STUDENT ORIENTATION AND ENGAGEMENT COMMITTEE

Disestablished: December 2010 – 7/2010 Academic Committee and 7/2010 Learning and Teaching Committee
Established: 2002
Reporting to: Learning and Teaching Committee
Constitution last amended: January 2009

ESTABLISHMENT

1. The Student Orientation and Engagement Committee was initially established in 2002 to coordinate the University’s orientation program across all campuses and to oversee the operations of the campus orientation working parties. The Committee now has a more strategic role in monitoring and advising on the University’s policies and programs regarding student orientation, transition and engagement and the quality of the first year experience at Griffith.

ROLE

2. Griffith University recognises the importance of welcoming, inducting and integrating new students, at any level, into its learning community. Therefore the planning and implementation of effective and evidenced-based orientation and transition programs, that take account of the diverse needs of our students, is a high priority for the University, and is a shared responsibility across all elements.

The role of the Student Orientation and Engagement Committee is to facilitate the achievement of the University’s strategic objectives in student centred education and student engagement through ensuring that commencing students have a positive and effective orientation to the Griffith learning community.

The Student Orientation and Engagement Committee plays a key role in the development, monitoring, and evaluation of the University’s efforts with respect to the retention and engagement of commencing students, and in facilitating the sharing of good practice related to this.

FUNCTIONS

3. Without limiting the foregoing the Student Orientation and Engagement Committee shall –

   (1) provide advice and recommendations to the Learning and Teaching Committee about University-wide strategies that focus on academic orientation, enhance student familiarisation with their campus, and integrate their academic, personal, and social transition;

   (2) provide input to research and policy development concerning enriching the first year experience;

   (3) oversee the activities of campus orientation working parties to ensure consistency and quality of activities across campuses;

   (4) establish task groups and networks as appropriate to address specific orientation and transition issues for particular student cohorts (e.g. equity groups, international students, students with advanced standing, postgraduate students);

   (5) develop and maintain strategic linkages with other committees and elements of the University concerned with student engagement, and, in particular, the first year experience;

   (6) advise the Learning and Teaching Committee on the allocation of funds to support orientation, transition and engagement initiatives;
(7) evaluate and report annually to the Academic Committee via the Learning and Teaching Committee and to the broader University community, on orientation, transition and engagement activities designed to strengthen the first year community at Griffith.

MEMBERSHIP

4 The members of the Committee shall be –

(a) the Chairperson, nominated by the Deputy Vice Chancellor (Academic);
(b) one First Year Advisor from each Group, nominated by the relevant group Pro Vice Chancellor;
(c) the Deputy Vice Chancellor (Academic) or nominee;
(d) the Pro Vice Chancellor (Information Services) or nominee;
(e) the Pro Vice Chancellor (International) or nominee;
(f) the Director, GIHE or nominee;
(g) the Dean, Griffith Graduate Research School or nominee;
(h) the Director, Campus Life or nominee;
(i) the Director, External Relations or nominee;
(j) the Director, Student Services or nominee;
(k) the Head, GUMURRR Student Support Unit or nominee;
(l) the Director, Student Administration or nominee;
(m) the Campus Coordinators – Gold Coast, Logan, Nathan, Mt Gravatt, South Bank Queensland College of Art and South Bank Queensland Conservatorium.

The Committee may co-opt up to two additional persons into membership of the Committee.

Membership may include members with overlapping areas of representation. In appointing members, consideration is to be given to ensure that the overall configuration of the Committee reflects the diversity of the University community, includes academic representation from all campuses, and gender balance.

The Committee may appoint to its working parties persons who are not members of the Committee.

PRESENT WITH RIGHTS OF AUDIENCE AND DEBATE

5 The Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Committee, or to participate in debate on particular matters.

TERMS OF OFFICE

6 All members shall be appointed for a term of office of two years, up to 31 December of the relevant year. Such appointments shall be renewable, but not normally for more than two successive terms.
SECRETARY

7 The Pro-Vice Chancellor (Administration) shall appoint a Secretary to the Committee who shall have rights of audience and debate. This person may be an existing Committee representative.

MEETINGS

8 The Student Orientation and Engagement Committee will meet as required and at least four times per year from February to December. The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University. The Committee may establish working parties that will meet as required. Working parties may include:

- Orientation Planning Working Party – concerned with coordination of orientation activities across all campuses for Semester 1 and Semester 2 intakes; and/or
- The Transition and Engagement Strategy Working Party – concerned with strategy, and policy development, to direct and support teaching and learning activities relating to orientation, transition, and engagement; and/or
- Ad hoc working parties for specific issues.