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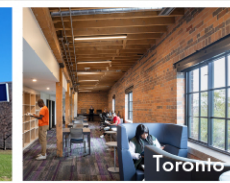
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Introductory Guide to Program Advisory Committees



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Message from the Vice-President, Academic

For almost 30 years, Collège Boréal has been helping students gain the skills and knowledge they need to make a difference in the world. Collège Boréal is a key player in training Ontario's next generation of qualified workers to meet the labour market needs of today and tomorrow.



Our community and industry partnerships across Ontario are one of the defining characteristics of the College. We foster collaborations that enable us to make meaningful contributions and provide opportunities for students to engage in valuable learning experiences that enrich communities. Our programs and activities strive to develop lasting, mutually beneficial relationships with industry leaders, often extending well beyond the classroom.

Program Advisory Committees (PAC) are essential to maintaining our competitive advantage and enriching our students' learning experience. Your contributions as a PAC member help us ensure our programs are high-quality, relevant, and responsive. As a result, Boréal students and graduates are better equipped with the skills they need to succeed in the global marketplace.

The knowledge, time, and unique perspective you bring to our college as a PAC member will have a real and lasting impact. On behalf of Collège Boréal's Board of Governors, President Daniel Giroux, staff and students, I would like to thank you for your commitment.

Welcome to Boréal!

A handwritten signature in black ink that reads 'Paulette Bonin'.

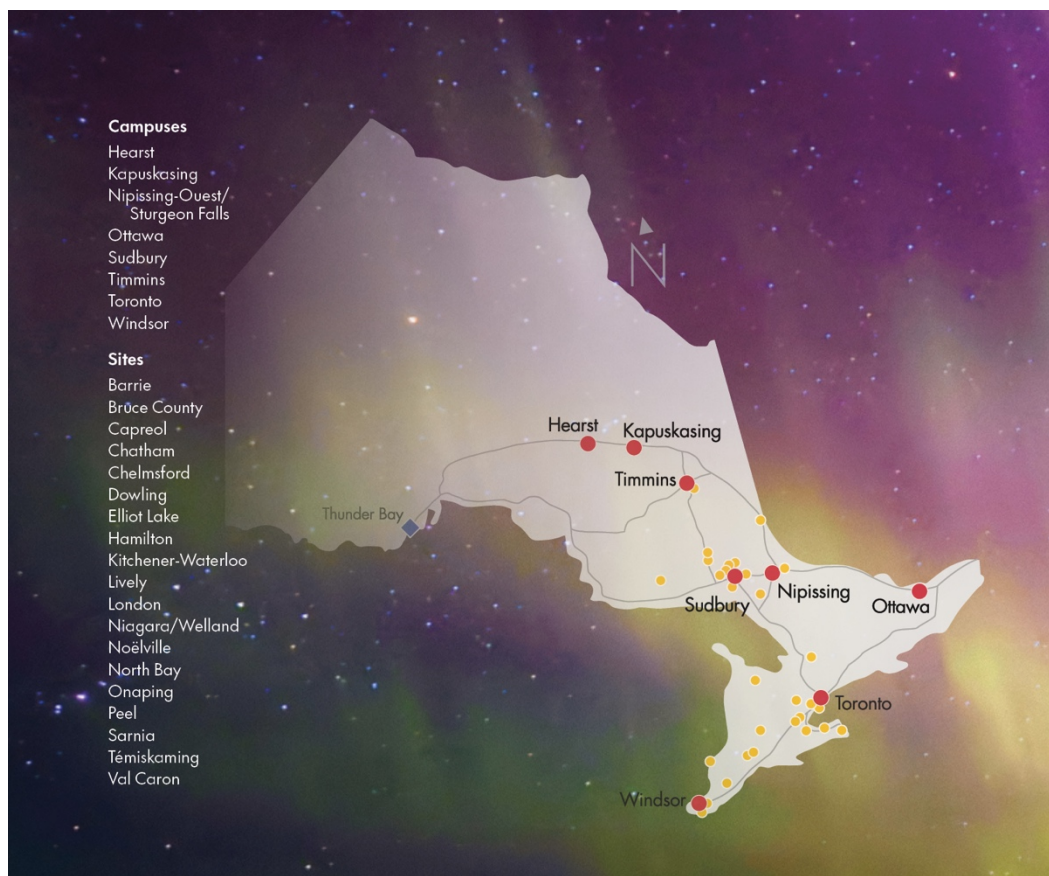
Paulette Bonin
Vice-President, Academic

About Collège Boréal

Established in 1995, Collège Boréal is a French-language post-secondary training and learning institution dedicated to the development and growth of French-speaking communities throughout the province.

