



Policy Title:	Program Advisory Committee Policy
Policy Number:	1002

1. Purpose

The purpose of this policy is to establish the membership and scope of St. Matthew's University (SMU) Program Advisory Committees (PACs).

2. Purpose

This policy applies to St. Matthew's University and Program Advisory Committee members and SMU employees involved in their administration.

3. Policy

The University will solicit input on a regular basis from Program Advisory Committees (PACs) to ensure the continued currency, relevancy and quality of its existing programs and to support new program development.

Program Advisory Committee Functions

Program Advisory Committees may be engaged in any or all of the following activities:

- assist SMU in defining objectives and outcomes of a program of study that are aligned with the University's goals and specific skills needed by students to achieve program objectives.
- advise SMU in the development of the curriculum to meet program objectives and learning outcomes.
- assist in the evaluation of a program of study, the curriculum, and national or provincial requirements where applicable.
- assist with student work placements.
- advise SMU on labour market changes that may impact courses and programs, as well as the employment of SMU graduates.
- advise SMU on requirements for new programs of study that will meet new or emerging needs within the community, province, country, or abroad.
- participate in the Self-Study process during formal program reviews, as outlined in the Program Review Policy and Procedure.

In undertaking these functions, PACs help to foster alliances with key organizations for the University, ensure a flow of appropriately educated and professionally aware graduates into the community, and promote SMU and its programs.

Membership

Program Advisory Committees will draw their membership from business, industry and professions related to programs of study at SMU.

Appointments to Program Advisory Committees will be made by the Chief Academic Officer.

Each PAC will normally consist of a minimum of five external members who will serve a three-year term, with a maximum of two terms per member. Newly formed PACs will have terms staggered and for terms of less than 3 (three) years, the maximum number of terms served will be increased to three.

The appropriate academic leader (normally the Associate Dean) for the program(s) of interest will be an ex-officio member of the committee.

The Chair of the PAC will be the appropriate academic leader for the program(s) of interest.

Meetings

Program Advisory Committees are expected to meet at least twice a year.

Meeting agendas will be distributed electronically at least one week in advance of each meeting. The University will provide support for minute taking.

Minutes will be recorded at each meeting and retained by the office of the Chief Academic Officer.

Other SMU faculty, employees and students may be asked to attend meetings as required.

For graduate programs Terms of Reference

Each PAC will develop a Terms of Reference document that reinforces their advisory purpose, membership composition and meeting framework.

4. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Academic Leader	A Chief Academic Officer, Executive Dean, Dean, Associate Dean, Director, or Chair.

5. Responsibilities

The Chief Academic Officer is responsible for the implementation of this policy.