



Western University
Orientation Planning Committee

OPC Meeting

Thursday October 1st, 2015

1:00 pm – 2:30 pm

In Attendance:

Jared Boland	Stef Wisofschi	Lesley Mounteer
Caitie Cheeseman	Papy Abdie	Josh Clark
Rich Caccamo	Chris Alleyne	Tolu Kayode
Anooshae Janmohammad	Peggy Wakabayashi	Courtney McDonald
Eddy Avila	Doreen Vautour	
Taryn Scripnick	Gwen Lowrie-Dennis	
	Folawiyo Laditi	

Regrets:

Hein Ngo	Fabiana Tepedino	Alana Stevenson
Mike Bartlett	Cassie Anton	

Location: UCC conference room 373

Chair: Peggy Wakabayashi and Taryn Scripnick

Call to Order

- The meeting was called to order at 1:00 pm.

Agenda

- For Information
 - Fall Meeting Schedule
 - Orientation Strategic Plan Update

- Faculty Council Finances
- Language Awareness Campaign
- For Discussion
 - Orientation Coordinator Selection
 - Important Dates 2016
 - All-Soph Town Hall
 - Orientation Assessment

Comments from the Co-Chairs

- Taryn welcomed the group back and noted that O-Week ran very smoothly.
- The O-Week survey is still out and it closes Sunday (October 4th), although the deadline is flexible.
- Peggy gave a special thanks to all the student leaders, noting that she saw strong leadership and that participants were very in touch with student needs.

For Information

OPC Fall Schedule

- The OPC fall schedule has been sent out to all members and is posted on the OPC OWL site.

Orientation Strategic Plan Update

- The OSP Committee holds meetings on a regular basis and has created vision, purpose, value and outcome statements which outline the goals of Western's Orientation.
- Rick Ezekiel is working to synthesize some of the data that has come forth from the OSP Summit (the Orientation value statements are a product of a multi-voting exercise from the OSP Summit) and Rick is currently working on phrases to represent each value.
- The Committee has decided on a focus group format, which will focus around a 'think big' model. Questions for focus groups have been developed, and the next step is scheduling, followed by more data collection.
- **ACTION:** Gwen to circulate Orientation Strategic Plan outline and VPVO (vision, purpose, values and outcomes) after value statements are completed.
- **Clarification:** Rick currently has a list of potential focus group facilitators, if any OPC member would like to help facilitate OSP focus groups please reach out to Rick (fezekie@uwo.ca).

Faculty Council Finances

- Taryn noted that faculty councils are struggling with deficits, and have been unable to cover the cost of O-Week programming despite it being allowed for in their budgets.

- [REDACTED] Jonathan English to speak with OPC about budgeting and the USC bridge financing that went on this year.
- **CONSENSUS** Jonathan English will be invited to an upcoming OPC meeting to discuss faculty council financing.
- Q: Caitie asked if the faculty council presidents were aware of the deficits.
- A: Leslie clarified that faculty council presidents were unaware of when they would receive money from O-Pass sales.
- **Clarification:** The first 80% of O-Pass sale revenues are distributed in October and the rest is given out in April, therefore USC bridge financed some of the costs.
- Taryn notified the group that Carrie Passi (USC) will have the budget reconciliation ready in early November (as opposed to October) due to the complications with the new O-Pass payment system and faculty financing.
- **ACTION:** Taryn will reach out to Carrie Passi and Jonathan English to attend an upcoming OPC meeting.

For Discussion

Orientation Coordinator Selection

- The OCO job description has been updated and is posted on the OPC OWL page.
- **ACTION:** Rich will circulate the ID number for the OCO job posting to OPC.
- The due date to submit an application for the OCO position is next Friday October 9th.
- Interviews will be scheduled for the following week (week after thanksgiving).
- Peggy noted that she will be away for interviews and that a designate can come in her place.
- Rich and Eddy will work on a transition schedule for the new Orientation Coordinator, and OPC should expect emails about transition meetings with the new employee.

