



## Program Advisory Committee (PAC) Process

### Table of Contents

Purpose .....	2
<b>Scope and Limitations.....</b>	<b>2</b>
<b>1.0 Definitions.....</b>	<b>2</b>
<b>2.0 Implementation.....</b>	<b>3</b>
<b>2.1 Guiding Principles, Mandate and Membership.....</b>	<b>3</b>
2.1.1 Guiding Principles.....	3
2.1.2 PAC Mandate.....	3
2.1.3 PAC Membership.....	4
<b>2.2 Responsibilities.....</b>	<b>4</b>
2.2.1 Responsibilities of the College.....	4
2.2.2 Responsibilities of the PAC.....	5
2.2.3 Responsibilities of Academic School Leadership.....	5
<b>2.3 Meetings.....</b>	<b>6</b>
2.3.1 Chair, Quorum and Participation.....	6
2.3.2 Committee Recommendations.....	6
2.3.3 Committee Expenses.....	6
2.3.4 Administrative Procedures.....	6
3.0 Other Related Documents.....	7
<b>3.1 Appendices.....</b>	<b>7</b>
Appendix A List of PAC Action Items.....	8
Appendix B Sample PAC Members List.....	11
Appendix C Sample Background Information.....	12
Appendix D Sample Meeting Invitation.....	13
Appendix E Sample Agenda.....	14
Appendix F Sample Terms of Reference.....	15
Appendix G Sample RSVP Listing.....	18
Appendix H Samples Meeting Minutes.....	19
Appendix I Sample Name Plate.....	21
Appendix J Sample Mileage Invoice Template.....	22
Appendix K Guideline for Participating in Program-Related Studies or Research Opportunities..	23
Appendix L Experiential Learning Framework.....	24
<b>3.2 Other Documents.....</b>	<b>7</b>

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



## PURPOSE

The role of a Program Advisory Committee (PAC) is to provide input and direction on a program area, to identify trends that may impact curriculum and to support the employability of program graduates. Feedback from PAC meetings is documented and becomes part of the yearly Annual Program Review process.

This standard provides a framework for conducting program advisory meetings, outlining responsibilities and reporting requirements, including providing samples of standardized communications to support effective PAC meetings.

## SCOPE AND LIMITATIONS

This standard applies to any credit program that leads to an NBCC certificate or diploma.

## 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 Performance Report (PPR)**

-a report generated annually that informs stakeholders of the status of each NBCC regular program. It incorporates four areas of program operations: attraction/retention, program quality, employment, and community engagement. The PPR is intended to inform the APR process.

### **Annual Program Review (APR)**

-an annual process of evaluating program effectiveness and sustainability to determine curriculum, budgetary, and delivery requirements.

### **Experiential Learning**

-involves structured, applied learning experiences, supported by reflection, critical analysis and synthesis meant to purposefully engage students in direct experience and focused reflection so they can increase knowledge, develop skills, clarify values, and develop capacity to contribute to their communities.

## **2.0 IMPLEMENTATION**

### **2.1 Guiding Principles, Mandate and Membership**

#### **2.1.1 Guiding Principles**

- PACs are required to meet a minimum of once per academic year, although more than once is recommended
- Each PAC will be specific to one NBCC program; however, one PAC may serve two or more closely related programs
- PAC sub-committees may be formed as needed to provide information back to the PAC
- All locations of a program are served by a single PAC
- Geographic representation is encouraged
- PAC decisions are made by consensus
- Although not required, non-credit programs are encouraged to have a PAC
- Apprenticeship programs (block training) are not required to have a PAC

#### **2.1.2 Program Advisory Committee Mandate**

- Provide input and advice on programming and applied research priorities
- Advise of technological, competitive, and human resource trends that may impact the College and the program
- Make recommendations on program content and resources to support program relevancy
- Make recommendations regarding industry training needs, including identifying the required skills and competencies needed by graduates
- Recommend activities the College may take to meet the training and educational needs of the labor force
- Assist in evaluation and review of the program, including the program delivery plan standard, and identification of the program's strengths and weaknesses
- Assist in program promotion and the general communication of information on program activities
- Assist in predicting trends that will impact on enrolment and on the nature and extent of the need for program graduates
- Advise on what qualifications and experience should be expected of program staff
- Identify possible professional development opportunities for staff
- Identify possible experiential learning opportunities for students including capstone projects, applied research projects, service learning, apprenticeships, internships, practicums, clinical placements, etc.
- Assist in acquiring accreditation for the program, where applicable
- Take part in studies or research opportunities dealing with program-related issues

