



MEMORANDUM

To: Brett Fairbairn, Senate Chair

From: Noah Arney, Policy Specialist

Date: May 30, 2024

Subject: Program Advisory Committees policy revision

Background and Purpose of this document:

Proposing major changes to the Program Advisory Committees policy ADM 20-0 (the Policy) I request approval of the attached policy changes by Senate.

Background of Policy:

The Program Advisory Committee policy guides the development of committees of community members to support program improvements at TRU and improve educational outcomes for students. The policy as written is very operational and limits several programs from having a program advisory committee structured in the way that they are required to structure it to satisfy their accreditation requirements.

Summary of Proposed Amendments:

1. Moving responsibilities for setting up PACs from the Provost to the Deans.
2. Aligning the policy with the TRU Act by moving it to being an ED policy.
3. Updating language in the policy around diversity.
4. Replacing the Dean with the department chair and/or program coordinator and allowing an option for an associate dean to be on the PAC.
5. Additional flexibility around having one PAC for multiple aligned programs.
6. Allowing PACs to determine the length of term of the Chair of the PAC.
7. Providing more flexibility around the development of the terms of reference and purpose of the PAC.

Summary of Engagement:

- Identified as a problem by Policy Specialist during review for Dean of Education and Social Work
- Reviewed with Deans and Chairs
- Developed by Policy Specialist
- Reviewed with Provost, Deans, and Chairs



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- Reviewed by Policy Subcommittee of APPC
- Shared broadly with TRU Community
- Reviewed and approved by APPC

Effective Date:

Earliest Notice of Motion to be given by Senate June 10, 2024, final approval to be given September 23, 2024.

Attachments:

Program Advisory Committee policy in redline

POLICY NUMBER	<u>ADM-ED</u> 20-0
APPROVAL DATE	(Leave blank; will be completed once approved)
LAST AMMENDMENT	January 19, 1994
REVIEW DATE	(Leave blank; will be completed once approved)
AUTHORITY	President's Council <u>Senate</u>
PRIMARY CONTACT	<u>Provost and</u> Vice-President Academic

POLICY

GENERAL

To assist in ensuring that its programs are current and ~~address~~ serve the educational and training needs of the region and the open learning needs of British Columbia, society's human resource needs, Thompson Rivers University (TRU) seeks advice and guidance from the community through Program Advisory Committees. ~~Each~~ The Dean, with the support of the Provost and Vice-President, Academic, ~~in consultation with the relevant Dean,~~ shall determine ~~any~~ these programs, or groups of programs, in their Faculties for which Advisory Committees are appropriate.

A Program Advisory Committee (PAC) provides advice to programs on professional, local, provincial, and federal regulations or legislation, changes in labour market trends, curriculum and practice alignment, and community needs as appropriate. A PAC also serves as a resource for engaging with the community to improve student opportunities. A PAC is an advisory body made up of primarily members external to TRU and cannot have the powers or duties of a Faculty delegated to it.

REGULATIONS

I. MEMBERSHIP ESTABLISHING PACs

Program Advisory Committees ~~Advisory Committees~~ shall be composed of ~~between five and twelve~~ members who are not TRU employees appointed by the Dean of the relevant Faculty in consultation with, or at the recommendation of, the relevant department chair(s) or program coordinator(s). ~~Vice-President, Academic, in consultation with the relevant dean(s).~~

~~Nominations for appointment may be submitted by members of the Board of Governors, current Advisory Committee members, or TRU staff.~~

~~The Vice-President, Academic, in appointing members to Advisory Committees, shall give due consideration to the principles and practice of gender equity.~~

Appointees may be drawn from such categories as employers and potential employers of program graduates; persons working in program-related occupations or professions; professional; trade and business organization representatives; representatives of local First Nations communities; current students registered in the program; graduates of the program, and staff from other post-secondary institutions.