Boréal offers comprehensive programs and services at 37 sites (including 8 campuses) in 27 communities. Since its inception in 1995, over 190,000 clients across Ontario have benefited from its expertise in post-secondary education, professional training, immigration and settlement services, and employment services. Boréal has also established over 120 articulation agreements among more than 600 transfer pathways with mostly post-secondary institutions.

According to the Key Performance Indicators recognized by the Ministry of Colleges and Universities, Collège Boréal holds the top rank in two of the five areas surveyed: graduate satisfaction rate (for the 18th time in 24 years) and employer satisfaction rate (for the 5th time in 24 years, tied with six other colleges). These results are proof that investing in human capital is Boréal's strength.



Why Program Advisory Committees Matter

The Ministry of Colleges and Universities and the Postsecondary Education Quality Assessment Board require an advisory committee for each College program, or related program cluster, to ensure curriculum quality, student and graduate success. Program Advisory Committee (PAC) members are an external selection of exceptional leaders in their fields with a diversity of program-related experience and expertise. PACs are highly valuable College resources and report to the Board of Governors through the College President.



Each advisory committee ensures programs are current and relevant to industry, business, and society. PAC members identify current and future industry trends and shifts in the skills and knowledge graduates need to meet employer requirements. They advise on the need for new programs and participate in their development and quality assurance. They also assist in identifying industry resources, including guest speakers, field placement, co-op and graduate employment opportunities.

PAC members are key liaisons between the College and industry and between the College and the community. Additionally, they play an important role in the future success of students, graduates, and the College. In guiding the development of College programs, they help to ensure graduates are well prepared to begin their careers and contribute to their field.

Membership is by invitation. Meetings are normally held one or twice per year. Effective An effective PAC is familiar with the needs of the program and works to develop action plans to tackle top priority items that will have the greatest impact. PAC members also advocate for both the College and the program they oversee. A key factor in the success of any PAC is the regular and timely exchange of information between internal and external communities.

Making the Most of Your Experience

The success of each PAC depends on the contributions of its members and the diverse perspectives they bring to each meeting. Member engagement directly impacts



programs and students, influencing learning outcomes.

Industry and community feedback is key to ensuring the College's programs and courses remain current, relevant, and competitive.

As a PAC member, your input ensures that Boréal's programs meet the latest industry standards,

positioning graduates to enter the workforce and immediately contribute meaningfully to their industries and communities.

- PAC members are invited to contribute by:
- evaluating program needs, objectives, and learning outcomes;
- enhancing the College's public profile;
- finding meaningful work experiences for graduates in industry, when feasible;
- identifying opportunities for bursaries and scholarships;
- securing community support for the program.

The real-world perspective PAC members bring is essential in shaping programs that produce strong, competent, and confident graduates.

Frequently Asked Questions

What is the purpose of a Program Advisory Committee (PAC)?

PACs ensure that Collège Boréal programs are relevant to industry needs so that graduates can seamlessly transition into the workforce with the necessary knowledge and skills to succeed.

How does PAC feedback influence Boréal's programs and courses?

Regular updates are provided to the Vice-President Academic. A summary report is then prepared for the College President and Board of Governors.

How do PACs influence policy or decision-making?

PACs provide essential industry insight that informs the College's decision-making and actions. Their primary function is to communicate industry needs so that Boréal's programs remain current, relevant, and competitive.

How often do PACs meet?

PACs meet once or twice yearly. Active participation is imperative for ensuring that recommendations are adequately addressed and Boréal's programs remain relevant.