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

### **2.1.3 PAC Membership**

- PAC members are experienced practitioners with specific program-related skills and knowledge of the sector, selected from industry, professional associations, regulatory bodies, government, non-government, post-secondary institutions, apprenticeship, applied research, alumni, or practicum hosts
- PAC membership should proportionally represent current and potential New Brunswick businesses and employers in terms of size, type, and geographic location
- PAC membership is on a voluntary basis; no remuneration is paid except for reimbursement of travel expenses pursuant to College travel policy
- PAC members are appointed by the Academic Dean
- PAC members are appointed for a 3-year period with the option for extension
- PAC membership is generally between 10 and 15 external members
- NBCC staff may attend PAC meetings to participate as resource members or in an observatory capacity. Examples of observers include faculty, current students, Professional & Part-time Learning, representatives of Research Innovation & Experiential Learning, Learning Design Consultants, and other internal staff
- PAC members are advocates and ambassadors of the College

## **2.2 Responsibilities**

### **2.2.1 Responsibilities of the College**

- School Academic Chair (or Professional & Part-time Learning designate) and the Academic Dean are responsible for implementation of the PAC standard and incorporation of PAC outcomes into program departmental plans and annual program review
- VP Academic and Research maintains inventory of PAC members, PAC minutes of meetings (that include a summary of meeting outcomes), and meeting attendance reports
- Academic School responsible for the program provides a recording secretary for PAC meetings. Under the direction of the Academic Dean/Chair or designate, the recording secretary will:
  - Prepare the meeting agenda and circulate it two weeks prior to the meeting date
  - Record minutes at the meeting and circulate them within two weeks
  - Provide the Academic Dean/Chair or designate and the VP Academic and Research with an annual membership list
  - Coordinate with other schools, as required, to ensure a consistent PAC approach
  - Prepare letters welcoming new members and thanking retiring members
- School Academic Dean/Chair prepares a PAC committee summary report of the PAC proceedings and sends to the VPA for upload to [nbcc@work](mailto:nbcc@work)
- Academic Dean invites PAC members to program-related events

### **2.2.2 Responsibilities of PAC Members**

- Attend all PAC meetings, providing notification if unable to attend
- Advise on trends (technological, employment, future needs), skill sets, labor market needs
- Participate in program review and evaluation, as required
- Identify demographic trends
- Support experiential learning (applied research projects, service learning, internships, practicum, placements) and job opportunities for graduates/alumni
- Assist with the promotion of the program
- Identify any conflict-of-interest situations and advise the PAC Chair
- Complete the travel expense form, as required

### **2.2.3 Responsibilities of Academic School Leadership**

- Conduct a yearly PAC meeting or more frequent meetings for at-risk programs, programs undergoing major change, and/or programs scheduled for major review
- Ensure that accredited program meeting frequency requirements are met
- Recommend resource members to attend the PAC meetings
- Coordinate meeting packages, distributing to committee members a minimum of two weeks in advance of the PAC meeting
- Orient new PAC members about their role on PAC committee and program curriculum
- Maintain PAC membership names and contact information institutionally
- Provide administrative support for PAC meetings
- Provide an orientation for new PAC members, to include:
  - Relevant program brochure
  - NBCC's Strategic Plan
  - The Program Advisory Committee Standard and Terms of Reference
  - Up-to-date program information such as enrolment figures, graduate employment surveys, Program Progress Reports, etc.
  - Meeting with faculty and tour of the program facilities
- Establish the PAC meeting dates
- Consult to determine the agenda
- Incorporate Experiential Learning Opportunities as part of each PAC agenda
- Determine the Chair of the PAC meeting
- Monitor meeting discussion from the perspective of obtaining information rather than influencing outcomes
- Ensure all PAC members have an opportunity for input
- Review meeting minutes and ensure distribution of meeting minutes to PAC Members
- Produce the PAC report, and submit to the office of the VP Academic and Research for upload to [nbcc@work](mailto:nbcc@work)
- Conduct a yearly informal survey (Strongly Agree – Strongly Disagree rating scale) with PAC



members that includes sample questions such as:

