



Appendix J
Program Advisory Committee (PAC)
Terms of Reference

Mandate

Program Advisory Committees provide strategic advice to inform matters of program content and quality, experiential learning, employment of graduates, community relations, and other related matters. PACs are neither administrative nor executive in nature; they do not provide strategic direction to the college as a whole nor are they responsible for the allocation and utilization of college resources. As such, PACs provide advice on:

- the relevance of the program in preparing students for employment in their field,
- opportunities for program development related to current and emerging industry trends, including research and technological advancements,
- strategies for enhancing public and sector-specific awareness of the program,
- experiential learning opportunities for program students,
- changes in sector recruitment and hiring practices and potential employment opportunities for program graduates,
- opportunities for students through bursaries and scholarships,
- knowledge, skills and abilities of graduates working in the field, and
- aligning programs with college priorities.

Membership

Program Advisory Committees shall have a minimum of eight active members. For some committees, the number of members may vary, based on the size of the sector and the diversity of career opportunities.

The membership will be composed of external representatives, including appropriate representation from related sector leaders, employers and individuals working in the field, professional associations, regulatory bodies, and relevant government departments. Program Advisory Committee membership for pathway or preparatory programs will include representation from relevant postsecondary academic programming. External members may be comprised of both Organizational and Individual PAC Representatives.

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PAC members serve two-year terms, renewable a maximum of two times. The Dean or their designate may choose to extend a PAC member's term past the six-year maximum in exceptional circumstances, with approval from their direct supervisor and notice to the Senior Vice-President, Academic.

Chair

The Chair is elected from among the external committee members to serve a two-year term, renewable once.

Meetings

PACs meet a minimum of twice a year, preferably one meeting per semester (fall and either winter or spring). Additional meetings will be held when circumstances warrant. Meeting time, place, and format should be flexible to accommodate committee members' needs. The Dean or designated Loyalist College representative is responsible for meeting logistics, including scheduling, material preparation and distribution, and recording.

The Chair will approve agendas, approve minutes, and facilitate the meetings, with the support of the Dean or their designate. Guests may attend meetings with the Chair's permission. However, they are observers and do not participate in the discussion unless invited by the Chair.

Sub-committees may be formed to complete specific tasks. Reports from these sub-committees will be discussed and made available to the committee at regular meetings.

Quorum is not required. A Chair is elected through voting, with election based on 50% plus one of the votes of all the external members of the PAC.

Reporting

The Chair, on behalf of the PAC and in collaboration with college employees, will submit an annual report to the Office of the Senior Vice-President Academic on the activities of their PAC including any major accomplishments and progress on recommendations. An annual summary of Program Advisory Committee activities will be presented to the Loyalist College Board of Governors.