

**THE HUMBER COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED
LEARNING**

BY-LAW NO. 3

PROGRAM ADVISORY COMMITTEES

August 29, 2023

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BY-LAW NO. 3

A By-law relating generally to any Program Advisory Committee (“PAC”) of THE HUMBER COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING (the “College”)

BE IT ENACTED as a By-law of the College as follows:

1. Definitions

In this By-law the following terms have the following meanings:

- (a) **“Board”** shall mean the board of Governors of the College.
- (b) **“By-laws”** shall mean this By-law (as amended from time to time) and all other by-laws of the College in effect from time to time.
- (c) **“Chair”** shall mean the elected chair of the Board.
- (d) **“Employee”** shall mean a person who is employed by the College without regard for position, function or other status of employment.
- (e) **“President”** shall mean the President of the College.
- (f) **“Program of Instruction”** means a group of related courses leading to a diploma, certificate or other document awarded by the Board.
- (g) **“Student”** shall mean a person who is enrolled in a course or Program of Instruction in a College.

2. Structure of PACs

- (a) Composition of PACs
 - (i) PACs are to be composed of a cross-section of individuals, external to the College. Members should have a diversity of experience, expertise and a direct interest in the particular occupational area addressed by the applicable Program of Instruction.
 - (ii) Every Program of Instruction, or cluster of similar programs, will have an active, voluntary PAC of eight (8) to twelve (12) members, who report through the President to the Board. For some PACs, the number of members may vary, based on the size of the sector and the diversity of career opportunities.
 - (iii) The Senior Dean of each academic faculty will be responsible for implementing an effective PAC process and for ensuring that every

Program of Instruction or cluster of similar Programs of Instruction has an active PAC.

- (iv) Where required, the Senior Dean may assign a designate. The designate may be an Associate Dean or a Program Coordinator.
- (v) The Senior Dean/designate may function as the committee recorder or may delegate activities to another Employee to provide support services.
- (vi) The Senior Dean/designate will identify a staff member to be the key liaison between the Office of the President and the academic faculty.

(b) Appointment and Completion of Term

- (i) On behalf of the Board, the President and the Chair will, based on recommendations from the incumbent PAC Chair and in consultation with the Senior Dean/designate, appoint and acknowledge the completion of term, of all PAC members.
- (ii) The Senior Dean/designate will review the membership of each PAC annually. Changes to committee membership will be initiated and coordinated by the Senior Dean/designate.
- (iii) The Senior Dean/designate will ensure continuity on an advisory committee when recommending changes in membership.

(c) Recruitment

- (i) Recommendations for membership to PACs should come from a variety of sources (Senior Deans, Associate Deans, Program Coordinators, professors, staff and other advisors). The search for new members should reflect both the private and public sectors, and include companies, trade and professional associations, accreditation bodies and government. PAC members will reflect the College's commitment to equity, diversity and inclusion.
- (ii) Current full time or part time Employees and Students cannot be considered for voting committee membership.

(d) Length of Term

- (i) A PAC member's term is three (3) years, renewable once, unless based on mutual agreement related to the member's area of expertise the committee requests their ongoing participation.
- (ii) All PAC members have voting privileges. If a PAC member accepts employment at Humber (including part time instruction), they will be asked to resign from the committee.

- (iii) If a PAC member becomes PAC Chair, (a two-year term, renewable once at the discretion of the Senior Dean, Dean or designate) their years of service as PAC Chair will not be counted as part of their term as a committee member.
 - (iv) If a PAC member leaves the organization which they represent, that person should resign from the committee, unless the committee requires their expertise.
- (e) College Representation
 - (i) A minimum of two (2) Employees, the Senior Dean/designate and a professor, should attend PAC meetings as resource persons. College representatives hold ex officio positions and have no voting rights.
 - (ii) The responsibilities of the College representatives include the following:
 - 1. Participation in the informal recruitment process;
 - 2. Provision of resources for sub-committees;
 - 3. Organization of activities and materials needed for special tasks and projects;
 - 4. Arrangement and facilitation of meetings;
 - 5. Completion of necessary paperwork for meetings; and
 - 6. Recording of meeting minutes
 - (iii) College representatives shall have opportunities to interact with committee members, provide input into the agenda, and share responsibility for assisting at meetings or with special projects.
 - (iv) The Senior Dean/designate is held accountable for maintaining standards for Employee responsibility and action in the PAC process.
 - (v) The Senior Dean/designate is responsible for ensuring the PAC Chair, the recorder, and committee members are oriented to their roles and responsibilities, and is responsible for ensuring that the orientation process is consistent and effective.

3. Mandate and Terms of Reference

- (a) The mandate of a PAC is to provide advice on topics including, but not restricted to, the following:
 - (i) Experiential Learning (EL) and Work Integrated Learning (WIL) - Provide guidance for the successful implementation of EL and WIL educational

opportunities in industry, including: field placements; clinical experience; co operative experiences; and Student field trips.

- (ii) Employment prospects - Advise on trends being observed on the ground in terms labour market needs and recommendations to guides Students to part time work and graduates to full-time positions.
- (iii) Student awards - Assist in the establishment of Student scholarships, bursaries and awards.
- (iv) Community Engagement - Promote good relationships with local community and businesses, industry and professional associations.
- (v) Curriculum Relevance and Currency- Provide content suggestions for inclusion in the program(s).
- (vi) Technology - Provide advice on the technological trends and changes in industry.
- (vii) Program quality assurance- Participate in activities related to quality assurance and in particular the program review process.
- (viii) Special assignments - Participate in special occasions such as convocation, award ceremonies, Board meetings etc.