- This relationship meets the established needs and expectations of our organization
- Our organization feels comfortable contacting NBCC with questions or concerns
- Appointed PAC members represent a cross-section of program employers and organizations served by the program
- NBCC provides PAC members with regular updates on events and developments at the College
- Overall, our organization is satisfied with the relationship between NBCC and our organization

## **2.3 Meetings**

### **2.3.1 Chair, Quorum and Participation**

- When an industry representative has not been identified as willing to serve as Chair of the PAC meeting, the Academic Dean or designate serves as the Chair
- Quorum is met when 50% plus one full committee members are present
- Interim members may be appointed to fill vacancies
- PAC members receive meeting materials at least one week prior to the meeting
- Formal PAC minutes are taken and submitted to the office of the VP Academic and Research for upload to [nbcc@work](mailto:nbcc@work)
- Members may participate by videoconference
- Recommendations may be in the form of a formal motion; approval of recommendations are made by majority vote (50% plus one full committee members)
- Committee members are full members; College employees serve in an observer capacity

### **2.3.2 Committee Recommendations**

- PAC recommendations are advisory in nature; final decisions to implement changes follow established program revision procedures
- Recommendations made as part of the PAC process are shared with appropriate NBCC staff and may form part of program departmental plans and internal program review

### **2.3.3 Committee Expenses**

- Travel costs can be reimbursed if not covered by PAC member's employer
- Meeting expenses are charged to the Academic Dean's budget

### **2.3.4 Administrative Procedures**

- Office of VP Academic and Research provides a PAC standard for schools for planning and hosting PAC meetings

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



- Office of VP Academic and Research provides a central location to store all PAC related documents on [nbcc@work](mailto:nbcc@work)

## **3.0 OTHER RELATED DOCUMENTS**

### **3.1 Appendices**

[Appendix A: List of PAC Action Items](#)

[Appendix B: Sample PAC Members List](#)

[Appendix C: Sample Background Information](#)

[Appendix D: Sample Meeting Invitation](#)

[Appendix E: Sample Agenda](#)

[Appendix F: Sample Terms of Reference](#)

[Appendix G: Sample RSVP Listing](#)

[Appendix H: Sample Minutes of Meeting](#)

[Appendix I: Sample Name Plate](#)

[Appendix J: Sample Mileage Invoice Template](#)

[Appendix K: Guideline for Participating in Program-Related Studies or Research Opportunities](#)

[Appendix L: Experiential Learning Framework](#)

### **3.2 Other Documents**

Program Advisory Committee Policy (1201)

Annual Program Review Process (1234.4848)

Educational Projects Involving External Parties Standard (1109.4759)

Employee Code of Conduct Policy 4129

Academic Chair Standards 1109.5022

Program Advisory Committee Sample Orientation Package

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



## Appendix A – List of Program Advisory Committee Action Items

Administrative Procedures	Responsibility
Maintain controlled document standard for PAC Meetings on <a href="mailto:nbcc@work">nbcc@work</a> (Policies)	Head of Program Evaluation and Quality Assurance
Maintain a central location to store all PAC-related documents	VP Academic and Research
PAC Membership	Responsibility
Maintain a central location on <a href="mailto:nbcc@work">nbcc@work</a> for PAC membership lists	VP Academic and Research
Determine if a current membership list is available	Academic Chair
If a current membership list exists, consult with the Academic Dean to determine if it requires updating	Academic Chair
If a membership list does not exist, create one in collaboration with the Academic Dean	Academic Chair
Personally contact and provide orientation to new members by phone/e-mail, providing background information on the committee, their role/commitment	Academic Dean
<b>Supporting Documents:</b> <a href="#">Appendix B: Sample PAC Members List</a> <a href="#">Appendix C: Background Information</a> <a href="#">PAC Sample Orientation Package</a>	
PAC Meetings	Responsibility
Recommend program faculty to attend PAC meeting	Academic Chair
Advise Director of Experiential Learning & Education of upcoming PAC meeting	Academic Chair
Provide an overview of Experiential Learning & Education framework	RIE Staff, Academic Dean
Send out PAC meeting invitation 6 – 8 weeks prior to the date of the meeting; request RSVP to Academic Dean/Chair	Academic Dean/Chair
If an invitee is unable to attend, advise that another company representative may attend	Academic Dean/Chair
If an alternate representative is unable to attend, provide a summary of discussion items requesting the PAC member's input	Academic Dean/Chair
Send out agenda and supporting documentation at least two weeks prior to the PAC meeting. Supporting documentation for the meeting could include, but is not limited to: <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Admission Requirements</li> <li>• Delivery Map</li> <li>• Abbreviated Curriculum Standard</li> </ul>	Academic Dean/Chair
Provide the Academic Dean/Chair with an up-to-date RSVP listing (minimum 2 days prior to the meeting)	Academic Dean/Chair Administrative Professional

