

DIRECTIVE A 11.01 – Program Advisory Committees

Approved by:	Executive Committee
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Next Review Date:	2029
Sector:	Academic
Responsibility:	Vice-President Academic
Policy Reference:	A.11

PURPOSE

Establish terms of reference for Program Advisory Committees (PACs).

SCOPE

This directive applies to Collège Boréal staff involved in programs of instruction.

DEFINITIONS

Word/Term	Definition

PRINCIPLES

1. The Vice-President Academic (VPA), in collaboration with Academic sector leads and programs of instruction staff, oversees PAC operations and ensures that they comply with the binding directives of the Ministry of Colleges and Universities and any other relevant external bodies.
2. **Program Advisory Committee Composition**
 - PAC members are independent of the College, representing various sectors of the labour market, industry and the community.
 - Members must have a direct interest in the program and varied knowledge, training and experience in the professional field it covers.
 - Members should, to the extent possible, represent key segments of the population and regions served by the relevant programs.
 - Whether full-time or part-time, College staff and students are considered resource persons on the committee but are not members. They do not have the right to vote.
 - For preparatory programs, PACs are composed only of internal representatives from the various post-secondary programs likely to be attended by graduates. In this case, internal staff have the right to vote.
 - PACs must have a minimum of eight (8) voting members.
 - Voting members are encouraged to nominate a representative if they cannot attend a meeting.
 - Membership is by invitation.
 - The term is three years and may be renewed if applicable.
3. **Meetings**

- Meetings are held once or twice a year. For degree programs, the committee must meet at least twice a year.
- Quorum:
 - If there is no formal recommendation, the number of members present is the quorum.
 - If a recommendation requiring a motion or vote is made, quorum shall be 50% or a minimum of four (4) voting members.
- Decisions are made by consensus.
- The vote may be cast electronically if necessary
- Temporary or ad hoc committees may be established to study relevant topics, such as program development or renewal.

4. PAC Chair

- The Chair is a voting member of the PAC.
- Members of the PAC choose the Chair either by election or acclamation.
- PACs are encouraged to appoint a co-chair in the absence of the Chair.
- The term is for two years, renewable by re-election.
- Responsibilities:
 - Lead the committee;
 - Encourage members to address issues holistically;
 - Preside over meetings;
 - Set the agenda in collaboration with College staff;
 - Ensures that meeting schedules and calendars are ready;
 - Follow-up on recommendations.

5. Dean

- Responsibilities:
 - Orient PAC members on their roles and responsibilities;
 - Help the Chair prepare the agenda;
 - Ensure minutes are prepared and reviewed;
 - Ensure distribution of relevant documents prior to the meeting with the PAC Chair;
 - At the end of each term, ensure that the VPA receives an updated list of members, minutes, recommendations, and a follow-up report from the committees that met during the term;
 - Recruit new members in collaboration with College staff;
 - Ensure that the PAC's recommendations are feasible, implemented, and evaluated within the prescribed deadlines.

6. Conflicts of Interest

- PAC members must declare any actual, apparent, or potential conflict of interest.
- In the event of a conflict of interest declared during a meeting, the member concerned shall not take part in the discussion or, where applicable, vote on the matter.
- The declaration of conflict of interest is recorded in the meeting minutes.

7. Commitment to Confidentiality

- Information shared and discussed at PAC meetings is confidential.
- PAC members are required to respect the confidentiality of any discussions, information, and meeting documents.
- PAC members must sign a consent form at the beginning of their term.

RELATED POLICIES

s/o

SUPPORTING DOCUMENTATION

- [Minister's Binding Policy Directives, and Operating Procedures](#)
- [Ressources: Guides, outils, gabarits du Service de validation des titres de compétence \(SVTC\)](#)
- [PEQAB Manual for Ontario Colleges Three Year Degrees January 2023](#)
- [PEQAB Manual for Ontario Colleges Four Year Degrees June 2022](#)