To ensure a broad range of perspectives, membership should be inclusive of equity deserving groups including the gender and sexually diverse, individuals reporting a disability, and Indigenous and racialized people.

~~Membership shall include at least one graduate of the program and one student currently registered in the program. If the program is linked to the secondary school curriculum, one member shall be a teacher from a relevant Career Preparation program.~~

TRU representation on the Committee shall consist of the ~~dean(s) of the division(s), the program co-ordinator(s) and/or the chair(s) of the department(s), or designate,~~ within which the program is located and optionally the Dean or designate of the Faculty. ~~TRU representatives shall be non-voting members. P~~ Program faculty or instructors shall not be members of the Committee but will may provide support on an ad hoc basis.

~~Advisory Committee members normally will be appointed for three year terms commencing September 1. Appointments may be made at other times deemed appropriate by the Vice-President, Academic.~~

~~Two consecutive unexcused absences from Committee meetings by a member will be interpreted as that member's resignation from the Committee.~~

II. TERMS OF REFERENCE

Each PAC will develop their own terms of reference which will be provided to the Faculty Council for approval. A template terms of reference will be made available by the Provost and Vice-President Academic.

It is expected that the terms of reference will outline the membership and terms of the PAC, the specific types of advice provided by the PAC, the methods in which they provide it, and other needs of the program that the PAC may support. The criteria for selection of members may be specified in the terms of reference.

The roles of PACsAdvisory Committees will may include:

- a. Advising TRU on the need for revisions to program content to ensure that graduates possess appropriate competencies, knowledge and skills for employment or further academic study.
- b. Advising TRU on the current and projected demand for program graduates.

- c. Advising TRU on the degree to which the program fulfills the needs of employers or satisfies the expectations of educational institutions in which our graduates enroll.
- d. Advising TRU on program resource needs, including equipment, laboratories, shops, and specialized educational and training facilities.
- e. Participating in TRU's program review process.
- f. Assisting in program promotion and the development of effective links with business, industry, and other academic institutions.

III. COMMITTEE CHAIR

~~Unless otherwise stated in the terms of reference~~ Each PAC-Advisory Committee will elect its own Chair from among its external members. ~~The term of each Committee Chair shall be two years.~~

The Committee Chair will:

- a. ensure that meeting preparations and arrangements are made, including agenda preparation and distribution, serving notice of meeting, and distributing program reports.
- b. ensure that minutes are prepared and distributed promptly; and
- c. ensure that action items receive prompt and appropriate follow-up.

IV. OPERATION

The ~~Advisory~~ Committee will meet at ~~the request of the Committee Chair at such times as are deemed appropriate by the Chair in consultation with the relevant TRU department chair(s) and divisional dean(s).~~

~~Meetings of each Advisory Committee shall take place at~~ least once in each academic year.

~~Meetings may take place in person or via teleconference, as deemed appropriate by the Committee Chair in consultation with the relevant TRU department chair(s) and divisional dean(s). In-person meetings will normally be held at TRU.~~

~~Normally, at least three weeks notice of meetings will be provided. An agenda will be distributed with the notice of meeting.~~

When appropriate, the relevant department chair(s) or program co-ordinator(s) will provide the PAC-Advisory Committee Chair with a written report on the status of the program (~~see Appendix~~) for distribution with the agenda.

PACs will report on their activities to the appropriate Dean and the Provost and Vice-President Academic annually.

~~The TRU department chair(s), program co-ordinator(s), and staff in TRU departments offering the program will provide assistance to the Committee Chair, including making arrangements for meeting facilities.~~

AGENDA

~~Suggested agenda topics include:
Academic preparation of students~~

Labour market trends
Changing roles of men and women
Impacts of federal and provincial legislation
Potential new courses and programs
Curriculum development
Instructional development
Facilities requirements
Marketing of programs and graduates
Achievement levels and attrition
Work performance of graduates
Academic performance of graduates in subsequent study
Program review processes and outcomes
Requirements for industrial/commercial support
Equipment

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