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



<b>PAC Meetings</b>	<b>Responsibility</b>
Provide refreshments and lunch (as required), observing the following criteria: <ul style="list-style-type: none"> <li>• Inquire of dietary restrictions; adjust catering as required</li> <li>• Observe the lunch per diem amount</li> <li>• Include selection of coffee, tea, water and small selection of fruit juices or pop in the drinks order</li> <li>• Provide coffee, tea, water and a small selection of fruit/pastries at the onset of the meeting</li> <li>• Code food charges to the Academic Dean's budget</li> </ul>	Academic Dean/Chair Administrative Professional
Provide a personalized name plate for each attendee that includes: <ul style="list-style-type: none"> <li>• Participant's name</li> <li>• Participant's company logo</li> </ul>	Academic Dean/Chair Administrative Professional
Take formal minutes of the PAC meeting. Include the following elements: <ul style="list-style-type: none"> <li>• NBCC logo</li> <li>• Time and location of meeting</li> <li>• Names, titles and company representation in attendance</li> <li>• Names, titles, company name of absentees</li> <li>• Names and titles of NBCC participants</li> <li>• Summary of agenda items discussed</li> <li>• Action items</li> </ul>	Academic Dean/Chair Administrative Professional
Provide PAC members with travel reimbursement information and documents	Academic Chair
Submit the PAC minutes to the Academic Dean/Chair for review and approval	Academic Dean/Chair Administrative Professional
E-mail approved minutes to all PAC members	Academic Dean/Chair
Upload approved PAC minutes to <a href="mailto:nbcc@work">nbcc@work</a>	Academic Dean/Chair
Record the number of external stakeholders invited and attendees in the NBCC Meeting Tracking Sheet on <a href="mailto:nbcc@work">nbcc@work</a>	Academic Dean/Chair
<b>Supporting Documents:</b> <ul style="list-style-type: none"> <li><a href="#">Appendix D: Sample Meeting Invitation</a></li> <li><a href="#">Appendix E: Sample Agenda</a></li> <li><a href="#">Appendix F: Sample Terms of Reference</a></li> <li><a href="#">Appendix G: Sample RSVP Listing</a></li> <li><a href="#">Appendix H: Sample Meeting Minutes</a></li> <li><a href="#">Appendix I: Sample Name Plate</a></li> <li><a href="#">Appendix J: Sample Mileage Invoice Template</a></li> <li><a href="#">Appendix K: Guideline Program-Related Studies and Research</a></li> <li><a href="#">Appendix L: Experiential Learning Framework</a></li> </ul>	



Committee Recommendations	Responsibility
Include relevant PAC feedback in Internal Program Review and departmental plans	Academic Chair
Provide PAC feedback to program faculty and other stakeholders	Academic Chair
Supporting Documents: <a href="#">Annual Program Review Process 1234.4848</a>	



## Appendix B - Sample PAC Members List

### Program Advisory Committee

#### Program Name

Name	Title	Company	Address	Telephone	E-mail
External Stakeholder name (include credentials if known)	External Stakeholder Title	External Stakeholder Company	Company address	External Stakeholder contact number	<u>External Stakeholder email address</u>
NBCC Dean Name (include credentials, if applicable)	NBCC Dean Title	NBCC	NBCC address	NBCC Dean contact number	<u>NBCC Dean email address</u>
NBCC Academic Chair Name (include credentials, if applicable)	Academic Chair Title	NBCC	NBCC address	NBCC Academic Chair contact number	<u>Academic Chair email address</u>
NBCC Faculty Name (include credentials, if applicable)	NBCC Faculty Title	NBCC	NBCC address	NBCC Faculty contact number	<u>NBCC Faculty email address</u>

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



## Appendix C - Sample Background Information

Your name has been provided to me by (name of individual), (position title) (name of organization) as a potential Program Advisory Committee (PAC) member for NBCC's (name of program).

