

Appendix F

PAC Meeting Agenda Guidelines and Template

PAC Agenda Guidelines

The primary purpose of a Program Advisory Committee (PAC) meeting is to fulfill its mandate: driving continuous program improvement, supporting new program development, and ensuring that both the program and its graduates align with industry needs. PAC members' voices and input should be the central focus of each meeting.

Materials must be sent in advance, minimally the agenda and any program report, with sufficient time for members to review. Ideally, items related to college, school or program updates are sent in advance and spoken to only based on questions from PAC members. Should the PAC request a verbal report, it should be brief. Where the program is seeking specific advice, questions should be sent in advance to enable PAC members to consult or find relevant information.

Please note, student representatives may attend PAC meetings as a developmental opportunity, following an orientation by college representatives. While student voices are valued, student reports are not included as part of the agenda and should not be added as an individual item.

Agenda Items

A standard agenda template has been shared for use; however, it is expected that College representatives and the Chair will review to ensure it aligns with the specific goals and context of the committee, while maintaining the expectations outlined below. Chairs should approve an agenda based on what is the most effective and purposeful use of meeting time, maximizing PAC member input.

Items Required in Every Meeting

1. Land Affirmation
2. Introductions
All members (and guests, where appropriate) introduce themselves, especially if there are new attendees or if significant time has passed since the last meeting.
3. Review of agenda and objectives
The Chair leads a brief review of the agenda and meeting objectives to ensure alignment and focus for the discussion.
4. Action item progress
The Chair reviews action items from the previous meeting, ensuring follow-up has been completed.
5. PAC member remarks and needs

Each PAC member is invited to share remarks related to industry activity, trends, training needs, or strategic guidance. College representatives listen, ask questions, and gather input; guests, including students, do not participate in this roundtable.

6. Dean or designate remarks

A written update on College and School-level strategic matters is provided in advance. The Dean, or designate, does not present but is available to respond to questions from PAC members.

7. Program representative remarks

A written update on Program-level matters is provided in advance. The program representative does not present but is available to respond to questions from the PAC members.

8. Summary of new action items

The Chair leads a discussion to confirm action items from the meeting, including who is responsible and expected timelines for follow-up.

9. Next Meeting

Confirm the date of the next meeting and identify any key topics or themes to guide agenda planning.

Optional or Cyclical Items

1. Request for PAC advice

This optional item is included when specific advice is being sought from the PAC on areas such as program relevance, innovation, partnerships, employability, or emerging issues.

- **Program Quality and Relevance** - Feedback on curriculum relevance, experiential learning opportunities, equipment and technology, accreditation processes, and alignment with current industry certifications and standards.
- **Innovation and Emerging Opportunities** - Insights into emerging trends, opportunities for program development or expansion, and potential research collaborations or innovations.
- **Community and Industry Partnerships** - Advice on strengthening partnerships and community connections that support student learning, placement, or employment.
- **Graduate Employability** - Observations on labour market outlook, employment demand, graduate success, and skills gaps.
- **College and School-Level Updates** - Input on broader initiatives that may impact the program, such as relevant policy or strategic changes.
- **Change and External Influences** - Guidance on responding to emerging professional, industry, or legislative changes that could impact the program or field.

2. Program Quality Report – Fall

In the Fall meeting, the PAC reviews the Annual or Comprehensive Program Quality Report and provides advice on the program's strategic direction.

3. PAC membership review – Spring

In the Spring meeting, the PAC reviews the membership roster, updating contact information and noting PAC member term end dates. If vacancies exist, PAC members provide recommendations for new members, using the PAC matrix.

4. PAC member feedback – Spring

In the Spring meeting, PAC members are invited to share feedback on their meeting experience and their ability to contribute meaningfully to Loyalist's programs and initiatives.

5. Chair election

The Chair is elected every two years or when the position becomes vacant. The election follows the procedure outlined in the PAC Terms of Reference.

From time to time, additional agenda items may be necessary to support the strategic direction of the program. Items outside those outlined in this guideline should be used sparingly and must focus on facilitating PAC member feedback and advice. Agenda items that primarily centre around College representatives should be avoided.

Program Advisory Committee Agenda Template

Program Name	
Date of Meeting	
Meeting Format and Location (virtual/in person)	
Chair	
Loyalist Contact	
Recorder	
Chair to identify at start of meeting methods of recording	

1. Land Affirmation
2. Introductions
3. Review of agenda and objectives
4. Actions item progress

Action Item or Recommendation	Person Responsible	Description of Progress	Status
<i>Replace with description of action item and timeline from previous minutes</i>	<i>Identify person(s) responsible</i>	<i>Describe progress to date or provide rationale for in action</i>	<i>Indicate status as Not Started, In Progress, or Completed</i>

5. PAC member remarks and needs
6. Dean or designate remarks
7. Program representative remarks
8. Summary of new action items
9. Next Meeting