

| | |
|---------------------------|---|
| Policy Title | Program Advisory Committees Policy |
| Policy Holder | President |
| Policy Approver(s) | Senior Team |
| Related Policies | None |
| Related Procedures | None |
| Appendices | None |
| Storage Location | Website - https://www.confederationcollege.ca/policies-and-procedures |
| Effective Date | 2025-Nov-01 |
| Next Review Date | 2030-Nov-01 |

Purpose

The purpose of this Policy is to ensure the establishment and ongoing operation of Program Advisory Committees (PACs) at Confederation College. In accordance with the *Ontario Colleges of Applied Arts and Technology Act, 2002* and the Minister’s Binding Policy Directive *Framework for Programs of Instruction 3.0 C*, and as directed through Board of Governors By-law #1, these committees provide essential guidance on the relevance, quality, and currency of College programs.

Scope

This policy applies to all programs and clusters of programs offered by Confederation College that require a Program Advisory Committee under the Minister’s Binding Policy Directive. It also applies to any special purpose advisory committees established by the Board of Governors, including Regional Campus Advisory Committees, and governs their responsibility to keep the Board fully informed of committee activities.

Definitions

Program Advisory Committee (PAC)

A committee composed of external stakeholders who provide advice and recommendations on the relevance, quality, and currency of a specific program or cluster of programs. Required under the Minister’s Binding Policy Directive Framework for Programs of Instruction.

Program Cluster

A group of related programs that share similar learning outcomes, occupational categories, or content, and may be served by a single Program Advisory Committee.

Special Purpose Advisory Committee

An advisory committee established by the Board of Governors for targeted or specialized consultation needs that fall outside standard program advisory functions.

Regional Campus Advisory Committee

A type of special purpose advisory committee that provides input related to the unique needs, opportunities, and program considerations of regional or satellite campus locations.

Board of Governors

The governing body responsible for overseeing Confederation College operations, including approval and oversight of Program Advisory Committees as required by legislation.

Minister’s Binding Policy Directive (MBPD) a directive issued under the Ontario Colleges of Applied Arts and Technology Act, 2002, establishing mandatory requirements for college operations, including the need for Program Advisory Committees.

Ontario Colleges of Applied Arts and Technology Act, 2002

The provincial legislation that outlines the mandate, governance structure, and regulatory framework for Ontario’s publicly funded colleges.

Full-time and Part-time Programs

All postsecondary programs of instruction delivered by the College, regardless of mode or schedule, that fall under the authority of the Board of Governors and require advisory oversight.

Governing Laws and Regulations**Ontario Colleges of Applied Arts and Technology Act, 2002**

This Act establishes the mandate, governance structure, and operational authority of Ontario colleges. It provides the legislative basis requiring Program Advisory Committees.

Minister’s Binding Policy Directive: Framework for Programs of Instruction

A directive issued under the Act, requiring each college to establish Program Advisory Committees for all programs or clusters of programs and outlining the expectations for their composition, role, and function.

Confederation College Board of Governors By-law #1

The Board by-law referenced in the original policy that directs the establishment, operation, and responsibilities of College Advisory Committees.

Policy Statements

1. Confederation College shall establish and maintain a Program Advisory Committee (PAC) for every program or cluster of related programs in accordance with the Ontario Colleges of Applied Arts and Technology Act, 2002, the Minister’s Binding Policy Directive Framework for Programs of Instruction, and Board of Governors By-law #1.
2. Program Advisory Committees shall provide meaningful and timely input into the relevance, quality, and currency of programs, supporting the Board of Governors in fulfilling its oversight responsibilities for both full-time and part-time programs of instruction.
3. The Board of Governors may establish special purpose advisory committees, including Regional Campus Advisory Committees, to address program-specific or regional needs that fall outside the mandate of standard Program Advisory Committees.
4. Each advisory committee shall ensure that the Board of Governors is kept fully informed of committee activities, recommendations, and emerging issues that may affect program quality, delivery, or alignment with industry and community expectations.
5. Advisory committees shall operate in accordance with College procedures, including expectations for membership composition, meeting frequency, documentation, communication, and reporting requirements.
6. All advisory committee recommendations are advisory in nature and shall be considered by Academic Leadership and the Board of Governors as part of ongoing program quality assurance and decision-making processes.

Non-Compliance

Failure to comply with this Policy or its related procedures may result in gaps in program quality assurance and non-alignment with Ministry requirements. Employees who do not meet their responsibilities for establishing, maintaining, or reporting on Program Advisory Committees may be subject to corrective action, including performance management or disciplinary measures in accordance with College policies and applicable collective agreements. Repeated or significant non-compliance may be escalated to the appropriate Senior Team member.

Revision History

| Version | Change | Author | Date of Change |
|--------------|---------------------|---------------|----------------|
| New template | Update 2012 version | Aaron Skillen | 20-Nov-2025 |
| | | | |
| | | | |