

TERMS OF REFERENCE

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

Issued by: Dean of Students

Effective: 2025-07/24

1. PURPOSE

The purpose of the Orientation Steering Committee (OSC) is to provide leadership for the development and implementation of orientation and first year experience activities for new students. The OSC's work incorporates best practices in dynamic student transition programming to equip students with the tools needed to succeed in their new student life. The OSC strives for continuous improvement by implementing recommendations regarding student transition and orientation with the goal of enhancing the student experience.

2. DEFINITIONS

New Student: For the purposes of this TOR, this definition refers to a student starting a program at Fanshawe College.

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

The first-year experience: an intentional combination of curricular and co-curricular programming and learning that promotes student satisfaction, well-being, sense of belonging, and retention while enhancing a student's learning within the first year of college

Fanshawe Student Experience: The framework of student experience which will guide the development of approaches to teaching and service across the college. The four pillars take a holistic approach to student experience by focusing on: learning and empowerment, relationships and connections, vibrant experiences and wellness and wellbeing.

3. MEMBERSHIP AND TERMS OF OFFICE

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

- Dean of Students (Chair)
- Director, Student Experience
- Administrative Assistant, Dean of Students (Secretary)
- Manager, Orientation, Transition, & First Year Experience
- Registrar
- Manager, Academic Advising
- Two Academic Deans or Associate Deans (Appointed by the Senior Vice-President, Academic)
- President, Fanshawe Student Union

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- Executive Director, or designate, Recruitment, Marketing and Brand Experience
- Executive Director, or designate, Fanshawe Student Union
- Director, Residence and Conference Services
- Director, Library Learning Commons
- Director, Employment and Student Entrepreneurial Services
- Director, Centre for Equity, Diversity and Inclusion
- Program Manager, Part-Time Studies
- Director or designate, Counselling and Accessibility Services

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

In addition, the Chair may, from time to time, invite a non-member 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. See Section 6 for Working Groups.

4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1. The Dean of Students acts as Chair and the Assistant to the Dean acts as Secretary. The Dean has the discretion to appoint another member as Chair.
- 4.2. Meetings are held throughout the 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 Dean of Students decides the matter.
- 4.7. The Chair provides updates to the Student Experience Committee on a periodic basis.

5. COMMITTEE FUNCTIONS

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.

- 5.1. Leadership on New Student Transition
 - Strive for appropriateness and clarity of new student orientation learning outcomes and align initiatives and programming with the desired outcomes;
 - Create College orientation resources and distribute them appropriately;

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- Assess and report on new student orientation and transition activities. Where possible, assess the effectiveness and impact of said activities;
- 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.

5.2. 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 coordinated by the Orientation and First Year Experience team;
- 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.

5.3. Orientation Programming

- Facilitate vibrant, out-of-classroom student orientation experiences
- Support the communication of program orientation activities on the College website;
- Coordinate effective wayfinding processes and initial student touchpoints that occur in a student-centered manner;
- Encourage coordination and collaboration between campus partners;
- Offer diverse learning opportunities and programming to serve the needs of diverse types of students
- Programming should be outcome-based, measurable and intentional; and
- Support social integration into campus life through inclusion of relevant FSU programming.

6. TASK FORCES AND WORKING GROUPS

The OSC will utilize various task forces and working groups to facilitate its mandate. These groups are led either by the Manager, Orientation or the Campus Life Facilitator.

Permanent working groups and members are:

Communication and Promotion

- Recruitment, Marketing and Brand Experience representatives
- Program Orientation Scheduling representatives
- FSU Student Engagement Manager and FSU Communications Coordinator

Operational and Logistics

- Conference Services
- Facilities
- FSU Student Experience Manager and FSU Events Facilitator
- MOC Health and Safety Representative

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- Food Services, AV Teams (FSU and College)
- Retail Services Manager
- LLC Manager

Regional Campus and PT Support

- Regional Campus Associate Deans
- Part-time Studies Manager
- FSU Regional Campus Representative

7. AMENDMENT AND RESOLUTION

Amendment of these terms of reference may be made by the Chair, normally on recommendation from the Dean of Students or Vice President, Students, Employees and Culture.

8. REFERENCES

[C306: Social Media](#)

[Fanshawe College Brand Guidelines](#)

9. ADDENDA

None.

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