
- protocol (e.g., best practices for involving elders in YC programs)
- informal program promotion (e.g., word-of-mouth marketing)
- planning and implementing practical and experiential learning opportunities (e.g., field and practicum placements, co-op opportunities, internships, work placements, etc.)
- securing guest speakers and subject matter experts

## 2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Act

Collective Agreement

BOG-11 Board Relationships with Governing Councils

## 3.0 SCOPE

This policy:

- applies to all program advisory committees and their associated programs, with the exception of program advisory committees already governed by agreements Yukon College has with partner institutions

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- replaces Yukon College policy CR-05, President's Committees on Programming (PCOPs).

## 4.0 PROCEDURES

### Authority to Form PACs

The decision to form a PAC related to a specific program or wider field of study is made by the appropriate dean, in consultation with the Vice-President, Academic and Student Services and the appropriate school chair. Decisions to proceed without a PAC must be reviewed every three years.

### Committee Membership & Terms of Reference

Ordinarily, PACs should be composed of no more than 10-12 members and are responsible for setting their own terms of reference in accordance with the stipulations of this policy.

PAC members are typically selected from, but need not be limited to, the following stakeholder groups:

- Yukon First Nations
- employers
- program alumni
- community groups
- professional associations
- partner educational institutions
- government departments
- internal Yukon College representatives.

Prospective PAC members should be nominated for their:

- level of expertise and insight regarding the program or field of study
- past committee experience
- availability to serve
- suitability to represent the constituency with which they are associated
- attitude towards the College and its Strategic Plan
- capacity for objectivity and collaboration

### Member Appointment Process

- Prospective members must be nominated in writing by faculty members, the program coordinator or the school chair.
- Nominations are submitted to the dean for approval, and the dean's office in turn notifies the nominee of his or her appointment.

### Terms of Appointment

- The term of appointment for PAC members is up to two years.
- One half of committee members will have their terms end one year later than the other half to maintain continuity during times of member turnover.
- PAC members may be appointed to no more than two consecutive terms; however, there is no limit to the total number of terms a member may serve over his or her lifetime.

### Yukon First Nation Representation

All PACs must include at least one Yukon First Nation member whose appointment has been evaluated by the President's Advisory Committee on First Nation Initiatives (PACFNI).

### Internal Representatives

PACs will include two internal representatives:

- administrator responsible for the program (e.g., dean or chair)
- program coordinator or program faculty member

Internal representatives may send a designate to meetings they are unable to attend but must give prior notification of their intent to do so to the PAC chair.

### PAC Chair

All PACs will select a chair to lead meetings in accordance with the selection process laid out by their respective terms of reference. The chair must be an external committee member.

### Dismissal of Members

Membership on a Yukon College PAC is a matter of trust. Accordingly, the committee chair, in consultation with the dean, may dismiss committee members if any of the following apply:

- continued association with the individual brings Yukon College into disrepute

- the individual repeatedly refuses to abide by the committee's accepted rules of order and/or treats fellow committee members with disrespect
- the individual misses three or more meetings without notice.

### Meetings

- Frequency: PACs must meet at least two times per Yukon College fiscal year (July 1-June 30).
- Attendance From a Distance: To ensure inclusivity and encourage a broad range of opinion, members must be given the option to join meetings through tele- or web-conferencing technologies when they inform the PAC chair they are unable to attend in person.
- Meeting Notification: The appropriate internal representative (or his or her delegate), in cooperation with the committee chair, ensures that notifications of meetings, along with meeting documents, are distributed to members no later than two weeks prior to the meeting date and that appropriate space and support technologies are booked and functional.
- Agendas & Minutes: agendas are set by the PAC chair, in consultation with the appropriate internal representative (or his or her designate). Meeting minutes must be kept and sent out to members for review and editing no later than two weeks after the scheduled meeting. PACs can decide on their preferred method for storing meeting agendas, minutes and other documents, and they are free to determine if their meeting documents will be visible to the College community or for member-only viewing.
- Rules of Order & House Style: PACs are free to use the rules of order of their choice and to determine their preferred style for agendas and minutes.

## 5.0 PROBLEM SOLVING

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the Vice-President, Academic and Student Services' Office.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the Vice-President, Academic and Student Services' Office should be notified as soon as possible after the decision has been made. In such cases the Vice-President, Academic and Student Services' Office will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

## **6.0 ADDENDUMS**

Addendum A - Policy Communication Checklist

**ADDENDUM A - POLICY COMMUNICATION CHECKLIST**

Policy Name: Program Advisory Committees Policy

Number: AP-02

Submitted by: Andrew Richardson

List those consulted with in preparation of this policy:

<b>Name</b>	<b>Department</b>	<b>Date</b>
SALT	VPA&SS	Spring 2015
HEHS	HEHS (at school meeting)	Spring 2015
SEC	President's Office	Sept 2, 2015
H. Dundas (Science Adventures), D. Anton & M. Dumkee	Applied Science and Management	Sept 10, 2015
YC Staff	N/A	Sept 24-Oct 8, 2015

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

<b>Body</b>	<b>Communication Planned</b>	<b>Completed</b>	<b>Comments</b>
SEC	Yes	Yes	SEC agreed policy could go out to YC staff w/ proposed changes
Student Union	No		
Employee's Union	No		
Occupational Health and Safety	No		
Academic Council	No		
Board or a Board subcommittee	No		
<i>Other</i>			
SEC for Final Review			

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