

Appendix E

Program Advisory Committee (PAC) Member Orientation

A Program Advisory Committee (PAC) member is oriented to their role and responsibilities at the College level through their completion of a module at the time of joining the committee. The module incorporates the areas noted below for Loyalist College and can be viewed any time prior to the member's first PAC meeting.

- High-level overview: Strategic Plan, Schools, and other guiding documentation
- ACAD 105 Policy, Procedure, and related materials
- Role of the Program Advisory Committee (PAC)
- Member roles and expectations
- Meeting schedule, requirements, and operational processes (e.g., format, frequency, engagement)
- Skill matrix
- Opportunities for involvement and contribution in various ways
- Conflict of interest considerations
- Organizational vs. individual representation
- Term of service
- Promotion of PAC and program engagement

Orientation to the program for new members is completed by a designated Loyalist College representative and incorporates the areas noted below for the program (additional areas may be added).

- Introduction to the program (e.g., enrolment, credential, trends)
- Review of outstanding PAC recommendations and recent changes (past year)
- Program-specific needs from PAC members
- Roles and contact person(s) for the program
- Key program activities
- Strengths, opportunities, and gaps specific to the program
- Curriculum overview, including placement components
- Effectiveness of the program in meeting industry needs
- Alignment of the program with community needs
- Program materials