

Appendix D

Program Advisory Committee (PAC) Chair Orientation

Upon election, a PAC Chair is oriented to their role and responsibilities by a designated Loyalist College representative. The orientation covers the following areas, with additional topics included as needed. This ensures Chairs are well-prepared to fulfill their role and contribute effectively to the PAC.

1. Loyalist College Context

- Overview of the College's Strategic Plan, Strategic Mandate Agreement, and other guiding documents
- Review of ACAD 105 Policy and Procedure
- Understanding the PAC Annual Report: Purpose, inputs, and use
- Connection and reporting relationship with the Board of Governors

2. Meeting Leadership and Participation

- Setting the tone and direction for meetings
- Facilitating discussion and encouraging broad participation
- Roles and expectations of all meeting attendees, developing and distributing meeting materials with college representative
- Crafting agendas with a focus on:
 - Action items / follow-up
 - Meaningful discussion
 - Action-oriented outcomes

3. Leadership and Program Insight

- Providing leadership within the PAC
- Supporting program quality assurance processes
- Evaluating program effectiveness in meeting industry needs and community expectations
- Identifying trends, skill gaps, and areas for improvement
- Bridging academic programming with career preparation and workforce relevance