The purpose of a Program Advisory Committee is to provide input and direction on a program area, to identify trends that may impact curriculum, and to support the employability of the program's graduates. NBCC employs an Academic Program Decision Making Model to make programming decisions. This allows for a review of labor market analysis, environmental scanning, and internal and external stakeholder feedback.

As an external stakeholder in the (name of program) sector, (name of Academic Dean) and their staff feel you would be a great addition to our Program Advisory Committee. We are looking for a three-year commitment that would involve:

- Participating in a minimum of a yearly meeting held at one of our six campus locations
- Advising on trends (technological, employment, future needs), skill sets, labor market needs
- Participating in program review and evaluation, as required
- Identifying demographic trends
- Supporting experiential learning (applied research projects, service learning, internships, practicum placements) and job opportunities for graduates/alumni
- Assisting with the promotion of the program

Our next meeting will be held on (day), (date) from (time) to (time). Please contact me at (name of NBCC employee) to confirm your availability to participate as a PAC member.



## Appendix D - Sample Meeting Invitation

Good morning/afternoon:

NBCC will be hosting a Program Advisory Committee meeting for our (name of program) program. The meeting will be taking place at (location), (physical address), (room location).

We value your input as a stakeholder and hope that you, or another representative from your company, will be available during this time.

Lunch will be provided. *Please let me know if you have any dietary restrictions.* An agenda will be distributed prior to the meeting.

If you could kindly RSVP by responding to this meeting request, or by e-mail at (Administrative Professional's e-mail address).

Regards,



## Appendix E - Sample Agenda



### Program Advisory Committee Agenda Program Name

Topic	Presenter
Introductory Remarks and Introductions	Academic Dean
Role of National Accreditation	Academic Dean
Program Decision Making (sector positions)	Academic Dean
Roles and Responsibilities of PAC members	Academic Dean
Overview of Experiential Learning Opportunities	Research Innovation & Experiential Education
Program Overview:	Academic Chair
<ul style="list-style-type: none"><li>- Objectives</li><li>- Outcomes</li><li>- Admission Requirements</li></ul>	
Presentation of 1 <sup>st</sup> year courses	Academic Chair or Designate
Presentation of 2 <sup>nd</sup> year courses	Academic Chair or Designate
Discussion on Specific Topics:	All
<ul style="list-style-type: none"><li>- Topic 1</li><li>- Topic 2</li><li>- Topic 3</li><li>- Topic 4</li></ul>	
Open Discussion	All
Additional Agenda Items	All
Wrap Up	Academic Dean

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



## Appendix F-Sample Terms of Reference

### **Pharmacy Technician Program Advisory Committee (PTPAC)**

#### **Purpose**

The Pharmacy Technician Program Advisory Committee (PTPAC) provides advice to the College regarding the relevance and responsiveness of the program to students, graduates and New Brunswick industry. Insight gained from the PTPAC is used by the program to provide relevance to the pharmacy profession, practice sites and community or regional needs.

#### **Objectives**

- Assist in program evaluation, review and program intelligence.
- Advise in identifying the required skills and competencies needed by graduates to meet the needs of industry.
- Advise on program delivery plan standard. This may include, but is not limited to program duration, timing, equipment needs, learning methods, and practicum needs.
- Annually conduct an in-depth review of the curriculum.
- Advise on certification requirements, as appropriate, including but not limited to program accreditation and occupational certification of graduates.
- Provide feedback regarding articulation agreements with other post-secondary education institutions, including monitoring the impact on current articulation agreements when changes are proposed to the program.
- Provide insight into the overall state of the occupation, including employment demand, occupation trends, and other factors influencing the occupation.
- Evaluate relevant feedback from practicum hosts in conjunction with the program.
- Identify potential industry partnership opportunities. This may include mentoring of students, establishing bursaries and scholarships, supporting instruction (guest lecturers, case studies, etc.), provision of specialized equipment for learning, and any other collaboration that may enhance learning outcomes.
- Identify opportunities for professional development of program instructors, including recommendations regarding instructor credentials.

#### **Membership**

##### **Representation**

Members shall be experienced practitioners, both pharmacists and pharmacy technicians that practice in a variety of practice sites including institutional and community practice.

- Membership is on a volunteer basis; no remuneration will be received except for reimbursement of travel expenses pursuant to College travel policy.

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*



- Term of appointment will be for two years, renewable for two terms.
- The Chair of the PTPAC is selected from amongst the practitioners.

