



Appendix G

PAC Meeting Minute Guidelines and Template

PAC Minute Guidelines

Meeting minutes serve as a record of discussion and a tool for continuous improvement. They should be succinct while clearly identifying key highlights, recommendations, and actions taken—or not taken—with rationale, where appropriate.

Recommendations and action items must be documented and tracked. While a recommendation may not always result in an action, the outcome and rationale must still be recorded. This forms the basis for reporting and supports accountability to both the College and PAC members.

Every meeting must include a report back to the PAC on the status of previous recommendations and action items. This ensures continuous tracking from recommendation to completion and allows meeting minutes to inform the agenda for the next meeting.

Program Advisory Committee Minute Template

Program Name	
Date of Meeting	
Meeting Format and Location (virtual/in person)	
Chair	
Loyalist Contact	
Recorder	
Attendees	
Regrets	
Guests	

1. Land Affirmation
2. Introductions
Replace this text with any notes related to introductions. In particular, identify any new PAC members and guests (including the rationale for their attendance).
3. Review of agenda and objectives

Replace this text with any notes related to the review of the agenda. In particular, note the objectives of this meeting.

4. Action item progress

Action Item or Recommendation	Person Responsible	Description of Progress	Status
<i>Replace with description of action item and timeline from agenda</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

Replace this text with a summary of the discussion. Depending on the preference of the PAC, this can be noted by contributor (PAC member name) or by topics. All action items should be noted in the Summary of New Action Items agenda item.

6. Dean or designate remarks

Replace this text with a brief summary of the materials provided and a summary of the questions or discussion with the PAC. All action items should be noted in the Summary of New Action Items agenda item.

7. Program representative remarks

Replace this text with a brief summary of the materials provided and a summary of the questions or discussion with the PAC. All action items should be noted in the Summary of New Action Items agenda item.

8. Summary of new action items

Action Item or Recommendation	Person Responsible
<i>Replace with description of action item and timeline</i>	<i>Identify person(s) responsible</i>

9. Next Meeting

Replace this text with the date of the next meeting or the process for determining the next meeting along with any topics that the PAC has identified for the agenda.