



Procedure Name	Program Advisory Committees		
Procedure Number	AP 2.1	Effective Date	January 29, 2025
Parent Policy	AP 2.0 Quality Assurance		
Procedure Authority	Manager, Program Excellence		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Program Advisory Committees (PACs) provide strategic advice to Medicine Hat College (MHC) to ensure programs are current and relevant to business, industry, and our community partners.

2. RESPONSIBILITIES

2.1 The program coordinator is responsible for reviewing program learning outcomes and the skills and knowledge students require for employment with the PAC.

2.2 PACs are responsible for providing strategic advice on current and future employment opportunities and industry trends.

2.3 The program uses this advice throughout the quality assurance process to prepare graduates to meet employer requirements.

3. MEMBERSHIP

3.1 The program dean approves committee composition.

3.2 PAC membership is determined by the program coordinator and will be based on the needs of the program.

3.3 Membership should include but is not limited to students, employers, alumni, government representatives (when required), and a diverse cross-section of industry. Normal composition is six to twelve members.

3.4 PAC representatives are normally appointed for a two-year term with staggered end dates to maintain consistency of membership. Term extensions will be discussed with the membership and the program coordinator at the end of each term.

4. ADMINISTRATION

4.1 Program coordinators will lead and chair the PAC meetings.

4.2 Annually, at the beginning of the fall semester, the program coordinator will provide PAC members with program learning outcomes and other relevant information.

4.3 The program coordinator will schedule a meeting with all PAC members prior to March 1 of each academic year. Other meetings will be scheduled as required to meet program needs.

- 4.4 Strategic advice and recommendations from the PAC will be incorporated into program review to address program quality assurance.
- 4.5 A summary of information that is related to learning outcomes, skills, knowledge, advice, and industry trends must be recorded for use in program quality assurance processes. Formal minute taking may be required by a regulatory body.

ORIGINAL COPY SIGNED

Nancy Brown
 Vice-President, Academic and Provost
 Date: January 29, 2025

Additional Information	Location
Post-secondary Learning Act	Open.alberta.ca
Sample Terms of Reference	PIER SharePoint (in development)
Sample Matrix	PIER SharePoint (in development)
Alberta Credential Framework	Open.Alberta.ca
AP 2.2 Program Review Procedure	MHC Website and Policy SharePoint