



<b>Policy Number:</b>	3-38
<b>Approved By:</b>	Education Council
<b>Effective Date:</b>	Dec 12, 2025
<b>Approval Date:</b>	Dec 12, 2025
<b>Previous Version(s) Approval Date:</b>	New policy
<b>Date to be Reviewed:</b>	2028
<b>Administrator Responsible:</b>	Vice President, Academic

## PROGRAM ADVISORY COMMITTEES

---

### POLICY STATEMENT

This policy outlines the structure and function of Program Advisory Committees (PAC) and provides a framework for a PAC system at NIC. Quality assurance standards and relevant educational programming can be assured when strong connections to industry and community are fostered and maintained. PACs provide intelligence and facilitate information sharing between industry, community, and the College.

### PURPOSE STATEMENT

PACs are an advisory body to the dean/director and program area. PACs are an important part of the quality assurance process and as such will be utilized at regular intervals (and during program review) to provide strategic advice and other industry-specific intelligence to the dean and program area. The purpose of the PAC system at NIC is the enhancement and improvement of academic programming and assurance of quality student learning experiences. PACs provide timely and responsive feedback to ensure program relevancy in preparing students for employment and providing an ongoing connection to industry and employment expectations. A primary intention of PACs is to identify and communicate industry trends and changes. This foresight is crucial to inform the curriculum and learning outcomes which, by extension, directly enhances the employability of NIC graduates.

### SCOPE AND APPLICATION

This policy, and related procedures, applies to any course of studies that leads to a NIC credential, or any area of study for which a PAC is deemed to be appropriate.

### PRINCIPLES

1. NIC values the advice of employers, industry, the college community, and other relevant parties connected to the college's programs and graduates. In an effort to ensure relevant, responsive and effectual programming, NIC will endeavour to solicit feedback and advice from employers, industry leaders, the college community and other relevant parties that have a demonstrated interest and expertise in college programming and the competencies of our graduates.

2. PACs will rely on members of the respective industry/profession/discipline to advise the college in maintaining the relevancy and currency of the program areas.
3. It is expected that all program areas (and/or discrete programs) with a demonstrated need for solicited advice, will assemble a PAC. Whenever possible, PAC members will be drawn from inside and outside the college. Noting this, at least 50% of a PAC shall be comprised of individuals external to the college.
4. The focus of PACs will be on strategic issues that inform matters including, but not limited to, enrolment, program development, content and standards (when an external accreditation body or provincially mandated curriculum is not involved), student success, employment of graduates and other related matters. The specific focus of a PAC will normally be established in the Terms of Reference document.
5. The principal role of a PAC is to provide the dean/director and program area with timely and industry-informed strategic advice in areas related to program relevancy and quality assurance. Such considerations may include accreditation, program content and standards, quality assurance practices, learning outcomes, student transition, industry needs, etc.
6. PACs will help inform the program review process by providing the dean/director and program area with advice and feedback on existing programs/credentials, or on any new initiatives or proposals related to program curriculum and learning outcomes. PACs will be invited to comment on the Self-Study Summary and Dean's/Director's Response to Self-Study as part of the program review process.
7. The dean/director's office will provide an annual summary of all PAC activity to the Vice-President, Academic who will in turn provide a summary to the college President, Education Team and Education Council.

## DEFINITIONS

### ***External Member***

A person who is not an employee of NIC and is a member of the PAC.

### ***Internal Member***

A person who is an employee of NIC and is a member of the PAC.

### ***Program Area***

Includes any courses that lead to a college credential.

## ASSOCIATED DOCUMENTS

Program Advisory Committees Procedures

## LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES

[NIC Policy 3-11 Program Review](#)