



*The University of Western Ontario
Orientation Planning Committee*

Meeting

Wednesday July 8th, 2015

2:00 p.m. – 4:00 p.m.

In Attendance:

Doreen Vautour	Caitie Cheeseman	Gwen Lowrie-Dennis
Mike Bartlett	Eddy Avila	Cassie Anton
Stef Wisofschi	Taryn Scripnick	Rich Caccamo
Jared Boland	Anooshae Janmohammad	Alana Stevenson
Josh Clark	Chris Alleyne	Hien Ngo

Late: Papy Abdie

Regrets:

Folawiyo Laditi	Fabiana Trepedino	Peggy Wakabayashi
Frank Inglis	Tolu Kayode	Courtney McDonald

Location: UCC conference room 369

Chair: Taryn Scripnick

Speakers List: Alana Stevenson and Jared Boland

1. Call to Order

- Taryn called the meeting to order at 2:00 pm.

2. Adoption of the Agenda

- We will be continuing with approvals from last week's agenda.

3. Comments from the Co-Chairs

- Keep in mind that risk management will be addressed at a later date.
- If anyone has anything in mind feel free to voice your opinions throughout the approval process.

4. Residence Constituency Programming – *review and approvals continued(Alana)*

- **Perth**

- Programming Summary:

- MONDAY – South Side dance; condom Olympics
- TUESDAY – art attack
- WEDNESDAY – GITD dodgeball
- THURSDAY – Andy T; Snakes and Lattes
- FRIDAY – Perth Escape; Backyardigans; Sledgehammer bingo
- SATURDAY – Rick McGhie/bonfire

- FYS Budget

- Merchandise: 45.5%
- Programming: 53.1%

- Comments

- Alana: The BBQ was logistically not possible; all residences will now be served hamburgers and hotdogs from the snack bar instead.
- Looking into the Henna artist (we want one that is knowledgeable about the culture so there is no misappropriation).
- Eddy: In terms of the appropriation of culture behind the henna, are there any other thoughts?
 - Brescia has done Henna for 7 years.
 - They pre-supply designs, and make sure there is educational cultural information provided.
- Alana: Someone who is knowledgeable will be brought in.
- “Glow in the Dim Dodgeball” is ready to go, we have figured out safe balls to use etc.
- Have not found a low-cost escape room (they want to do a custom version). They had requested to charge students, but that is not possible.
 - This event is undecided but would be drop-in.
- “Backyardigans” is a go, as well as “Sledgehammer Bingo” (pending the creation of a clean-up plan)
- Budget looks good.

- **Saugeen**

- Programming Summary:

- SUNDAY – welcome ceremony; inflatables
- MONDAY - dance

- TUESDAY - karaoke
- WEDNESDAY – Blacklight dodgeball
- THURSDAY – Board games; Sledgehammer bingo
- FRIDAY – Craft Night
- SATURDAY- bonfire
- FYS Budget
 - Merchandise: 43.6%
 - Programming: 53.9%
- Comments:
 - Saugeen is the only residence with 2 move-in days, so we need to take that into account.
 - Alana has spoken to res managers about cleaning the main lounge after welcome ceremony.
 - The dance and rock karaoke are being done by the same person, it has gone smoothly with him in the past.
 - 'GITD' dodgeball is ready to go.
 - Sledgehammer Bingo is also ready to go, but again, with the creation of a clean-up plan.
 - Bonfire outside now must end at midnight (we decided against two bonfires) – Alana will obtain all fire licenses.
 - Budget looks good. – still lots of contingency

5. Constituency and Off-Campus Programming and Budget – *Jared*

***Please see PowerPoint on OWL for additional details

Off-Campus

- **ACTION:** Gwen to post online version of the Faculty Day Guide on OWL (currently posted).
- **Soph Budget** – requirements met, looks good
- **Incoming Student Budget** – still several expenses to be finalized, but they should fit within the contingency allotted.
 - We are looking at an approximate 50/50 split once the budget is finalized.
- **ACTION:** reach out to HBK and OC as to the time of the live-burn (once finalized) in case they want to join.
- **Main Programming**
 - Registration day, MMVD (with concurrent movie night), pancake breakfast, rally, Trivia and game night, lip-sync battle
- **Faculty Day Planning Guide** –Jared's Comments
 - Really trying to develop faculty programming instead of repeating it.
 - Developed a checklist based on CAS standards to guide the contents of the day

