SAMPLE

Welcome letter for new Program Advisory Committee members

Dear **<insert name of PAC member>;**

On behalf of Algonquin College, please accept my thanks for serving as a member of our **<insert program name>** Program Advisory Committee.

Volunteers like you bring invaluable expertise and experience as you advise us on the programs we offer. Your assessments and suggestions on curriculum and other aspects of our programming help us to ensure that our students graduate with the skills and knowledge employers need.

Program Advisory Committees have a clear goal of supporting our learner achievements, with an emphasis on six broad objectives:

1. To provide regular program evaluation and feedback as part of the Annual Curriculum Review as well as the formal cyclical Program Quality Assurance process
2. To provide input and advice on the quality and relevance of program structure and curriculum, as well as technology, equipment and facility needs based on current or anticipated labour market needs and industry trends
3. To identify work-integrated learning opportunities for students, career opportunities and job placements for our graduates
4. To represent Algonquin College as goodwill ambassadors in the wider community, thereby building connections with the College and the regions it serves
5. To advise on opportunities to create new programs and training opportunities to meet evolving needs of industry and the community
6. To assist in establishing scholarships and bursaries for students

There are typically two Program Advisory Committee meetings per year, although there may be additional meetings of the Program Advisory Committee or of special working groups as determined by the committee.

You will be receiving information shortly regarding your first meeting. In the meantime, if you have any questions, please contact **<insert program Dean/Chair/and/or Admin support> about** your role on the **<insert program name>** Program Advisory Committee.

Again, thank you for serving in this important role. Your contribution is valued.

Sincerely,

Chris Janzen

Senior Vice-President Academic