
Program Advisory Committee

Policy Number:	1201
Key Process Area:	Academic Planning and Evaluation
Owner:	VP AISA
Current Approved Date:	June 27, 2022

POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to providing quality programs that meet the needs of industry and its stakeholders in supporting the employability of its graduates. Program Advisory Committees (PAC) provide valuable input and feedback to NBCC programs and offer insight on upcoming trends that may impact programs.

PURPOSE

Program Advisory Committee input is gathered annually and used to guide program decisions to ensure that programs are kept current, meet the needs of employers, are responsive to industry input for program improvement and prepare graduates for the workforce.

SCOPE AND LIMITATIONS

This policy applies to all credit programs that lead to an NBCC certificate or diploma. Non-credit programs and apprenticeship programs are not required to hold PACs, although it is encouraged.

1.0 DEFINITIONS

Program- a field of studies for which an approved curriculum standard exists, has a predetermined duration time frame and leads to an official certification.

Program Advisory Committee (PAC)- a consultative mechanism for obtaining input from external subject matter experts to support the continuous improvement of programs.

2.0 IMPLEMENTATION

The School Academic Chair (or Professional and Part-time Learning designate) and the Academic Dean are responsible for implementation of the PAC Process and incorporation of PAC outcomes into program departmental plans and annual program review. The office of the VP Academic, Innovation and Student Affairs maintains an inventory of PAC documentation requirements.

2.1 PAC Structure and Operations

To ensure PAC meetings provide the program with useful and relevant information that is based on NBCC's needs and expectations, the PAC must be structured and operate according to the standards in the PAC Process document.

2.1.1 PAC Frequency

- a) The PAC will meet a minimum of once per academic year.

- b) Each NBCC program will have one specific PAC; however, one PAC may serve two or more closely related programs.

3.0 OTHER RELATED DOCUMENTS

Program Advisory Committee (PAC) Process (1201.5346)
Academic Quality Assurance Framework