Arts and Humanities

- **Soph Budget** - Under budget
 - Note: If Sophs do not spend the whole uniform budget (\$100) the leftover will not be collected)
- **Incoming Student Budget** – 71.2% spent on programming, 13.7% spent on merchandise
 - Any funds in the budget that are unaccounted for are considered “contingent” and can be allocated as the budget becomes finalized.
- **Doreen:** Which students are included in the O-Pass numbers count?
 - Chris – normally we take the 101 and 105 numbers from the Registrar’s Office, which we do not think includes transfer students.
 - [REDACTED] look into what students compose the main campus O-Pass numbers. Does ‘105’ include transfer students?
- Papy enters.
- **Main Programming**
 - Starlight stage coffeehouse, Stratford Theatre trip (Hamlet)
- **Comments**
 - Dr. Bartlett: Will the Stratford trip coincide with classes on Friday?
 - Papy: Yes. We decided to do it on the Friday because most arts students don’t have class on Fridays. We will announce that if you have class you cannot come to the trip, so we are hoping to discourage skipping. This is the only way to do it, and we don’t have enough seating for everyone, so this worked out the best.
 - Rich: It is generally irresponsible for us to use student event funds to support events that not all students can attend. Is any funding coming from the money provided by O-Pass sales?
 - Papy: It’s partially funded by Council and the Dean as well as the Student Donation Fund. But no funding is coming out of O-Pass sales, it’s fully faculty funded. The Dean’s office fully supports the scheduling of the trip.
- **Faculty Day Programming**
 - Morning reception (‘What I Wish I Knew in First-Year’ video, mock lecture), scavenger hunt, Charity BBQ lunch
 - *Pages 5-7 in Faculty Day Planning Guide (on OWL) – all recommended programming.
 - Q – Rich: can you secure a copy of the video and share it with the approvals committee?
 - **ACTION:** Jared to send out a copy of the “What I Wish I Knew First Year” video and share it with the Approvals Committee.
 - Q –Dr. Bartlett: How will we know if students have completed each step?
 - A – Jared: well these are less requirements and more something to guide thinking. It becomes evident when looking through specific programming whether outcomes have been met.

- **Soph Budget** – looks good, opting for a bomber jacket.
- **Incoming student budget** – 54% on merchandise, 32.9% on programming (this split is allowed because only one t-shirt is being ordered)
 - They have a 13% contingency which is being saved for bad weather, although that is too much to allocate for those circumstances and needs to be altered.
- **Main Programming**
 - Flea market (baked goods being made privately)
 - In the event of rain it is to be inside a house
 - Q – Doreen: is this a new event?
 - A – Jared: this is the third one I know about
 - Taryn: Brescia has also done it although it's not very popular.
 - Discussion will be addressed at a later time.
 - Nuit Market
 - In case of rain – North Campus Building
 - All the events are free to students
 - Will include games
 - Waiting on a quote for any delivery charges
 - Josh: [REDACTED] Josh: call Justin at iFast, he will meet the budget we need.
- **Faculty Day Programming**
 - Speaker series (FIMS Professor and Council President)
 - Rotation based activity
 - Meet and greet, prof interaction, understanding the theme
 - Charity BBQ, FIMS Charity recommendation
- **Comments**
 - Jared: They have hit almost all of the programming requirements.
 - Rich: what are the details of the joint event run by FIMS SC?
 - **ACTION:** Jared to reach out and get more information about the joint FIMS SC event.