## Structure

Academic Chair – Roles and responsibilities shall include:

- Prepare meeting agenda in conjunction with the NBCC Academic Dean.
- Chair meetings and provide leadership to the group by encouraging members to consider issues from a broad perspective, while remaining within scope.
- Review and approve records of discussion prior to distribution.
- Where applicable, represent the group at official College functions.
- Ensure any new committee members are oriented to the PTAC mandate and processes.
- Members (8-12) – Roles and responsibilities shall include:
  - Attend meetings.
  - Contribute toward achieving group objectives.
  - In the absence of the Chair, a member shall chair the meeting provided a quorum (50% plus one full committee members) are present.

Ex-officio member: NBCC Academic Dean – Roles and responsibilities shall include:

- When requested, provide clarification of any points of interest and provide a brief update of the Program.
- Recognize that the primary goal is to obtain information from the group, and not offer opinions or influence outcomes.
- Establish meeting dates in conjunction with the Chair and call the group together at least twice a year
- Prepare meeting agenda in conjunction with the Chair and prepare background information to support meetings as necessary.
- Ensure administrative support is provided to the group, including meeting logistics, note taking, and record of discussion preparation and distribution.

Ex-officio members: may include Learning Design Consultants, Instructors, and Academic Chair. Roles and responsibilities shall include:

- Acting in an observatory capacity, and not participating in such a manner to influence Group outcomes.





## Meetings

### Frequency

- Meetings will be held a minimum of twice per year.
- Additional meetings will be established based on need. Factors influencing need may include, but are not limited to:
  - Program certification/accreditation requirements.
  - Results of a NBCC Annual Program Review or a NBCC Environmental Scan.

### Attendance

- Meeting quorum is 50% plus one full committee members.

### Location

Meeting location will be established at the convenience of the group.

- Members may participate remotely by such means that will allow effective interaction with other members (for example via telephone or video conference). Members participating by such means will be deemed to be present at the meeting. Employ sufficient structure to keep meetings operating efficiently but recognize that too much formality may stifle creativity and discussion.
- Agreements on group outcomes should ideally be reached by consensus.

### Reporting Structure

- Minutes of the meeting will be circulated to committee members, the Vice-President Academic and Research and others as appropriate.



## Appendix G - Sample RSVP Listing

### Program Advisory Committee Name of Program - RSVP (Date)

#### Attending

Name	Title	Company	Phone Number	<a href="#">Email</a>
------	-------	---------	-----------------	-----------------------

#### Regrets

Name	Title	Company	Phone Number	<a href="#">Email</a>
------	-------	---------	-----------------	-----------------------



## Appendix H – Sample Minutes #1

<b>PROGRAM ADVISORY COMMITTEE MEETING</b>  <b>(Name of Program)</b>		<b>(day)-(date), (year)</b> <b>(start time) am/pm-(end time) am/pm</b> <b>(Location)</b> <b>(Room Location)</b>	
<b>Meeting called by- Dean of (Name of School)</b>			
<b>STAKEHOLDER ATTENDEES</b>			
External Stakeholder Name (include credentials if known), External Stakeholder Title – External Stakeholder Company			
<b>COLLEGE REPRESENTATIVES</b>			
Dean name (include credentials, if applicable), Title - NBCC Academic Chair name (include credentials, if applicable), Title - NBCC Faculty name (include credentials, if applicable), Title – NBCC			
<b>REGRETS</b>			
<b>DISCUSSION OF AGENDA ITEMS</b>			
<b>Agenda Item #1</b>	Description of Agenda Item #1	Presenter	Representative Name
<i>Summary of discussion and any action items required.</i>			
<b>Agenda Item #2</b>	Description of Agenda Item #2	Presenter	Representative Name
<i>Summary of discussion and any action items required.</i>			
<b>Agenda Item #3</b>	Description of Agenda Item #3	Presenter	Representative Name
<i>Summary of discussion and any action items required.</i>			
<b>Agenda Item #4</b>	Description of Agenda Item #4	Presenter	Representative Name
<i>Summary of discussion and any action items required.</i>			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>OUTCOME</b>
Summary of Action Items		Name of Person Responsible	Summary of Outcome.
Summary of Action Items		Name of Person Responsible	Summary of Outcome.



