MINUTES – TRANSITION STEERING COMMITTEE MEETING – 3 AUGUST 2010

ATTENDEES

1. Ross Chambers  
2. Ninetta Santoro (C)  
3. David Bedwell  
4. Liz Smith  
5. Joy Wallace  
6. Jenny Kent  
7. Andrew Callander  
8. Ben Bradley  
9. Heather Cavangh  
10. S King (Action Items)

APOLOGIES

Roz Brennan  
Alice Ferguson

1. BUSINESS

1. Welcome to new Chair

Chair welcomed.

Chair discussed future meeting procedures in relation to starring of items, minute taking & noting of action items.

2. Consideration of orientation guidelines

Liz Smith presented the Guidelines developed by the orientation Working Party for discussion.

The Guidelines were accepted subject to minor ‘tweaking’ by Ben Bradley.

It was agreed that DSS should take responsibility for the overall coordination, evaluation and reporting of orientation activities – reporting to the Transition Steering Committee.

Discussion ensued as to how the guidelines would be operationalised for O Week 2011 and the fact that planning had already commenced by DSS on separate campuses. It was decided to rescind current invitations and establish a University wide Working Party including Sub Deans Learning and Teaching, Director Transition, Director Office International relations, Chair Academic Senate. The Working Party is to be chaired by Andrew Callander.

Liz Smith is leading the development of an orientation website to replace the current Student Life web site.

3. Other business

Potential overlap of services/programs by SEP and DSS was raised by David Bedwell. David to follow up with Simon Thomson to clarify.
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsibility</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Recall requests for O Week committee nominations</td>
<td>Andrew Callander</td>
<td>Immediately</td>
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<tr>
<td>Establishment of O Week working party to be chaired by Andrew Callander; members should include Sub Deans L&amp;T, Chair Academic Senate, Director, Transition. First meeting within a fortnight</td>
<td>Andrew Callander</td>
<td>By 17th August</td>
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<td>Liz Smith to liaise with Ben Bradley regarding additions to orientation guidelines</td>
<td>Ben Bradley</td>
<td>Immediately</td>
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<tr>
<td>Arrange meeting between SEP (David Bedwell, Liz Smith) and DSS (Andrew Callander, Simon Thomson) to discuss potential HEPPP program overlaps</td>
<td>David Bedwell</td>
<td>Immediately</td>
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