



Policy #	D-4
Approved	2012-03-13
Revised	2026-03-10
Motion	20-01-26

**D - EXECUTIVE
LIMITATIONS**

**PROGRAM ADVISORY
COMMITTEES**

Background

Ongoing input from industry and the community is essential for maintaining the relevance of college programming, maintaining and ensuring that Northern College graduates are well-prepared for employment. The Board of Governors ensures that a Program Advisory Committee is established for each program of instruction or cluster of related programs offered at the College as part of the approval process for program certificates, diplomas and degrees. The membership of each committee is made up of a cross-section of persons external to the college who have a direct interest in and a diversity of experience and expertise related to the particular occupational area addressed by the program. The Advisory Committee’s role, as described in the Northern College Program Advisory Committee Terms of Reference, will be to provide advice and guidance to the President and administrative staff on program quality issues.

This policy has been developed in accordance with the Minister’s Binding Policy Directive regarding the Framework for Programs of Instruction, and the Northern College Terms of Reference for Program Advisory Committees.

Policy

The President will establish Program Advisory Committees in accordance with the requirements set forth in the Minister’s Binding Policy Directive Framework for Programs of Instruction.

Procedure

The following are limitations within which the President must operate. The President shall:

1. ensure that Program Advisory Committees have no administrative or executive functions, and shall, therefore, not include in their function the evaluation of College personnel;
2. endeavour to recommend appointment to Program Advisory Committees no less than six external members; and ensure that these voting members have an arm’s length relationship with the Board of Governors and with the College, to avoid instances of actual or perceived conflict of interest;
3. invite representation from the Board of Governors; full- and part-time staff, who administer, teach in, or support the programs; as well as students who are enrolled in the programs, within the mandate of the Committee. These internal representatives shall be non-voting members on the Committee;



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4. ensure that the mandate and Terms of Reference for Program Advisory Committees are established;
5. ensure that Program Advisory Committees are involved in the development of new programs of instruction and the program review process.

Governors may voluntarily attend PAC meetings as ex-officio; they are not members of the Committee and may not vote. They may participate and ask questions to report back to the Board on the functionality of the Committee.

Monitoring System

The President will verify compliance with this policy at the June Meeting with the results of the Annual Program Advisory Committee survey. In addition, new program proposals submitted to the Board must include evidence of support from the Program Advisory Committee.