## Appendix H – Sample Minutes #2

<b>MINUTES</b> (name of program) Program Advisory Committee (day), (date), (year)
(location) <b>(physical address) – (Room Number)</b>
<b><u>Attendees</u></b> Name (including credentials, if applicable), Title – Company represented
<b><u>Regrets</u></b> Name (including credentials, if applicable), Title – Company represented
<b><u>Agenda Item #1</u></b> Summary of discussion and any action items required.
<b><u>Agenda Item #2</u></b> Summary of discussion and any action items required.
<b><u>Agenda Item #3</u></b> Summary of discussion and any action items required.
<b><u>Agenda Item #4</u></b> Summary of discussion and any action items required.
<b><u>Agenda Item #5</u></b> Summary of discussion and any action items required.



## Appendix I – Sample Name Plate

### Representative Name





## Appendix J - Sample Mileage Invoice Template

<b>INVOICE</b>																							
DATE EXPENSE INCURRED																							
INDIVIDUAL'S NAME																							
INDIVIDUAL'S MAILING ADDRESS																							
EXPLANATION		Travel to NBCC Program Advisory Committee Meeting																					
LOCATION (please circle one)		Fredericton	Miramichi	Moncton	Saint John	St. Andrews	Woodstock																
# of kilometers travelled @ .41/km																							
TOTAL AMOUNT TO BE PAID		\$																					
<b>Department</b>					<b>Account</b>				<b>Task</b>			<b>Option</b>			<b>Activity</b>								

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.



## Appendix K: Guideline for Participating in Program-Related Studies or Research Opportunities

### **Educational Projects Involving External Parties Standard(1109.4759)**

#### **Overview**

Project-based learning, or project learning, is an educational strategy used by academic practitioners which arranges teaching and learning around projects. These learning experiences are designed as well developed, authentic, real-world tasks which lead to deep learning, understanding and growth. As part of our commitment to student centered learning, NBCC recognizes the benefits of project learning in supporting dynamic learning environments and the achievement of educational outcomes. The following statement is intended to provide clarity and direction in the selection of projects that involve external parties for project learning.

#### **Statement**

Individuals and organizations wishing to have a project considered as a learning activity may submit requests to the Dean outlining the details of the project requested. The request will be forwarded to the appropriate department(s).

Project proposals will be submitted to the Academic Chair or Coordinating Instructor for approval. The Academic Chair or Coordinating Instructor will ensure the following, prior to approval:

- 1) Plans for project-based learning include clear, achievable and measurable goals for learning.
- 2) Learning projects are aligned and support one or more course outcomes and supporting competencies, providing opportunities for students to deepen knowledge, develop skills and demonstrate learning.
- 3) There is no potential conflict of interest. (*Employee Code of Conduct #4129*)
- 4) Preference will be given to charitable and not for profit organizations or causes, where possible.
- 5) Donations of consumable items related to project-based learning will be accepted from project partners, however, no project partner will be invoiced for work performed or incidental supplies, with the noted exception of NBCC hospitality programs.
- 6) Appropriate approval is obtained.

#### **Related Documents:**

Employee Code of Conduct Policy 4129  
Academic Chair Standards 1109.5022

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

## Appendix L: Experiential Learning Framework

### NBCC's Experiential Learning Framework

LEVELS OF EXPERIENTIAL LEARNING	DESCRIPTION OF LEVELS	TYPES OF EXPERIENTIAL LEARNING
CAREER READINESS	Direct industry specific experiential learning (Work Integrated Learning)	<ul style="list-style-type: none"> <li>• Applied Research</li> <li>• Service Learning</li> <li>• Entrepreneurship</li> <li>• Field Placement</li> <li>• Coop</li> <li>• Internship</li> <li>• Practicum</li> <li>• Clinical Placement</li> <li>• Apprenticeship</li> <li>• capstone projects, technical reports with an industry partner</li> </ul>
ACTIVE EXPLORATION	Deeper engagement in industry specific experiences	<ul style="list-style-type: none"> <li>• Virtual Tours/Site Visits</li> <li>• Simulations</li> <li>• Conferences/Webinars</li> <li>• Inquiry / Problem-based Learning</li> <li>• job shadowing</li> <li>• work teaching labs</li> </ul>
FOUNDATIONAL AWARENESS	Curriculum connected classroom experiences	<ul style="list-style-type: none"> <li>• Guest Speakers</li> <li>• Classroom Activities</li> <li>• capstone projects, technical reports without an industry partner</li> </ul>