

PROGRAM ADVISORY COMMITTEE HANDBOOK

October 2022

BE READY.



SECTION 1: INTRODUCTION TO LETHBRIDGE COLLEGE

1.1 Acknowledgement to Siksikaitsitapi

Lethbridge College is located on lands traditionally occupied by **Siksikaitsitapi**, the Blackfoot Confederacy. Blackfoot lands extend north to south from the North Saskatchewan River in Alberta and Saskatchewan to the Yellowstone River in the state of Montana, and east to west from the Great Sand Hills in the province of Saskatchewan to the mountainous Continental Divide. Today, four nations make up Siksikaitsitapi: the Apaitsitapi or Kainai (Blood Tribe), the Aapatohsiipikani or Piikani Nation, the Siksika Nation in southern Alberta, as well as the Ampskaapi'piikani or Blackfeet Tribe in northern Montana. As both the traditional and current Land Keepers of this area, the Blackfoot Nations have welcomed people from other Indigenous territories, including all signatory Nations of Treaty No. 7, members of the Métis Nation of Alberta Region 3, and non-Indigenous people who have come to call the City of Lethbridge home.

It is the intent of our college community to honour the land from a place of connection, Kakyosin, to become fully aware and truly recognize the knowledge encompassed of what it means to say we are on Blackfoot Territory.



1.2 Our Blackfoot Name

Lethbridge College proudly carries the Blackfoot name of **Ohkotoki'aahkkoiyiniimaan**, Stone Pipe. Pipes are used in the sacred ceremonies of the Blackfoot people to make an offering or a commitment to lih'tsipaatapi'op, the Source of Life. Our Blackfoot name brings significance to the personal commitment of embarking on post-secondary education, carrying honesty and the integrity needed to fulfill this endeavour, and acknowledging that this personal accomplishment is a transfer of knowledge that you have earned. Its meaning connects our place of learning to the land and to the promise and principle that the land sustains all.

1.3 Our Vision

Leading and transforming education in Alberta.

1.4 Our Mission

Lethbridge College inspires and facilitates learning and innovation to meet economic and social needs.

1.5 Our Values and Principles

People: We treat each other with trust and respect and support professional development for all employees.

Learner Success: We deliver current and relevant learning experiences and applied research opportunities, and we provide effective learner support services.

Quality: We strive for the highest standards of performance and innovation in all areas of the college, including programs, services, applied research and scholarly activity.

Collaboration: We work together within and between departments, and with community partners, business and industry, and other educational institutions to enhance student learning, mobility and employment.

Sustainability: We cultivate a college environment that supports continuous development of social, economic, cultural and environmental sustainability.

Accessibility: We create and maintain flexible learning pathways that enable learners to achieve their educational and career goals.

Diversity: We provide a safe and inclusive learning and working environment for a diverse population of people.

1.6 Mandate Statement

Established in 1957, Lethbridge College is a board-governed public college operating as a Comprehensive Community Institution under the authority of the Post-secondary Learning Act of Alberta. Although the main campus is located in the City of Lethbridge, the institution plays a stewardship role for adult learning within its geographic service region. As a member of Campus Alberta, the college works with other post-secondary institutions, community organizations, school districts, employers and other partners to enhance access to programs and services throughout the region. Through its commitment to a variety of educational delivery methods including face-to-face, online and blended learning, it strives to address diverse learning styles and needs in order to increase access for students. In addition, a broad range of student support services is designed to enhance learner success for both on- and off-campus learning.

Lethbridge College provides a range of educational opportunities in a variety of career- focused program areas including Business and Management, Design and Technology, Justice Studies, Health and Human Services, Agriculture and the Environment and Trades. The college offers programming that leads to career employment or to further education through foundational learning, upgrading, university transfer, apprenticeship programs, certificates, diplomas, applied degrees and baccalaureate degrees offered primarily in collaboration with degree-granting institutions.

Serving a diverse population of learners, predominantly residing in southern Alberta, Lethbridge College also attracts students from other regions, provinces and countries. Through formal partnership agreements with institutions both locally and internationally, the college helps students become global citizens and increases their opportunities for economic prosperity. Creating an inclusive environment for First Nations, Métis, Inuit and international students serves to enrich the educational experience of the entire student body.

The college is an important catalyst for economic, social and personal development for the population in the city and the region as it actively engages employers, community and learners. Applied research and scholarly activities are strategically aligned with business, industry, government and community needs. An integrated applied research strategy enhances learning by providing students and faculty with opportunities to address immediate real-world problems, leading to innovative solutions that benefit our industry and business partners. This contributes to the continuing economic growth and sustainability of the Lethbridge College region and our ability to support competitive local, regional, provincial and national economies.

Lethbridge College plans and delivers programs, provides services and creates opportunities to develop skills, knowledge and attitudes that will allow its graduates to be successful both in their lives and in their careers.