Engineering

- Graphic design has been updated, dinosaur replaced
- **Soph Budget** – first time Sophs - \$75 per person, returning - \$25 per person (due to the fact that returning Sophs already have coveralls)
 - Social expenses – snacks (subs and Allen's peach juice)
- **Incoming student budget** – 38% on merchandise (with just O-Pass sales 93.6%), 48.6% spent on programming.
- **Comments**
 - Rich: seems that there are several items funded by council which are gifted to students, in this particular situation the aviators that engineering students get would be an example.

- Q: do we feel it is fair to permit Engineering to be funding the additional merchandise item for FYS? (other councils may not have the resources) –this has not been written into policy but should be addressed.
- Jared: science is in a similar situation.
- Eddy: what about dog tags? Technically that's merchandise. Although, we allow it under programming.
- Papy: it may feel unfair to students, since they paid the same amount for all O-Passes.
- Caitie: The 60/40 split situation also depends on if faculties are including their council grant in the breakdown.
- Alana: the T-shirts are not guaranteed, merchandise is an extra asset for students. They are predominantly paying for the events. Not everyone can get the same amount of merchandise when all is said and done – realistically.
- Doreen: King's usually gives extra merchandise through council grants. The issue is that different groups get different budgets, is there a way for us to balance that? We do not want favoritism to come through and make the students feel differently about different faculties?
- Dr. Bartlett: I think this discussion needs to happen in September. The issue is policy vs. what the Sophs are being told. What's the difference between a trip to Stratford and extra merchandise?
- It has not been made clear that the 60/40 split is only for the O-Pass funds (and does not include grants).
- **ACTION:** Gwen to make this an item for discussion in the Accessibility Working Group. Can be addresses earlier then September if needed.
- **Main Programming**
 - Talent show and Rick McGhie
 - Sunday Closing – Mud pit for games, human foosball.
- **Comments**
 - Rich: from a risk-management perspective, we have done a lot of fine-tuning and it is possible to make the Sunday Closing event safe.
 - Jared: there is a hose-down area and we can recommend that people bring a change of shoes.
 - Alana: traditionally the residences are prepared with hoses after this event.
 - Jared: I'm a bit concerned about the intensity of events being approved for Sunday. We also need to be aware of the social pressure to attend this event, as it is a specific tradition to Engineering.
 - Rich: I share a lot of Jared's feelings. Additionally, I want to recognize the efforts of Andrea and her team in terms of changing the sometimes problematic culture of this event.
 - It means a lot to the Soph team that this type of event can take place at this time. That is important and I'd like to respect that.

- Considering the alternatives this may be something we permit with conditions. I believe the spirit of the event is positive; we may just need to get creative.
 - Events times are designed to run on a roll-in basis throughout the middle of the day.
 - Dr. Bartlett: last year things happened on Sunday that were not programmed. It has been a huge step forward to get this transparency. Engineering also may be slightly different as Sophs tend to stay connected with FYS all-year round. I'm sure there will be lots of post-discussion on what we can fix, but I believe this is a positive step.
 - Eddy: I think we can work with them in that conditional grey area.
 - Maybe some more time restrictions?
 - We also need to be mindful of what happens before or after the programming events. It would be naïve to think that no programming of this nature would occur if the programming was rejected.
 - Chris: something will happen on Sunday regardless, so we should work with them wherever possible.
 - Doreen: we just need to be clear about why one particular day does not fit anywhere? Basically, we need to regulate the Sunday. It makes sense why Sophs would need to rest, but does that mean no one else can do anything?
 - Cassie: I think the whole thing with any event is: does it have the appropriate outcomes to be an orientation program event?
 - Rich: one of the major reason we avoid Sunday programming is because of the Sophs. We want to give them a day for self-care reasons.
 - What worries me is the social pull, while Sophs may be off the clock, that may not be the case practically. I think Eddy has a point in terms of time restrictions.
I'd hate to deter anyone from programming on this day if it fits their needs.
 - Doreen: maybe we should look at Saturday differently. I think most of these events would make sense on Saturday, but we do not allow the time.
 - **CONSENSUS:** we are okay with an event on the Sunday but we need to work closely with Engineering to figure out logistics.
 - Cassie: should programming take a look at the Saturday?
 - Taryn: It is too late to accommodate that now.
 - Cassie: Alright, so something to structure for next September.
- **Faculty Day Programming**
 - Intros and welcome, Engineering traditions, scavenger hunt, charity BBQ, East Park, team building exercises.
- **Comments**
 - Jared: they addressed a lot of the recommended programming, and hit at least all CAS standards.

