WELCOME TO PROGRAM ADVISORY COMMITTEES
AN INTRODUCTORY GUIDE
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MESSAGE FROM THE VICE-PRESIDENT, ACADEMIC

For over 20 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 helping train Ontario’s next generation of qualified workers who meet the labour market needs of today and tomorrow.

Collège Boréal’s community and industry partners across Ontario are defining characteristics of the College. We foster partnerships that enable us to make meaningful contributions and provide opportunities for students to engage in valuable learning experiences that enrich communities. Committed to continuing to develop mutually beneficial, lasting relationships with industry leaders, our programs and activities often extend 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 to ensure our programs are high-quality, relevant, and responsive. As such, 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 Collège Boréal as a PAC member will have a real and lasting impact. On behalf of Collège Boréal’s Board of Governors and President, Mr. Daniel Giroux, as well as staff members and students, I would like to thank you for your commitment.

Welcome to Boréal!

Lyne Michaud
Vice-President, Academic Affairs
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 communities throughout the province.

Collège Boréal offers comprehensive programs and services in 38 access centres in 27 communities throughout the province. Since 1995, over 120,000 clients across Ontario have benefited from College Boréal’s expertise relating to post-secondary education, training programs, immigration and settlement services, and employment services. Collège Boréal has established over 120 articulation agreements with other post-secondary institutions.

According to the Key Performance Indicators recognized by the Ministry of Training, Colleges and Universities, Collège Boréal holds the top rank in three of the five areas surveyed: graduate rate, graduation satisfaction and, for a third consecutive year, student satisfaction. These results are proof that investing in human capital is Boréal’s strength.
WHY PROGRAM ADVISORY COMMITTEES MATTER

The Ministry of Training, Colleges and Universities requires 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 PACs will know the needs of the program and work to develop a plan of action to tackle top priority items that will have the biggest impact on the program. PAC members act as advocates for both the College and the program they represent. Regular and timely exchange of information between internal and external communities will play an essential role to the success of each PAC.
MAKING THE MOST OF YOUR EXPERIENCE

The success of each Program Advisory Committee (PAC) is dependent on the contributions of its members and the perspective they bring to each meeting. Member engagement has a direct impact on programs and students and on shaping learning outcomes.

Industry and community feedback and perspective is key to ensuring College Boréal’s programs and courses are current, relevant, and competitive.

As a PAC member, your feedback ensures that Boréal programs meet the latest industry standards so that graduates are well positioned to enter the workforce and immediately begin making meaningful contributions to their respective industries and communities.

PAC members are invited to contribute to:

- evaluating program needs, objectives, and learning outcomes;
- raising of the College’s public profile;
- placing graduates within industry and in meaningful work experiences when feasible;
- identifying opportunities for bursaries and scholarships; and
- securing community support for the program.

The real-world perspective PAC members bring is essential in shaping a program that develops strong, competent, confident graduates.
FREQUENTLY ASKED QUESTIONS

What is the purpose of a Program Advisory Committee (PAC)?
To ensure that Collège Boréal programs are relevant to industry needs so our students can seamlessly transition to the workplace after graduation, bringing the necessary knowledge and skills to succeed.

How does the feedback from PACs influence the programs and courses Boréal offers?
Regular updates are provided to Collège Boréal’s Vice-President, Academics. 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-related feedback that informs decision-making and actions by the College. The primary function of PACs is to provide feedback on industry needs so that Collège Boréal programs remain current, relevant, and competitive.

How often to PACs meet?
PACs meet once or, at most, twice yearly. PAC member engagement is imperative to ensuring that recommendations are adequately addressed and Boréal programs remain relevant.

How long does a PAC member serve?
PAC membership is by invitation and members are encouraged to serve for a minimum of three years. This term may be renewed, and members may serve as long as contributions are relevant and reflect industry needs. PAC members are also encouraged to recommend the names of other industry leaders who may wish to join a Collège Boréal PAC.
POLICY A.11 – Program Advisory Committees

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<th>Board of Governors</th>
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<tbody>
<tr>
<td>Effective:</td>
<td>June 12, 1999</td>
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<tr>
<td>Revised:</td>
<td>October 1, 2016</td>
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<tr>
<td>Proposals:</td>
<td>99.50.52/11.138.64</td>
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<td>Next revision:</td>
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<tr>
<td>Sector:</td>
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<td>Lead:</td>
<td>President</td>
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PURPOSE/PREAMBLE

Every program or cluster of programs shall have an Advisory Committee that reports to Collège Boréal’s Board of Governors.

SCOPE/RECIPIENTS

This policy applies to all Collège Boréal staff members involved with academic programs.

DEFINITIONS

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STATEMENT

Within Section 27 of By-Law #1 of the Board of Governors, adopted September 24, 1994, and amended June 14, 2008, October 18, 2011, October 16, 2012, and March 19, 2013, the Board of Governors mandates the President of Collège Boréal to develop and implement the directive pertaining to this policy.

Collège Boréal is committed to providing academic programs of the highest quality. For this purpose, the College greatly benefits from the contributions of its Advisory Committees.

Program Advisory Committees ensure a direct link between the College and communities. Through its contacts with industry, businesses, educational institutions and various organizations, Collège Boréal ensures that its programs meet the requirements of provincial standards, the labour market and the wider community.

Program Advisory Committees are mandated to:

1. take part in developing, reviewing and revising a program’s content to ensure that it meets the needs of the community, business and industry and upholds provincial standards;
2. take part in evaluating a program with consideration for perceived needs at local, provincial, national and international levels;
3. make recommendations regarding the creation of new programs in the same field that meet community needs.
APPENDIX B
(Program Advisory Committee Directive)

DIRECTIVE A.11-1 – Program Advisory Committees

Approved by: Executive Committee
Effective date: October 1st, 2019
Replacing: n/a
Last update: October 14th, 2024
Next update: October 14th, 2024
Sector: Academic
Lead: Vice-President, Academic
Policy reference: A.11

PURPOSE
To set out the operating rules of the Program Advisory Committees.