1.7 Additional Resources

- [Our Brand Story](#)
- [Why LC?](#)
- [Learning at LC](#)
- [Our Collective Story: Coming Together in a Wholistic Way](#)
- [Equity + Diversity + Inclusion](#)
- [LC Cares: Stronger Together – Health and Wellness Strategy](#)
- [Engagement Framework](#)

SECTION 2: INTRODUCTION TO PROGRAM ADVISORY COMMITTEES (PAC) AT LETHBRIDGE COLLEGE

2.1 Purpose

The program advisory committee functions as a recommending body to a program and Centre through providing a forum and opportunity for discussion and advice in the following areas.

1. The current and future skills and certification sought in graduates for employment in the area or industry related to the program.
2. The identification of current and future industry trends to provide information which contributes to future program planning.
3. The recruitment of prospective students and the retention of existing students in a program area.
4. The establishment and maintenance of networks and contacts in the community to enhance and support the reputation of the program.
5. The provision of work integrated learning and placements

The term “advisory” is taken as the capability to provide non-binding recommendations to the relevant program or Centre for consideration by their formal decision making bodies.

The committee is not an accrediting authority and the forwarding of a recommendation to the program/Centre should not be interpreted as equating to the acceptance and implementation of the proposal.

It is not the intent that the program advisory committee will undermine or replace the duties or responsibilities of employees of the program, centre, and college.

2.2 Mission and Values

The operation of the program advisory will complement the college’s existing policies and strategies, specifically the commitment to promote, encourage, and support equity, inclusion and all forms of diversity at Lethbridge College.

2.3 Membership

A program advisory committee should include a minimum of 10 voting members comprised of **at least**:

1. 4 external members appointed by the Dean on the recommendation of the program Chair and faculty members of the program representing a diversity of background and a cross section of the expertise necessary for the program area concerned. Where possible there should be at least one member who is not an alumnus of the program.
2. 3 Ex Officio Members the Dean of the Centre; the Associate Dean of the Centre and the Chair of the program. The Provost/VPA will also be considered as an ex officio (non-voting) member of the committee.
3. 2 Student members which will normally equate to students from each year of the program.
4. 1 Internal Member (optional) from program, centre or college as deemed appropriate.

The committee and PAC Chair may invite representatives of the program, other areas and support services in the college and external organizations as appropriate.

<p>The college and individual acknowledge that all committee members volunteer their time and effort and thank them for to providing an invaluable service.</p>
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2.4 Appointment of Members

1. External members will normally serve for a minimum three-year term which may be renewed.

- The Dean will seek nominations in a timely manner to replace members whose term has expired and/or who have indicated that they wish to resign or step down from the committee.
2. The position associated with *Ex officio* members has permanent membership of the committee.
 3. The Chair of the program and Associate Dean of the Centre involved will identify suitable student representatives through inviting applications at the start of each fall term.
 4. New members will be appointed and ideally in place by September of each year although this may not be possible for the student members.

2.5 Operation

1. The program advisory committee will meet on at least one occasion in an academic year.
2. The rules of procedure for the committee will be decided by the PAC Chair and Dean.
3. A PAC Chair will be elected (or re-elected) at the beginning of the first committee meeting in an academic year. Ideally the Chair should be one of the external members however this decision is at the discretion of individual Centres / Deans.
4. The Dean or Associate Dean are the Acting Chair of the committee in the absence of the Chair
5. The creation of permanent or temporary sub-committees to the main committee is at the discretion of the Dean upon receipt of a recommendation from the Chair of the Committee.
6. The relevant program assistant will attend the meeting as a non-voting member to take minutes and be responsible for all committee associated administration.

2.6 Expectations

All members of program advisory committees

- are strongly encouraged to attend and participate in at least one of the annual meetings.
- should maintain confidentiality of the agenda, agenda materials, discussions, product and plans of the committee.
- be willing to actively contribute to the discussions and work of the committee.
- should disclose potential conflicts of interest both generally and with respect to individual agenda items.

An external member of a PAC should

- Have relevant and sufficient knowledge, skills and experience (practical, real-world, and hands-on) of the program's discipline area.
- Gather information and contribute to discussion areas as requested by the PAC.
- have the expertise to advise on opportunities for employment, workplace integrated learning, mentorships, internships, and/or practicums in the relevant industrial and professional sectors associated with the program.

A student member should

- serve as an advocate for current students in the program, and relay students' perspective on items arising during meetings to provide an ongoing exchange of information with the PAC.
- be currently registered, and in good academic standing, in the program.
- consult with other students in the program before attending a meeting and communicate the outcome of meetings to the group.

The Dean and associate Dean responsible for the program will ensure that

- the committee's mandate, purpose and objective are clearly defined.
- recruitment of members is done in a strategic and equitable way.
- the roles and expectations of committee members are clearly defined.
- mechanisms for the effective functioning of the committee are in place and respected.

- Members' contributions are appreciated and valued.

APPENDIX - ADMINISTRATIVE FORMS

SAMPLE LETTER OF INVITATION TO JOIN PROGRAM ADVISORY COMMITTEE

Note: This template be customized as needed per PAC.

