



<b>Policy Supporting Document:</b>	<b>E-1.9.2</b>
<b>Policy Holder:</b>	<b>VP Education</b>



- a) Develop common standards for the establishment of Program Advisory Committees.
- b) Establish a means to recognize the efforts of the Program Advisory Committees.

Each School Department will

- a) Identify the programs or areas for which a program advisory committee will be established and submit a list of their advisory committees to the Vice President Education for information.
- b) Establish a formal process for the appointment of Program Advisory Committee members.
- c) Ensure an appropriate level of contact with and support for the Program Advisory Committee Chairs.
- d) Ensure an appropriate level of financial resources is available to support committee -of-pocket expenses.
- e) Ensure the provision of administrative support as a minimum to
  - i.

- i) Provide Program Advisory Committees with updates on action taken related to advice given by the Program Advisory Committee.
  
- a) Assist the Program Advisory Committee Chair in the establishment of agendas and the running of meetings.
- b) Chair the annual election for the Program Advisory Committee Chair and Vice-Chair.
- c) Communicate recommendations and information arising from the Program Advisory Committee to department/program personnel and others as appropriate.
- d)