How long do PAC members serve?

PAC members are invited to serve for a minimum of three years, with the option to renew their term. They may continue to serve as long as their contributions are relevant and reflect industry needs. They are also encouraged to suggest other industry leaders who may wish to join a Collège Boréal PAC.

Appendix A

Policy

Review Collège Boréal's [policy on Program Advisory Committees](#).

Appendix B

Program Advisory Committee Directive

Review Collège Boréal's [directive on Program Advisory Committees](#).

Appendix C

Template for PAC Meeting Agenda

1. Welcome and opening remarks
 - a. Introductions
2. Declaration of conflicts of interest
 - a. Confidentiality agreement
3. Approval of the agenda
4. Approval of minutes from the last meeting
5. Follow-up on action items from the last meeting
6. Quality assurance
 - a. Curriculum
 - b. Placements
 - c. Industry updates
 - d. Program guide
 - e. Modifications to the program, course outlines, or admission criteria
7. Enrolment
8. Recruitment strategies
9. Member satisfaction survey
 - a. Program name
10. Other business
11. Date for the next meeting
12. Closure of the meeting

Appendix D

Template for PAC Meeting Minutes

NOM DE L'ÉCOLE/SCHOOL NAME
 PROCÈS-VERBAL DU COMITÉ CONSULTATIF/MINUTES OF ADVISORY COMMITTEE
 NOM DU PROGRAMME/PROGRAM NAME

Date / Heure / Salle :
 Membres externes présents :
 Membres internes présents :
 Personnes-ressources :
 Invités :

Sujets	Information/Discussion/Décision	Action/Responsable/Échéancier
1. Ouverture de la réunion et tour de table /Welcome and Opening remarks	On souhaite la bienvenue à tous. Un tour de table est effectué afin que <u>tout.e.s les participant.e.s</u> puissent se présenter. PROPOSITION <ul style="list-style-type: none"> • IL EST PROPOSÉ PAR • AVEC L'APPUI DE QUE la réunion soit ouverte. PROPOSITION ACCEPTÉE.	
2. Déclaration de conflit d'intérêt / Declaration of conflict of interest	La présidence du comité demande si un membre doit déclarer un conflit d'intérêt <u>suite</u> à la présentation des sujets à l'ordre du jour. Aucun membre déclare un conflit d'intérêt.	
3. Adoption de l'ordre du jour/Approval of the Agenda	PROPOSITION <ul style="list-style-type: none"> • IL EST PROPOSÉ PAR • AVEC L'APPUI DE QUE l'ordre du jour soit accepté comme tel. PROPOSITION ACCEPTÉE.	

Appendix E (Member Satisfaction Survey)

A link to the satisfaction survey will be forwarded to members after each meeting.

Thank you for taking the time to answer this short survey, which will take only 5 minutes to complete.

1. What is your preferred language?
 - a. French
 - b. English

2. Which program advisory committee are you a member of?
 - a. Select name of program

3. Have you received the Welcome Guide for Program Advisory Committee (PAC) members, containing information on the mandate, purpose, role, and expectations?
 - a. Yes
 - b. No

4. Did you receive the necessary materials (agenda, past minutes, and other documents) prior to the meeting and in a timely fashion?
 - a. Yes
 - b. No

5. Did you feel engaged and actively participate in the PAC meeting?
 - a. Yes
 - b. No

6. Do you feel that the PAC is comprised of the right people with the necessary expertise to contribute to the quality of the program?
 - a. Yes
 - b. No
 - c. I don't know

7. If you answered “No” to the previous question, what type of expertise is needed on this PAC?

8. What is your connection to this PAC? Choose all that apply.
 - a. Internship (placement)
 - b. Knowledgeable member in the industry
 - c. Postgraduate employment
 - d. College alumni
 - e. Community member
 - f. Other

9. Do you feel that your PAC has been able to influence the direction of the program?
 - a. Yes
 - b. No
 - c. I don't know

10. Your feedback is important. Is there any information you would like to share with us to help improve how your PAC functions or how your input is used to ensure the quality and direction of our program?