4. Role of PAC Members

- (a) Individual committee members are asked to attend all meetings or send a designate if unable to attend. The replacement should be a representative from the organization; however, the PAC Chair will determine whether that person will have the right to vote. It is understood that some committee members do not represent an organization, therefore sending a replacement may not be possible.
- (b) Individual committee members represent their organization's viewpoint and/or their area of expertise and act in accordance with appropriate professional conduct both inside and outside of meetings.
- (c) Committee members are encouraged to participate in agenda setting. They will also be invited to participate in subcommittee activities and/or special projects.
- (d) If a conflict of interest arises (such as becoming a part-time Employee), the committee member must notify the PAC Chair and will be required to resign from the committee until their status changes. Furthermore, if a conflict of interest occurs during discussion at a meeting, the committee member should declare their conflict of interest and the PAC Chair will determine the best course of action, in accordance with any PAC conflict of interest guidelines in place from time to time.

- (e) Committee members should understand the vision and mission of the College and be active participants at committee meetings. Members are encouraged to contribute in various ways. They can help by becoming a guest lecturer, providing field placements, co operative opportunities or applied research projects, job shadowing trips, establishing funds for Student awards and/or counseling graduates in their job searches etc.
- (f) Meeting effectiveness depends on committee members' feedback. Committee members should help to identify areas that may require the PAC's attention.
- (g) The confidentiality of discussion at all meetings is requested.

5. Role of the Chair of a PAC

- (a) In consultation with the College representatives, the PAC Chair acts as facilitator and leader at meetings and serves as spokesperson for the committee. PAC Chairs should be familiar with the College's vision and mission, priorities and directions, as well as the program areas which support overall institutional goals.
- (b) The PAC Chair will have the following responsibilities:
 - (i) Call meetings in consultation with College representatives;
 - (ii) Prepare the agenda in consultation with College representatives;
 - (iii) Chair PAC meetings;
 - (iv) Represent the PAC at College functions;
 - (v) Review committee minutes;
 - (vi) At the end of each meeting, the PAC Chair shall solicit feedback from committee members.

6. Role of Recorder of a PAC

- (a) The Senior Dean/designate should identify a College representative to act as a recorder and provide clerical support for each PAC meeting.
- (b) The recorder will have the following responsibilities:
 - (i) Notify committee members of meetings and distribute agendas;
 - (ii) Manage meeting logistics (parking for PAC meetings should be arranged by the authorized staff requestor in the academic faculty);
 - (iii) Record and distribute the minutes of each meeting;

- (iv) Co ordinate tasks and activities for the PAC Chair, committee members or sub committees;
- (v) Act as secretariat to the PAC and assist the PAC Chair in ensuring effective meetings;
- (vi) Assist the PAC Chair in coordinating activities and the work of sub committees;
- (vii) Arrange orientation for the PAC Chair and all committee members.

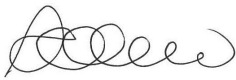
7. Meeting Procedures

- (a) There should be a minimum of two (2) meetings per year and no less than one (1) annually. Additional meetings can be held when circumstances warrant. At the discretion of the Senior Dean/designate, one of the meetings may be delivered in an alternate format based on the needs of the Program of Instruction.
- (b) Meeting time and location will be determined in consultation with committee members. Time, place, and format should be flexible to accommodate committee members' needs.
- (c) All meetings will be conducted according to conventional rules of order and have specific objectives, as identified in the agenda.
- (d) Before a meeting, the PAC Chair should meet with the recorder to review the agenda and time limits.
- (e) The PAC Chair will preside over all meetings, with the support of the Senior Dean/designate. A quorum for motions and resolutions will be represented through a clear majority (fifty per cent plus one) of voting members.
- (f) Guests and visitors may attend meetings with the PAC Chair's permission. However, they are observers and do not participate in discussion unless requested by the PAC Chair.
- (g) Sub committees may be formed to complete specific tasks. Reports from these sub committees will be discussed and made available to the committee at a regular meeting.
- (h) To set consistent standards, the expectations for effective PAC meetings should be discussed with each new PAC Chair.
- (i) Agendas and minutes will be distributed to committee members in advance of the meetings. The agenda will identify the goals and objectives of each meeting and include any attachments or materials for the meeting. The agenda will be as clear and concise as possible, follow a consistent format and include enclosures for

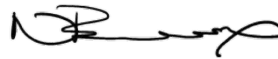
review and preparation in accordance with any PAC agenda guidelines in place from time to time.

- (j) Minutes of the meeting provide a written record of tasks accomplished and new tasks to be undertaken. They do not need to record what was discussed in detail, but should be clear, concise, and include a summary of:
 - (i) Major themes
 - (ii) Points of discussion
 - (iii) Goals achieved
 - (iv) Future action plans
- (k) The President, Board, Associate Vice President, Academic, and Program Planning, Development, and Renewal department should have access to minutes for all PAC meetings.
- (l) All minutes are considered to be confidential documents with the exception of when these documents are needed for academic planning and degree related program submissions.
- (m) PAC membership lists will be updated whenever committee membership changes. Updated lists will be forwarded to the Administrative Assistant to the Associate Vice President, Academic as well as filed with the academic faculty.
- (n) The President will establish a procedure for monitoring the effectiveness of PAC and for maintaining appropriate records.
- (o) The Office of the Senior Vice President, Academic will provide a PAC update to the Board on an annual basis. The Academic Division will host one (1) event per year and will provide orientation materials for new PAC members.

CERTIFIED to be By-law No. 3 of the College, as enacted by the Board by resolution dated August 29, 2023 _____.



Chair of the Board



Secretary