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| **TOOLKIT #8: PROGRAM ADVISORY COMMITTEE****PROGRAM REVIEW FINAL REPORT SECTION: 2.04** |
| **Overview**Program Advisory Committees (PAC) are essential to ensuring quality programming through the provision of input for “maintaining the relevance of college programming, maintaining and enhancing program standards and ensuring that Mohawk College graduates are well prepared for employment (AC501, pg. 1)”. Procedures in the PAC Policy (AC501) recommend that programs regularly evaluate the efficacy and currency of committee members.  |
| **Instructions****PAC Assessment****[ ]** Review the Program Advisory Committee Policy with the program team* The PAC policy is available at http://www.mohawkcollege.ca/about/policies/CorpSect5.html

**[ ]** Complete the PAC Assessment (Appendix A) with the program team**[ ]** Copy the completed PAC Assessment (Appendix A) to an MS Word document**[ ]** Save the file as <<program number>> Program Advisory Committee Assessment.pdf**[ ]** Submit the PAC Assessment to the dropbox in eLearn**PAC Survey** **[ ]** Email Curriculum Design (quality@mohawkcollege.ca) with a list of all PAC members and their email addresses by *September 1, 2013** A survey will be emailed to all PAC members to gather feedback about their perceptions and experiences as a PAC member
* Survey results will be emailed to the Program Review Lead by Dec. 1, 2014

**Evaluation and Recommendations*** Evaluate results of PAC assessment and survey
* Make recommendations as a result of the analysis
* Review evaluation and recommendations of the survey and assessment results at the Program Quality Analysis Session
* Complete section 2.04 of the Program Review Final Report
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| **Considerations for Implementation** |
| **Next Steps** |
| **Alignment**PQAPA criterion #Academic Plan item#Strategic Plan item #Program Quality Policy section #Program Advisory Committee Policy  |

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|  | **Appendix A****Assessment: Program Advisory Committee** |

List current PAC members and the companies/institutions they represent.

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| **PAC MEMBER NAME** | **COMPANY/INSTITUTION** | **ROLE****Industry, Current Student, Graduate, Aboriginal** | **Program (if clustered)** | **# Years on PAC** |
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Evaluate the composition of the advisory board with regard to community and industry representation at various levels (i.e. recent graduates, middle managers, senior executives, company owners), as well as length of time on PAC.

* Guiding Questions to complete this section:
	+ If the program has a clustered PAC, is there adequate representation for each program?
	+ Is the length of time that members have been on the PAC adequate to make decisions about curriculum quality and trends?
	+ Is there adequate representation on the PAC from the various roles?

Has the aboriginal community perspective been incorporated in the membership of the advisory committee?

 Yes  No. If no, explain:

Indicate the dates of the two most recent advisory committee meetings and attach the minutes of each meeting.

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| **Date** | **Minutes** |
| 1) | Create hyperlink to minutes or copy minutes at end of this document |
| 2) | Create hyperlink to minutes or copy minutes at end of this document |

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| In the table below, describe the ways in which the advisory committee has been involved in program development and renewal. Provide specific examples of ways in which the advisory committee has influenced the program or decisions related to it for each of the following criteria: |
| *Market Demand and Graduate Skills* |
| Identifying trends and opportunities |  |
| Identifying skills and characteristics required of graduates |  |
| Validation of measurable program learning outcomes |  |
| Forecasting demand for graduates |  |
| Identifying opportunities and pathways for further education |  |
| *Program Development or Renewal*  |
| Review of course outlines |  |
| Comprehensive Program review |  |
| Advising on the program quality actions as a result of comprehensive program review |  |
| Annual Program Review  |  |
| Advising on POS changes  |  |
| Identification of student work placements and co-op opportunities |  |
| Input on new course development |  |
| Advising college of state of equipment, labs, facilities etc.  |  |
| Developing community partnerships  |  |
| Developing faculty training opportunities |  |
| Guest Lecturing |  |
| Part-time Instructor |  |
| *Student Success Initiatives* |
| Semester Start |  |
| Red Carpet Day |  |
| Career Fairs |  |
| Job Fairs |  |
| *Other: Outline other ways that the PAC has assisted or can assist with continuous program quality improvements* |
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