CSU Student Orientation Working Party Report to Transition Steering Committee – January 2011

Summary

Since the last report in November 2010, the CSU Student Orientation Working Party has finalised the orientation program and disseminated relevant information, including the orientation guidelines, orientation objectives matrix and checklist of objectives, services and recourses, to the key stakeholders in the orientation process for the start of Session 1 (201130).

The implementation of the orientation program has commenced and the Working Party has developed a draft online report survey for Faculties and Divisions to report on their orientation activities. The online report data will be collated by Student Services and final report sent to the Transition Steering Committee on behalf of the Working Party by the end of July 2011.

Progress

Below is an outline of what has been achieved since the last report to the Transition Steering Committee by the CSU Student Orientation Program Working Party:

1. A memo was sent to the Acting DVC Academics on the 10 December 2010, seeking authorisation and distribution to the Heads of Schools. The memo covered the minimum standard of the course induction booklet template, for use by staff to develop the online resource and/or printed copy for their school or courses. The objective was to have a consistent standard of format and information provided by each school across the university.

2. A memo was sent to the Acting DVC Academics on the 10 December 2010, seeking authorisation and distribution to the Deans and Executive Directors. The memo covered the orientation objectives matrix and checklist of orientation objectives, services and resources for the key stakeholders knowledge and requirement for the 2011 orientation program.

3. TAFE and International Co-operative Institutes orientation program information and resources were redesigned to incorporate the new orientation program and has been now been completed. The new presentations and resources are being trialed in Malaysia and Cambodia by John Atkinson. John will be providing feedback from the trail and any changed will be made to the information and resource before it will be disseminated to the key stakeholders in China in February 2011.

4. The Orientation Guidelines have been disseminated to the University by the CSU Student Orientation Program Working Party via “What New and News” notice and via the Working Party Communication Plan to key stakeholders in December 2010.

5. The O Week Programs for each campus have been completed and put online in December 2010. O Week activities and info sessions are well under way. The new O Week program in accordance to the Orientation Guidelines will be rolled out from the 21 February 2011.

28 Jan 2011 Prepared by Chris Roche, Orientation Coordinator
6. A draft online survey for Faculties and Divisions to report on their orientation activities has been completed and circulated to the Working Party for their comments.

7. The CSU Student Orientation Program Working Party will include Orientation Survey Questions in the CSU Marketing survey of new DE and On campus students that will be conducted at the end of O Week 2011.

**Future Actions and Timelines**

- The Working Party will continue to dissemination relevant information and support requirements to key stakeholders for the Orientation Program and O Week Program in 2011.
- Running of O Week at the end of February 2011
- Evaluation of the new student CSU Marketing Orientation Survey questions results in March 2011
- Conduct student focus groups for the evaluation of the on campus O Week in March 2011
- Finalise the ongoing evaluation and reporting process for Faculties and Divisions at the end of Session by February 2011
- Orientation Program Report to be completed and sent to Transition Steering Committee by July 2011