



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Vancouver Campus

Responsible Office	Office of Academic Affairs	Effective Date	1/5/2026
Responsible Official	Associate Provost	Last Revision	1/5/2026

Program Advisory Committees Fairleigh Dickinson University Vancouver (FDUV)

Purpose:

The policy governs the operations of the Program Advisory Committees (PACs), which provide strategic advice and support to their respective FDUV programs. These committees play a role in aligning academic programming with industry needs and expectations.

Policy Statement:

Each FDUV program or cluster of programs (a cluster is two or more programs that share significant common curriculum and strategic alignment) is required to have a Program Advisory Committee (PAC).

Scope of Policy:

This policy applies to:

- Deans, Department Chairs, and Program Coordinators who are responsible for programs and PACs
- Provost and Associate Provosts
- The FDU Board of Trustees
- The FDUV Board of Directors
- The PAC members and chairpersons

Mandate

PACs give strategic advice and assistance to their respective FDUV programs. They provide feedback on industry changes, overall trends that may affect the curriculum and employability of graduates, and the general health of the subject industry. They also advise on emerging professions and subject areas at the interface with other fields. In addition, PACs review

proposals for major curriculum changes or new programs and endorse or make recommendations on such proposals.

Composition

A PAC is comprised of a program-relevant cross-section of representatives from employers, alumni, the professions, and other industry representatives. Each of these is a voting member.

Each PAC is encouraged to have a non-voting student representative.

The program's Program Coordinator or Department Chair, Associate Provost, and (College) Dean are non-voting members of the PAC. In addition, faculty may attend meetings at the discretion of the PAC Chair and Associate Provost but remain non-voting.

All voting member appointments are for a term of three years. Committee membership will not exceed six years without the express approval of the Associate Provost. The intent is to balance continuity with fresh membership and perspectives.

The chair is elected by the voting members of the PAC, and must be an external member, to serve for a term of two years.

An ad-hoc PAC may be established when a new program is being developed. The ad-hoc PAC may become a permanent PAC if so designated by the Associate Provost.

Meeting Frequency

The frequency and method of meetings depend on the needs of the program area and are established by the chair in collaboration with the Associate Provost; however, PACs must hold two meetings per academic year, and, with extenuating circumstance, must hold a minimum of one meeting per academic year.

Minutes and Annual Reporting

The chair designates a PAC member or FDUV staff person to prepare minutes of each meeting. FDUV will provide administrative support to the PAC at the discretion of the PAC chair. The minutes are prepared within 30 days of the meeting taking place and are reviewed by the Associate Provost and College Dean.

The minutes of the meetings should follow these guidelines:

1. The chair designates a PAC member or FDUV staff person to prepare minutes of each meeting with an FDU approved minute template.
2. The minutes highlight action items and are accurate, relevant, readable, well-organized and brief (not verbatim). The minutes show all the formal resolutions.

3. The minutes are prepared within 30 days of the meeting taking place and are reviewed by the dean, associate dean, and associate provost.
4. The minutes are reviewed and approved by all PAC members at the following meeting. The minutes are then added to the PAC data repository.
5. Minutes are not to be distributed beyond the PAC without the agreement of the PAC Chair and Associate Provost.

The Associate Provost, in conjunction with the College's Dean and Associate Deans, will summarize highlights from all the PAC minutes. This report is submitted to Associate provost and their assistant by filling in appropriately the PAC data repository by June of each year.

The AP will review any successes, concerns, or questions with the Dean, and at their discretion may bring highlights forward to the FDUV Advisory Council or Board of Directors.

Duties and Responsibilities

Program coordinators/department chairs, and Deans are responsible for nominating new PAC members.

The Associate Provost is responsible for reviewing and approving the nomination.

PAC chairs, in collaboration with the program coordinator/ department chair, and the Associate Provost are responsible for scheduling and presiding over meetings, preparing meetings agendas, and seeing to the recording of meeting minutes and the preparation of annual reports. FDUV will provide administrative support at the discretion of the PAC chair.