

DIRECTIVE A 11.01 – Program Advisory Committees

Approved by:	Executive Committee
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Sector:	Academic
Responsibility:	Vice-President Academic
Policy Reference:	A.11 Comités consultatifs sur les programmes

PURPOSE

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

SCOPE

This directive applies to members of PACs as well as Collège Boréal staff involved in programs of instruction.

DEFINITIONS

Word/Term	Definition
Academic year	Refers to the period from September 1 to August 30 of each year.

PRINCIPLES

1. Governance and Compliance

The Vice-President Academic (VPA), in collaboration with Academic sector leads and staff associated with programs of instruction, oversees PAC operations and ensures compliance with the binding directives of the Ministry of Colleges and Universities, Excellence in Research and Security, as well as any other relevant external bodies.

2. Program Advisory Committee Composition

PACs are composed of members who are independent of the College and represent various sectors of the labour market, industry and the community.

Members must have a direct interest as well as varied knowledge, training, and experience in the professional field covered by the program. Where possible, they represent key segments of the population and regions served by the programs concerned.

College staff, whether full-time or part-time, as well as students, act as resource persons on the PAC but are not members. They do not have voting rights.

For preparatory programs, PACs are composed solely of internal representatives from post-secondary programs that graduates are likely to pursue. In this case, internal staff have voting rights.

PACs must have a minimum of eight (8) voting members. Voting members are encouraged to nominate a representative if they are unable to attend a meeting.

Membership is by invitation. Terms are three years and may be renewed, where applicable.

3. Meetings

Frequency

Meetings are held once or twice per academic year. For programs leading to a credential, a minimum of two meetings per academic year is required.

Program Feedback

PAC members may provide ad hoc feedback to programs, including technical adjustments, clarifications, or targeted improvements. Examples include:

- Revision of a course description
- Changes to course evaluations
- Addition or removal of a textbook
- Change to a course title
- Updates to technologies or software used
- Exploration of student mobility opportunities
- Marketing and recruitment strategies
- Partnership opportunities

This feedback is considered directly by the teams responsible, provided it does not result in significant changes to strategic directions or resource allocations. It is recorded in the meeting minutes and does not require a formal resolution. All internal approval processes must nevertheless be followed prior to implementation.

Recommendations Requiring a Resolution

PAC members may submit resolutions for recommendations that have a significant impact on the programs. The following changes are considered major:

- Changes to the curriculum (e.g., program titles, addition of hours, courses, internships, etc.)
- Changes to admission requirements or minimum passing grades
- Change to the credential title
- Addition of optional professional designations, certifications, or accreditations

These recommendations must be feasible and relevant within the context of the College. They are subject to an official resolution submitted to a vote, which may be conducted electronically if necessary. The committee may also recommend that the College further explore an issue or conduct an assessment prior to deciding or proceeding to a vote.

The Dean's Office determines whether a recommendation made by the PAC is considered major, based on its potential impact on the programs, resources, and the College's strategic directions.

Quorum

When **no** recommendation requiring a formal resolution is presented, the members present constitute quorum.

When a recommendation requiring a formal resolution is presented, quorum is set at 50% or a minimum of four (4) voting members.

Ad hoc (temporary) committees may be established to study relevant topics.

4. PAC Chair

The Chair is a voting member of the PAC. The Chair is selected by the members, either by election or acclamation. PACs are encouraged to appoint a Co-Chair in the absence of the Chair.

The Chair's term is for two years and may be renewed through 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 prepared;
- Follow-up on recommendations.

5. Dean

Responsibilities

- Orient PAC members regarding their roles and responsibilities;
- Support the Chair in preparing the agenda;
- Ensure that meeting minutes are prepared and reviewed;
- Ensure that relevant documents are distributed prior to meetings;
- At the end of each term, provide the VPA with an up-to-date list of members, meeting minutes, recommendations, and a follow-up report for PACs 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. When a conflict of interest is declared during a meeting, the member concerned shall not take part in the discussion or, where applicable, vote on the matter. The declaration is recorded in the meeting minutes.

7. Commitment to Confidentiality

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

8. Vice-President Academic

Responsibilities

- Ensure adherence to meeting schedules;

- Prepare a report each fall for the Board of Directors summarizing the activities and recommendations of the PACs;
- Prepare a list of members for the various PACs;
- Ensure that the list of advisory committees by program cluster is kept up to date.

RELATED POLICIES

s/o

SUPPORTING DOCUMENTATION

- [Minister's Binding Policy Directives, and Operating Procedures](#)
- [Guides tools and templates Resources \(CVS\)](#)
- [PEQAB Manual for Ontario Colleges Three Year Degrees](#)
- [PEQAB Manual for Ontario Colleges Four Year Degrees](#)