

Onboarding a PAC member

Version 8

Published 1/12/2024 by [Joanna Crabtree](#) Last updated 8/8/2024 2:54 PM by [Joanna Crabtree](#)

What is the orientation process for new PAC members?

Orientation for new PAC members takes place before their first meeting and includes:

- a one-on-one or small group meeting led by the academic chair or designate
- review of the PAC [terms of reference](#) and Seneca- and program-related documents
- an introduction to Seneca Polytechnic and the member's specific PAC, as well as to the roles and responsibilities of being a PAC member
- the opportunity to meet with Seneca representatives, virtually or on campus

What resources are shared with new members?

1. [PAC orientation slide deck](#), is a sample slide deck program areas can update with their program specific information. Its contents include:
 - general information on Seneca and the Strategic Plan
 - the mandate for PACs
 - the roles and responsibilities for PAC members
 - program-specific information (e.g., website links to program pages, admission requirements, courses and course outlines, program learning outcomes and program contact info, etc.)
 2. New member documents:*
- Nomination and Consent to Release Personal Information [Form](#)
 - curriculum vitae or biography
 - [Non-Disclosure Agreement](#) for Program Advisory Committee Members
 - *Typically, these documents are completed and submitted during the new member nomination process. If they have not been completed, the new member should complete these documents as part of their onboarding/orientation process. Program areas can request a welcome communication to new

members, signed by the President, by submitting signed new member documents, along with an updated membership list, by email to the **Academic Quality** team.

3. Program-related documents:

- program maps
- enrolment metrics
- key performance indicators
- recent program reviews (formative and/or summative)
- minutes from past PAC meetings
- program and field placement student handbooks