

**ALES Program Committee (PAC)**

**Original Approval Date:** 2003

<b>Office of Accountability:</b>	Office of the Dean, ALES
<b>Office(s) of Administrative Responsibility</b>	Associate Dean (Academic)
<b>Approver:</b>	
<b>Scope:</b>	Terms of Reference

**Mandate**

The program committee is responsible for the integrity of its undergraduate degree program and for providing academic advice to students.

**Membership:**

- A minimum of four academic staff of the Faculty as defined by Category A1.1 or A1.6 (GFC Policy Manual 55.1.2) appointed by the Dean of the Faculty in consultation with the proposed member's Department Chair and the Chair of the Program Committee
- One undergraduate student representative from the respective program

**Committee Chair**

- Appointed by the Dean from among the Academic Staff membership above.

**Specific Responsibilities and Jurisdiction:**

- Propose and forward course and program changes to the Academic Coordinating Committee
- Provide information on courses and programs to the Academic Coordinating Committee as requested
- Advise students on their undergraduate programs
- Work with Student Services to provide a comprehensive student advising service
- Establish and maintain a list of approved program electives
- Consider student petitions regarding program requirements specific to the degree and forward recommendations to the Associate Dean (Academic)
- Upon request, advise the Associate Dean (Academic) on admission decisions
- Upon request, advise the Associate Dean (Academic) on course and program transfer decisions
- Work with the Faculty Recruitment Officer, Communications Officer and Department Chairs to recruit high school and transfer students and develop recruitment materials
- Work with Student Services to ensure students are aware of scholarships, awards and other opportunities
- Represent the program to industry, professional associations and the community