

PAC reporting requirements

Version 11

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What is the reporting period for PACs?

The reporting period for the PACs is the fiscal year: April 1 to March 31. PACs are expected to meet at least twice during this time. Typically, PACs meet once in the fall and once in the winter or early spring (March).

What are the reporting requirements for PACs?

The academic Chair has accountability to report on the activity and membership of a PAC.

The Academic Planning and Student Affairs (APSA) subcommittee of the Board of Governors reviews the engagement of Seneca's PACs on an annual basis in May. The PAC annual report is compiled by Academic Quality and the Office of the Vice-President, Academic & International, based on a request for information to academic Chairs.

The request for information may include the following for the reporting period of April 1 to March 31:

- How many meetings were held between April 1 and March 31?
- What is the date of most recent meeting?
- What is the date of the next meeting?
- Has there been any change to how you cluster your PAC?
- Has there been a change to the name of your PAC?
- How many members are on your PAC?
- How many new members joined the PAC?
- Did you elect a new Chair?
- Where any new partnerships formed?
- Where there any notable PAC engagements, events and initiatives, in addition to scheduled meetings?

- Please provide an example of how PAC engagement positively impacted a student(s), a faculty member or a Seneca Polytechnic program

In addition to the formal PAC annual report to APSA, there are several other reporting requirements over the course of the academic year:

- Membership lists and approved meeting minutes should be regularly submitted to **Academic Quality** by email for uploading to the PAC repository and updating the all-PAC member listserv
- Program areas will be requested to review their PAC membership list on the **PAC repository** once a year in the fall
- An interim PAC report may be compiled in the fall for submission to the Vice President, Academic & International