[Letterhead]

[Date]

[name], [role]

[organization]

[address line 1]

[address line 2]

Dear [name]:

[School Name] is seeking advice and assistance from key business and industry partners to keep our government-approved [program name] relevant. You have been identified as an individual with expertise in the [Program Name] area.

We would like to invite you to become a member of our [Program Name] advisory committee, which typically meets up to two (2) times a year. The purpose of the advisory committee is to provide assistance and recommendations for the continuous improvement of our program.

We are looking forward to working with you and the other advisory committee members. We will be contacting you with more details. Feel free to contact (appropriate contact person name) at (phone/email).

Thank you for your consideration.

Sincerely,

Appropriate signature (chair/administrator &/or faculty member)

(Michigan Department of Education, 2014)

SAMPLE LETTER OF APPOINTMENT TO PROGRAM ADVISORY COMMITTEE

Note: This template be customized as needed per PAC.

[Letterhead]

[Date]

[name], [role]

[organization]

[address line 1]

[address line 2]

Dear [name]:

Thank you for accepting the important role as a member serving on [program name]'s Program Advisory Committee (PAC) within Lethbridge College, and for your commitment to the success of our students, programs, college, and communities. Our PACs are a vital link between our program and business and industry.

This letter is to inform you that your appointment as a member is effective beginning _____, 20__, and ending _____, 20__.

The [first/next] meeting of the committee will be held at [place] in [room number] on [date] at [time].

For clarity around your role as a member, please review our Program Advisory Committee Handbook in advance to attending your first meeting with our committee.

Thank you again for accepting this committee appointment. We appreciate your willingness to assist us in supporting career and technical education opportunities for students in our community.

Sincerely,

Administrator and/or Chair of Committee

cc: Appointee's Supervisor

Note any enclosures and add any specific information to your school such as parking, security, etc.

(Michigan Department of Education, 2014)

SAMPLE AGENDA FOR PROGRAM ADVISORY COMMITTEE MEETINGS

Note: This template be customized as needed per PAC.

[Letterhead]

[Name of School]

Program Advisory Committee Meeting

[Name of Program]

[Date/time]

Agenda

[Time]

- Meeting Called to order by chairperson
- Introductions
- Approve minutes of previous meeting (includes record of attendees)
- Review old Business: (from previous advisory committee meetings)
 1. Item
 2. Item
 3. Item
- New Business:
 1. Item
 2. Item
 3. Item

Items for Next Meeting

Next Meeting Date

PROGRAM ADVISORY COMMITTEE CHECKLIST

Date	Before the meeting	Responsible	Done
Prior to beginning of term	Check accuracy of membership list and make changes as needed.	Program Advisory Committee Chair, Associate Dean	<input type="checkbox"/>
Beginning of term	Determine calendar meeting dates and locations early in the academic year. Program Advisory Committees hold at least one meeting per year.	Program Advisory Committee Chair, Program Chair	<input type="checkbox"/>
Beginning of term	Advise members of the Committee meeting dates and College special events (if applicable) to secure availability at the beginning of each term.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
Four-five weeks prior to meeting	Book meeting rooms prior to the meeting.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
Three-four weeks prior to meeting	Develop agenda, discussion questions and presentations.	Program Advisory Committee Chair, Program Chair, Program Coordinator	<input type="checkbox"/>
One week prior to meeting	Send agendas and supplementary reports and/or background information to members a minimum of one week prior to the meeting date. Order refreshments for the meeting.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
Week of the meeting	Send a reminder to members of the meeting date, time, and location including a campus map in advance of the meeting.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
One day prior to meeting	Confirm attendance.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
One day prior to meeting	Prepare meeting materials.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
Day of the meeting	Place directional signs on meeting day.	Administrative support	<input type="checkbox"/>
Within one week of the meeting	Organize notes and prepare meeting minutes; take special care to highlight action items.	Administrative support	<input type="checkbox"/>
Within one week of the meeting	Once meeting minutes are reviewed, forward the minutes to the Program Advisory Committee Chair for consent to distribute as "draft".	Administrative support	<input type="checkbox"/>
Within two weeks of the meeting	Forward the reviewed meeting minutes to the members.	Administrative support	<input type="checkbox"/>
	File a copy of the reviewed meeting minutes, along with any revisions to the membership, with the Faculty/School of the programs(s) of instruction.	Administrative support	<input type="checkbox"/>
	Forward copies of the minutes to the Dean and Chairs with any membership changes and recommendations made by the Program Advisory Committee. Include notice of future Program Advisory Committee and subcommittee meetings.	Administrative support, Program Advisory Committee Chair	<input type="checkbox"/>
During the term	Follow up on action item(s).	Program Advisory Committee Chair	<input type="checkbox"/>
	Follow up to recruit and fill vacancies based on recommendations of the committee.	Program Advisory Committee Chair, Dean's Office	<input type="checkbox"/>