

# PAC FAQs

Version 9

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## What is a Program Advisory Committee (PAC)?

A PAC is a group of individuals external to Seneca who provide industry expertise and insight to help academic schools develop and renew Seneca's programs according to labour market needs.

Seneca employees, including non-full-time faculty, cannot serve on a PAC.

PACs may be established for an individual program or a cluster of related programs and are

operationalized by [PAC policy](#) and [terms of reference](#).

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## What is the recommended number of members on a PAC?

The recommended number of members for a non-degree PAC is six to ten members, while a degree PAC should include eight to twelve members, including one academic expert in the sector from another postsecondary institution.

When determining the appropriate number of PAC members, the following factors should be considered:

- the number of programs within a clustered PAC and the need for adequate representation
- the size and scope of the relevant industry sector
- the breadth of career pathways associated with the program(s)
- the membership terms of current members
- the committee's ability to achieve quorum (defined as a majority of voting members, 50% plus one)

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## Do PAC members have to live in Canada?

Typically, PAC members are locally based to support in-person engagement with the program and students. Remote or international members may be considered on a case-by-case basis by the academic Chair and Dean. Factors include:

- Program delivery mode and location
- Student demographics
- Industry relevance and the member's unique expertise

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## Can an individual serve on more than one PAC at Seneca Polytechnic?

No, a PAC member should not sit on more than one PAC at Seneca to ensure focus, engagement, and clear alignment with one occupational area.

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### **Can a Seneca PAC member serve on a PAC at another college or university?**

Seneca discourages its PAC members from sustained involvement on a PAC at another postsecondary institution.

All members must sign the [Non-disclosure Agreement](#) for PAC members and adhere to [PAC confidentiality and conflict of interest guidelines](#).

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### **Can recent alumnus be nominated as a PAC member?**

Yes. Alumni - including recent alumni - can be nominated as PAC members if they meet the PAC membership criteria (e.g., they can contribute current, relevant industry/occupational insight aligned to the program area).

When considering a recent alumnus, programs should ensure the nominee:

- Brings an external/employer or sector perspective that supports the PAC's advisory mandate (not a "student voice" role)
- Has no real or perceived conflict of interest and can comply with PAC confidentiality expectations
- Meets any program-specific composition needs (e.g., breadth of roles represented)

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### **What are the resources available to help program areas recruit new PAC members?**

- [PAC website](#)
- [PAC Terms of Reference](#)
- [Nomination and Consent to Release Information Form](#)
- [Non-disclosure Agreement](#)

- [Sample Appointment Letter](#)

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## What are the resources available to help program areas orient new PAC members to the role?

- [PAC Terms of Reference](#)
- [Sample orientation presentation](#)

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## What are the steps to download resources from the PAC resources site?

1. Ensure you are logged into [myseneca](#).
2. Navigate to and click on the resource.
3. Download the resource from the gear menu on the top right of the resource. If you are not logged into myseneca you will not be provided with the option to download.

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## Who elects the PAC Chair?

The members of each PAC will vote on a formal motion to elect a chair from the membership for a two-year term.

PAC chairs may stand for re-election of a PAC committee once, at Seneca's discretion.

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## Why do PACs need a PAC Chair?

As a PAC member, external to Seneca, the PAC Chair provides leadership to the committee and supports balanced discussion, effective decision-making, and the overall integrity of the PAC's advice and recommendations.

For more information on the role of the PAC chair, please refer to the section, [Hosting a PAC](#)

meeting.

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## How are food and parking expenses handled for PAC meetings?

Seneca's Board of Governors reimburses program areas for food and parking costs incurred for in-person PAC meetings in accordance with the amounts outlined in Seneca's Travel and Expense Policy.

Program areas can submit an expense report or journal voucher through i3 using the Board's responsibility centre (RC). Similarly, program areas can use the Board's RC to request a guest code for [parking on campus](#). Please contact the [Board of Governors Office](#) for assistance.

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## What are the expectations for a PAC to meet if a program has suspended an intake or is experiencing ongoing intake suspensions?

A program intake suspension occurs when Seneca decides not to admit new students to a program for a given term (e.g., fall, winter, summer). Intake suspensions may occur for one or more terms, and admissions may resume in a later term.

If a program has *multiple* intakes per year and one intake is suspended, the PAC is expected to continue meeting.

If a program has *one* intake per year and the intake is suspended, the PAC should meet to discuss the onset of the suspension.

If a program is suspending intakes on an ongoing basis, we recommend either a brief meeting once a year or an email update to keep the PAC informed of the program's status. It is important to maintain contact with the PAC until it is reconvened to consult on next steps, including reactivating the program or proceeding with formal suspension and cancellation.

Although a formal motion from the PAC is not required for program suspension or cancellation, the PAC should be consulted on both.

Please consult Seneca's [Academic Program Suspension and Cancellation Policy](#) for more information.

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