

TERMS OF REFERENCE

ToRID & Cte Name: **TOR17: ORIENTATION STEERING COMMITTEE**

Issued by: Executive Director, Student Success

Effective: 2015-10-28

1. PURPOSE

The purpose of the Orientation Steering Committee (OSC) is to provide leadership for the development and implementation of orientation activities for new students. The OSC's work incorporates best practices in student transition in order to positively impact persistence to level two, as well as other aspects of new student life and processes on campus. The OSC strives for continuous improvement by implementing recommendations regarding new student transition and orientation with the goal to enhance the student experience.

2. DEFINITIONS

New Student: A student starting a program for the first time; may be direct from high school or may have previous Fanshawe or PSE experience but this is their first experience with their current program.

Orientation: Transitional activities, processes and experiences offered by the College for new students. For the purpose of this document, refers to the orientation process in the broadest context.

3. MEMBERSHIP AND TERM OF OFFICE

Membership is based on ability to drive decisions and have accountabilities directly related to new student orientation and orientation outcomes. Membership of the OSC includes:

- Executive Director, Student Success (Chair)
- Administrative Assistant, Executive Director, Student Success (Secretary)
- Registrar or designate
- Senior Manager, Student Academic Success Services
- Campus Life Facilitator
- One Academic Dean or Chair (Appointed by the Senior Vice-President, Academic)
- President, Fanshawe Student Union
- Manager or Representative, Fanshawe Student Union
- Director, Residence and Conference Services

Members of the OSC may invite appropriate individuals to attend an OSC meeting as resource persons for a specific agenda item to assist with or be present for that item. Members are asked to advise the Secretary of such invitations in advance of the meeting.

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In addition, the Chair may, from time to time, invite a non-members to attend meetings in a resource capacity for those meetings where it would be particularly relevant and helpful to their role.

Members may be assigned to or participate in working groups that report back to the OSC on defined tasks or projects.

4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Executive Director, Student Success acts as Chair and the Assistant to the Executive Director acts as Secretary. The Executive Director has the discretion to appoint another member as Chair.
- 4.2. Meetings are held throughout the College year, according to a schedule determined by the Chair and approved by the OSC. Frequency is based on proximity to new student intakes.
- 4.3. Any member of the OSC may submit items for the agenda to the Secretary.
- 4.4. The Secretary distributes an agenda and the minutes of previous meetings to members approximately one week before the date of each scheduled meeting.
- 4.5. Quorum is 50% of the members, including the Chair
- 4.6. Recommendations are carried by consensus. In the event a matter cannot be resolved or decided upon, the Executive Director, Student Success decides the matter.

4.7. Scope of Committee Function Further Defined

The OSC discusses opportunities, and where appropriate, makes strategic decisions to deliver and operationalize new student orientation activities and initiatives that support successful student transitions to the College.

4.7.1. *Leadership on New Student Transition:*

- Strive for appropriateness and clarity of new student orientation outcomes and align initiatives and programming with the desired outcomes;
- Establish orientation resources and utilize and distribute them appropriately;
- Assess and report on new student transition activities. Where possible assess the effectiveness and impact of new student orientation activities;
- Effectively champion and communicate to internal stakeholders the importance of new student orientation; and
- As appropriate, survey peer institutions for relevant practices and programming to continually enhance the new student experience.

4.7.2. *Communication to New Students About Orientation Processes and Activities:*

- Strive for students to hear one coordinated and coherent voice as it relates to student orientation activities;
- Include print communication and other relevant material in acceptance packages;
- Utilize digital and social media platforms;
- Develop and implement key relevant internal and external stakeholder messaging; and
- Develop and implement distinct messaging for diverse and unique student demographics.

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4.7.3. *Orientation Programming:*

- Foster impactful program orientation activities;
- Ensure effective transactional processes occur in a student-focused manner;
- Ensure coordination and collaboration between campus partners is encouraged;
- Serve diverse student population interest by offering a breadth of programming;
- Programming should be outcome based and intentional; and
- Support social integration into campus life through support of relevant FSU programming.

4.8. The Chair provides updates to the Student Experience Committee on a periodic basis.

5. AMENDMENT AND RESOLUTION

Amendment of these terms of reference may be made by the Chair, normally on recommendation from OSC via SEC.

6. REFERENCES

College policy C306: Social Media

College Brand guidelines

7. ADDENDA

None.

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