- Eddy: Andrea has been working closely with Dr. Bartlett and Lesley. So, the planning is well organized but we do need to be conscious of time considerations. (especially when considering the trip to East Park)
- Alana: I think they should get back in time for dinner, seeing as load-ins happen later that night. Therefore, if they're going to East Park we should require people to get back at 4:00 pm.
- Q: is there an East Park back-up in case of rain.
- A: No.
- Eddy: are we okay with the East-Park trip at the end of Faculty Day?
- Main concern is time constraints, but they have scheduled in time for academics and travel.
- Jared: In terms of the East-Park trip, it is the largest chunk of time spent during the day, and it is roughly 40% of the budget.
 - Mentioned going to East-Park on Thursday.
- Papy: from previous experience I know that programming on Faculty Day can sometimes be rushed.
- Jared: on paper they have met their programming requirements for Faculty Day.
- Dr. Bartlett: logistically it's a challenge to fit everything in with classes going on, as class times vary from student to student.
- [REDACTED] Caitie – perhaps we should do a drop-in event on Thursday or Friday that involves faculty. That way, students can go to the Faculty Day programming but also have additional resources to meet faculty.
- Eddy: should have additional programming for students who cannot make it to East-Park if we decided to move it.
- Summary:
 - Feel comfortable keeping the East Park trip on Wednesday (Faculty Day)
 - We will explore some options; we could potentially move it to Thursday and do additional programming.

Health Science

- **Soph budget** – uniform expenses \$100.10 per Soph. (Rally expenses not included yet)
- **Incoming FYS budget** - 45% on programming and 41.5% spent on merchandise (t-shirts and stickers)
 - In the past we have had issues with stickers – they end up everywhere!
 - Need to re-address the sticker issue.
- **Main Programming**
 - Tri-Sci Dance
 - Has been cleared with Josh
 - Super Student talent show
 - Funds being split between sciences
 - Dodgeball
 - Will be hosted in a Rec Centre gym in case of rain.

- **Faculty Day Programming**

- UC Hill Photo – top of hill (Thames Hall gym if raining)
- Intro
- Super Student talent show auditions.
- Charity lunch
- Mock lecture
- Cheers, walking tours

- **Comments**

- Checklist – hit almost all programming (except meet and greet)
- Gave an in-depth comment on the importance of CAS standards

6. Next Week

- Next meeting is on July 15th from 2:00 – 4:00 pm in UCC conference room 369.
- We will finish covering the Sciences, Music, HBK and Charity approvals.
- Additionally, we have resubmissions from Engineering and Huron on their theme and design.

7. Summary of Key Items

- **ACTION:** Gwen to post online version of the Faculty Day Guide on OWL (currently posted).
- **ACTION:** reach out to HBK and OC as to the time of the live-burn (once finalized) in case they want to join.
- [REDACTED] look into what students compose the main campus O-Pass numbers. Does '105' include transfer students?
- **ACTION:** Jared to find a copy of the "What I Wish I Knew First Year" video and share it with the Approvals Committee.
- [REDACTED] – Josh: call Justin at iFast in regards to delivery prices for FIMS "Nuit Market" event, he will meet the budget we need.
- **ACTION:** Jared to reach out and get more information about the joint FIMS SC event.
- **ACTION:** Gwen to make this an item for discussion in the Accessibility Working Group. Can be addresses earlier then September if needed.
- **CONSENSUS:** we are okay with an event on the Sunday after O-Week but we need to work closely with Engineering to figure out logistics.
- [REDACTED] – Caitie: Perhaps we should do a drop-in event on Thursday or Friday that involves faculty. That way, engineering students can go to the Faculty Day programming but also have additional resources to meet faculty.

8. Adjournment

- The meeting was adjourned at 4:00 pm.