SCOPE
This directive applies to all College Boreal staff members involved with academic programs.

DEFINITIONS

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PRINCIPLES

1. The Vice-President, Academic, in collaboration with the persons responsible for the academic sector and staff involved with academic programs, oversees the operations of the Program Advisory Committees.

2. Committee membership
   • The Advisory Committees are made up of persons recruited outside of the college who represent various sectors and various community settings, and who have a direct interest and wide knowledge and experience in the professional field covered by the program.
   • Program coordinators, academic staff, administrators, support staff and students are considered as resource persons and do not have voting rights.
   • Committee members are recruited by invitation.
   • Committee members serve a three-year term, which may be renewed.

3. Meetings
   • The committee generally meets once or twice a year.
   • A minimum of four (4) members from outside the college is required for quorum.
   • Decisions are made by consensus.
   • Votes may be cast electronically if needed.

4. The Chairperson of the Advisory Committee:
   • Is an ex officio member of the Advisory Committee and serves as a resource person for the College;
   • Provides committee leadership and encourages members to discuss problems in a wide perspective;
APPENDIX B

(Program Advisory Committee Directive)

- Serves a two-year term and may be re-elected for another two-year term
- Is selected by the committee members by election or acclamation;
- Presides over the meetings;
- Ensures that meeting schedules and agendas are prepared and delivered;
- Ensures follow-up on the recommendations.

5. The Dean
   - With the Committee Chairperson, prepares, reviews and circulates agendas, minutes and support documents prior to each meeting;
   - At the end of each period, provides the Vice-President, Academic with an updated list of committee members, meeting minutes, committee recommendations and a follow-up report for all of the committees that have met during that period;
   - Recruits new members;
   - Ensures that the committee’s recommendations are implemented within the set timeframe.

6. Conflicts of interest
   - Advisory Committee members are asked to declare all real, apparent or potential conflicts of interest.
   - When a conflict of interest is declared by a committee member during a meeting, the member shall not take part in discussions on the matter involved and, if a vote is held, shall refrain from voting.
   - The declared conflict of interest shall be noted in the minutes of the meeting.

7. Confidentiality Agreement
   - The information shared and discussed in meetings of the Advisory Committees are confidential.
   - Advisory Committee members are required to respect the confidentiality of the committee’s discussions, information and documents.
   - Advisory Committee members must sign a confidentiality consent form at the start of their term.
APPENDIX C
(Sample PAC Meeting Agenda)

Nom du programme

RÉUNION DU COMITÉ CONSULTATIF

TENUE LE (date) à (l’heure)

En personne avec numéro de la salle/Zoom/vidéoconférence

ORDRE DU JOUR

1. Ouverture de la réunion et mot de bienvenue/Welcome and Opening remarks
   • Tour de table/Introductions
2. Divulgation de conflit d’intérêt/Declaration of conflict of interest
   • Entente de confidentialité/Confidentiality agreement
3. Adoption de l’ordre du jour/Approval of the Agenda
4. Adoption du procès-verbal de la dernière réunion/Approval of minutes of last meeting
5. Suivis de la dernière réunion/Review of action items from last meeting
6. Assurance de la qualité/quality assurance
   6.1 Curriculum
   6.2 Stages/Placements
   6.3 Nouveautés du domaine/Update from the field
   6.4 Guide du programme/Program guide
   6.5 Modifications au programme, aux plans de cours, critères d’admission/Modifications to the program, course outlines or admission criteria
7. Inscriptions/enrolment
8. Stratégie de recrutement/Recruitment strategies
9. Autres sujets/Other Business
10. Date de la prochaine rencontre/Date for Next Meeting
11. Levée de la rencontre/Closure of Meeting
## APPENDIX D

(Sample PAC Meeting Minutes)

### NOM DE L’ÉCOLE

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**COLLEGE BORÉAL**

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**NOM DE L’ÉCOLE**  
**PROCÈS-VERBAL DU COMITÉ CONSULTATIF**

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**Nom du programme**

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**Date / Heure / Salle**

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**Membres externes présents:**

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**Membres internes présents:**

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**Personnes-ressources:**

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**Intrêls :**

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<table>
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<tr>
<th>Sujets</th>
<th>Information / Discussion / Décision</th>
<th>Action/Responsable/Echéancier</th>
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| 1. **Ouverture de la réunion et tour de table** / Welcome and Opening Remarks | La réunion et la précédente a lieu. Un tour de table est effectué afin que tous les participants puissent se présenter. | PROPOSITION  
  **IL EST PROPOSÉ PAR**  
  **AVEC L’APPUI DE**  
  QUE la réunion soit ouverte. |
| PROPOSITION ACCEPTÉE |
| 2. **Adoption de l’ordre du jour** / Approval of the Agenda | La présidence du comité demande si un membre doit déclarer un conflit d’intérêt suite à la présentation des sujets à l’ordre du jour. | PROPOSITION  
  **IL EST PROPOSÉ PAR**  
  **AVEC L’APPUI DE**  
  QUE l’ordre du jour soit adopté tel que présenté (ou avec l’équid). |
| PROPOSITION ACCEPTÉE |
| 3. **Déclaration de conflit d’intérêt** / Declaration of conflict of interest | La présidence du comité demande si un membre doit déclarer un conflit d’intérêt suite à la présentation des sujets à l’ordre du jour. | Aucun membre déclare un conflit d’intérêt, |