

Policy on Programme Advisory Committees

Title:	Programme Advisory Committees
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Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	(dd/mm/yyyy)
Date of Board approval if required	13/09/2023
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Frequency of review required	3 years
Replacing or superseding information	None
Revision number	New
Responsible Office	Academic Affairs
Accountable Officer	Vice President Academic Affairs
Related legislation, regulation, policy, or policies	None
Appendix/Appendices	None

1. **Authority**

The Board of Trustees.

2. **Purpose**

University of The Bahamas recognises the value of input from industry and the community to assist in ensuring that programmes remain current and relevant to labour market needs. This input is sought through various mechanisms including through programme advisory committees.

This Policy shall guide the operations of UB's Programme Advisory Committees (PACs).

3. **Scope**

This policy applies to undergraduate degrees, graduate degrees, diplomas and certificate programmes and skills programmes offered by UB, which may have Programme Advisory Committees.

4. **Definitions**

Experiential Learning (EL): Experiential learning is an engaged learning process whereby students “learn by doing” and by reflecting on the experience. Experiential learning activities can include, but are not limited to, hands-on laboratory experiments, internships, practicums, field exercises, study abroad, undergraduate research and studio performances.¹

Programme Advisory Committee (PAC) members: the membership of Programme advisory committee includes employers, graduates, business and industry experts, representatives from professional and accrediting bodies and agencies. All appointed members have voting privileges.

Programme of Instruction (Programme): A group of related courses leading to a degree, diploma, certificate or other document awarded by the Board of Trustees.

Work Integrated Learning (WIL): the integration of academic learning with its application in the workplace.

5. **Policy Statement**

5.1. Establishment of a PAC

5.1.1. The Board of Trustees, on the recommendation of the President, shall determine, which programmes could benefit from having a PAC and shall appoint its members..

5.2. PAC Composition

5.2.1. Programme Advisory Committees are to be composed of a cross-section of persons, external to UB. Members should have a diversity of experience, expertise and a direct interest in the particular occupational area addressed by the programme.

5.2.2. A Programme Advisory Committee shall consist of six to ten members, who carry the duties on a volunteer basis and who report through the President to the Board of Trustees. For some committees, the number of members may vary, based on the size of the sector and the diversity of career opportunities.

¹See <https://www.bu.edu/ctl/guides/experiential-learning/> Note: While there are several definitions of experiential learning, all include the notion that this is an intentional and planned pedagogical process, not a by-product of random experience.

- 5.2.3. The Dean in whose College there is one or more PACs, will be responsible for managing an effective Programme Advisory Committee process and for organizing and participating in the PAC meetings, to be held at least twice a year.
- 5.2.4. The Dean may function as the committee recorder or may delegate activities to another UB employee to provide support services.
- 5.2.5. The Dean will identify a staff member to be the key liaison between the Office of the President and the academic Faculty.
- 5.2.6. In the absence of a Dean, the Vice President, Academic Affairs, or the Campus President in the case of a PAC operating on the Northern Campus shall assume the duties above.

5.3. PAC Mandate

- 5.3.1. The mandate of a Programme Advisory Committee is to provide advice on topics including, but not restricted to, the following:
 - 5.3.1.1. 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.
 - 5.3.1.2. 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.
 - 5.3.1.3. Student awards – Assist in the establishment and support of student scholarships, bursaries and awards.
 - 5.3.1.4. Community Engagement – Promote good relationships with local community and businesses, industry and professional associations.
 - 5.3.1.5. Curriculum Relevance and Currency– Provide content suggestions for inclusion in the programme(s).
 - 5.3.1.6. Technology – Provide advice on the technological trends and changes in industry.
 - 5.3.1.7. Programme quality assurance – Participate in activities related to quality assurance and in particular the programme review process.

6. Procedure

6.1. Terms of Membership

6.1.1. Appointment and Completion of Term

- 6.1.1.1. On behalf of the Board of Trustees, the President and the Board Chair will, after consultation with the relevant Dean, appoint and acknowledge the completion of term, of all PAC members.
- 6.1.1.2. The Dean will review the membership of each Programme Advisory Committee annually. Changes to committee membership will be initiated by the Dean/designate by preparing a letter of appointment, or a letter of acknowledgment to recognize the completion of term. These letters are to be sent electronically to the Administrative Assistant to the Vice President, Academic Affairs, for the President and Board Chair to sign. A signed copy of the letter will be distributed to the committee member electronically; with a copy to the Vice President, Academic Affairs and the Dean.

6.1.1.3. The Dean/designate will ensure continuity on an advisory committee when recommending changes in membership.

6.2. Recruitment

6.2.1. Recommendations for membership to PACs should come from a variety of sources (Deans, Programme 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 UB's commitment to equity, diversity and inclusion.

6.2.2. Current full-time or part-time faculty, other employees and current students cannot be considered for committee membership.

6.3. Length of Term

6.3.1. 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.

6.3.2. All PAC members have voting privileges. If a PAC member accepts employment at UB (including part-time instruction), they will be asked to resign from the committee.

6.3.3. If a PAC member becomes chair, (a two-year term, renewable once at the discretion of the Dean or designate) their years of service as chair will not be counted as part of their term as a committee member.

6.3.4. If a PAC member leaves the organization which they represent, that person should resign from the committee, unless the committee requires their expertise.

6.4. UB Representation

6.4.1. A minimum of two (2) UB employees, the Dean/designate and a professor, should attend Programme Advisory Committee meetings as resource persons. UB representatives hold ex-officio positions and have no voting rights.

6.4.2. Their responsibilities include the following:

6.4.2.1. Participation in the informal recruitment process;

6.4.2.2. Provision of resources for sub-committees;

6.4.2.3. Organization of activities and materials needed for special tasks and projects;

6.4.2.4. Arrangement and facilitation of meetings;

6.4.2.5. Completion of necessary paperwork for meetings; and

6.4.2.6. Recording of meeting minutes

6.4.3. UB 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.

6.4.4. The Dean is held accountable for maintaining standards for employee responsibility and action in the Programme Advisory Committee process.

6.4.5. The Dean is responsible for ensuring the 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.

6.5. Other

6.5.1. The President will establish a procedure for monitoring the effectiveness of Programme Advisory Committees and for maintaining appropriate records.

6.5.2. The Office of the Vice President, Academic Affairs will provide a Programme Advisory Committee update to the Board of Trustees on an annual basis. The Academic Division will host one (1) event per year and will provide orientation materials for new PAC members.