CSU Student Orientation Working Party Report to Transition Steering Committee – November 2010

Background

Since the last report to the Transition Steering Committee the CSU Student Orientation Working Party has been finalising the new orientation program structure and prepared information to be disseminated to key stakeholders of the University.

The implementation of orientation program services and online resources is being coordinated by Student Services and a summary fact sheet of the orientation program objectives as developed by the CSU Orientation Program Working Party was been distributed on 15 November 2010.

As identified by the CSU Orientation Program Working Party the orientation objectives are providing a foundation for launching the enhanced orientation program. The Working Party notes that an integrated and supportive orientation program for commencing students will be progressively implemented over 2011 and beyond as part of the continual development of services and systems of the University.

Summary

The delivery of an enhanced orientation program will be an ongoing process with many new services and resource being available in Session 1 2011 (201130). Through the Faculty Sub Deans, each School and the Course Directors will receive a summary of orientation objectives and a checklist of services and resources available for students. This checklist will be continually updated and distributed to the key stakeholders of the University by the Working Party.

It is the responsibility of each Faculty and Division to implement the orientation objectives and many of these objectives will be progressively introduced over the next year with the Faculties and Divisions working in collaboration to achieve this. With the restructuring of the curriculum to support transition, it is recognised that some of the objectives will take time to be fully imbedded within the Faculty curriculum.

Progress

An outline of what has been achieved since the last report to the Transition Steering Committee by the CSU Student Orientation Program Working Party in the coordination of orientation activities is provided below.

1. The CSU Orientation Program Working Party Communication Plan for the dissemination for the orientation program information and reports was agreed on at the Working Party meeting on 21 October 2010.
2. Summary Fact Sheet for Deans, Head of Schools and Divisions was distributed to Woking Party members on 15 November 2010 to disseminate to key stakeholders in their area of responsibilities.
3. The matrix for the orientation objectives is a working document and continues to be updated. Faculty Sub Deans have been asked to provide the Faculty and School orientation activities as they become available.

4. A list of services and resources for orientation has been developed to provided Faculties, Schools and Divisions with a list of all the new services and resource that will be available for Session 1 2011 (201130).

5. The Student Life Interact site was closed on the 11 November 2010, the same day the new Orientation website went live. The Guide to Learning website was also closed the same day. All url’s to these sites have been redirected to the Orientation website.

6. TAFE and International Co-operative Institutes orientation program information and resources have been reviewed and are being redesigned to incorporate the new orientation program.

7. The minimum standard for course induction booklets provided by the Schools has been completed and a design template has been developed to ensure a consistency across the university.

8. The O Week Working Party has completed the re redevelopment of the on campus O Week program.

9. A matrix for the O Week Program structure and a minimum standard for the school advisory sessions have been disseminated to the campus based O Week Working Parties by the Student Support Officers responsible for coordinating O Week on each campus.

10. An outline for the Commencement Ceremony has also been developed for Heads of Campus.

11. A report template for Faculties and Divisions to report on their orientation activities has been drafted and circulated to the Working Party for their comments.

Future Actions and Timelines

- Dissemination of information and support requirements to key stakeholders for the Orientation Program and O Week Program to continue until early February 2011

- Completion of O Week Programs for each campus by the end of December 2010

- Distribution of TAFE and International Co-operative Institutes orientation program information and resources by January 2011

- Development of an ongoing evaluation and reporting process for Faculties and Divisions at the end of each Session by early February 2011

23 Nov 2010 Prepared by Chris Roche, Orientation Coordinator