



POLICY: Program Advisory Committees		POLICY NUMBER: AC-2-11
		PREVIOUS/REPLACES: New
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: August 16, 2022	PRIOR VERSIONS: New

1. Policy Statement:

Program Advisory Committees (PACs) provide the necessary link between the Manitoba Institute of Trades and Technology (MITT) and the community it serves. PACs operate in an advisory capacity to MITT administration with the objective to keep MITT responsive to current and future workforce needs, trends, and workplace/industry expectations.

The system of PACs connects the community with MITT administration, faculty, and students. Advice from PACs is critical for the administration of MITT to make decisions which uphold MITT's mission and commitment to career-oriented programming.

2. Scope:

All post-secondary education programs of study at MITT, both full-time and part-time, which lead to an employment-related credential, or are approved by the Manitoba Ministry of Advanced Education, will be associated with a PAC. For any program not leading to an employment-related credential, such as foundation programs, PACs are optional.

3. Procedure:

3.1. PACs provide advice and guidance to the program academic team. The role of PACs is to identify and provide input on four essential elements that facilitate a strategic outlook of the program:

- Workforce/industry/business trends
- Curriculum relevance and enhancing the learning experience
- The program review process
- Student/graduate success and continuing professional learning

3.2. Each element supports MITT's strategic mandate and mission for the benefit of students. They are encouraged to participate in opportunities to connect with students, be ambassadors of the program and MITT, consider work integrated learning opportunities (e.g., projects, practicum, co-op, internships, etc.), and support fundraising for student awards.



- 3.3. A PAC may exist for a single program or a cluster of programs related by specialization.
- 3.4. PAC membership comprises a cross section of professionals, external to MITT, who are appointed to the PAC. External members have a direct interest in, and diversity of experience related to, the particular occupational area addressed by the program. In addition, student representatives (non-voting members) are chosen, ideally from each year of the program, and attend meetings.
- 3.5. Membership comprises of voting and non-voting members. Voting members are external to the program and are appointed. Non-voting members include students, faculty and coordinators. The Program Advisory Committee Membership Grid identifies voting and non-voting members. Members are approved by the Academic Council, and reviewed by the Executive Council for information purposes.
- 3.6. Recommendations from PACs are advisory to the dean or designate responsible for the school, institute, and/or department.
- 3.7. The dean or designate responsible for the school, institute, and/or department has accountability for ensuring PACs follow the Program Advisory Committee Operating Practice Guide.
- 3.8. Refer to the Program Advisory Committee Operating Practice Guide for membership details, as well as the Terms of Reference for PACs.
- 3.9. For the purposes of this policy, the following position equivalencies are recognized:

Department	Position Equivalent to Dean
Adult Learning Centres	Education Director
Cyberwave	Executive Director, Cyberwave
English Language Centre	Manager, English Language Centre
English Language Institute	Manager, English Language Institute
LifeLong Learning	Senior Manager, Lifelong Learning

4. Administration:

Academic Administration has accountability for ensuring MITT’s Program Advisory Committees Policy and Procedures are upheld at the institutional level.

5. Review:

This policy is reviewed by Academic Council every five years.



6. Reference:

Program Advisory Committee Operating Practice Guide

MITT Recommendation for PAC Membership (Re) Appointment Form

7. Definitions:

Academic Council: Reporting directly to the Office of the Vice President, Academic, the Academic Council will review all PAC minutes and advisory recommendations to present to the Executive Council for review. The Executive Council has the responsibility to examine and discuss all program proposals approved by the Academic Council and make a recommendation to the Board of Governors, and to receive information and updates on key initiatives within MITT which affect the quality of its academic operations.

Board of Governors: The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of MITT, and to ensure MITT operates efficiently and effectively and is developing in ways that are congruent with the Institute's stated goals, objectives, and strategic direction.

Credential: Recognition awarded upon completion of a program of study as set out by the Manitoba Institute of Trades and Technology.

Degree Foundation Program: A program of study which is preparatory for enrolment in a College certificate, diploma, or, in the future, an advanced diploma or degree.

PAC Membership Grid: A list of all members of a PAC which identifies the cross-section of industry experience and other pertinent information, such as designations, which relate to the program and MITT.

Program: A planned and coordinated selection of courses delivered to an identified student body leading to a certificate, diploma, degree, or other credential awarded by the Board of Governors of the Manitoba Institute of Trades and Technology.

Program Advisory Committee (PAC): The Program Advisory Committee provides advice on academic program development, review and effectiveness, changes/trends in business and industry affecting programs, students, graduates, technological implications of changes/trends, employment prospects, etc.