Important Dates

- Rich noted that he added a number of new dates to the Important Dates 2016 document to include as much information about the upcoming year as possible.
- Rich noted changes to the selections protocol to make time for the assessment of conflicts of interest.
- Additionally, in the selections guidelines, a 5 day minimum window to review conflicts of interest has now been stipulated.
- New specific training dates for constituencies have been added.
- Rich noted that Good Friday was slightly disruptive to the schedule, therefore there will only be one Spring Soph Orientation Day.
- The 2 groups for Soph Retreats are the same, but the date has been moved to a slightly later date.

- Review and approval dates have been added to the Important Dates document, which include video and cheer submissions.
- Rich reminded the group to bring any additions and amendments to the Important Dates 2016 document forward, as there is no immediate rush to post it.
- Jared noted the June 12-19th timeframe under the review and approvals section, with concerns that there would not be enough time to provide feedback to constituencies within that length of time.
- Rich noted that June 12th was just a check-in date, not the final submission date for video and cheers.
- [REDACTED] Peggy recommended adding in a description of the review and approvals timeline (in the Important Dates document) between July 20th and 27th in order to clarify the process.
- Caitie noted that some students are worried about Head Soph interviews conflicting with their class schedules.
- Jared noted that he has not received any feedback about this from Head Sophs.
- Caitie noted that students prefer the old model where selections begin in January, due to exams and essays throughout November.
- Peggy noted that we try to give students the widest choice possible but that we use a 'work-back model' to decide on the timeline required to get programming in place before Orientation Week.
- Papy noted that she agreed with the early selections process, as it helps get students oriented in their position long before Orientation Week.
- [REDACTED] compile a list that will clearly guide Head Sophs and leadership teams through the yearly process of Orientation, including selection timelines.
- **ACTION:** OPC to send Important Dates 2016 feedback to Rich this week and a revised copy of the document will be sent out prior to the OCO application being due date on October 9th.

All-Soph Town Hall

- Rich noted that the Soph Town Hall initiative is being undertaken to collect Soph feedback and concerns post O-Week.
- The All-Soph Town Hall will be held next Tuesday October 6th from 4:30pm-6:30pm and it will occur as a drop-in event.
- Hope to give students the opportunity to provide feedback on the process of OPC and how they were communicated with. Rich noted that the goal was to separate the conversation about process from the concerns surrounding the uniform policy amendment specifically.

- Decided to focus All-Soph Town Hall on the broader process piece, although the uniform guidelines will be addressed, the issue of uniforms and process should not be addressed at the same time.
- Rich noted that the meeting will be in UCC 226. Tolu, Papy and Jared volunteered to be a part of it.
- Tolu noted that the biggest concern he has heard amongst Sophs was the comment that their voices need to be heard.
- Tolu recommended formulating a strategy to continue receiving Soph feedback.
- Rich noted that a Head Soph town hall meeting is also scheduled, and that communication will be addressed.
- Jared noted that councils are also interested in attending this event, noting that he felt the program was designed for Soph feedback specifically.
- Rich noted that he is not sure about making this an exclusive event, noting that all feedback will be welcomed as long as it is respectful.
- Stef asked if Sophs will be notified that the upcoming town hall is focusing mostly on the process of OPC.
- Peggy noted that before the town hall meeting, OPC should reach out to individual groups to try and set aside specific time for them to talk about uniform guidelines. She noted that OPC needs to provide students with concrete timelines and mechanisms for feedback.
- [REDACTED] Peggy noted that OPC should put together a schedule of desired dates and have Sophs fill-out a time that works for them to discuss uniform guidelines.
- [REDACTED] Caitie recommended that the All-Soph Town Hall location be changed to somewhere more visible, such as the Mustang Lounge.
- [REDACTED] Papy recommended having the Head Soph Town Hall first, so that there is a smaller group present to work on issues with, and this reconciliation can then be passed on to Soph teams.
- Taryn noted she is concerned about having an emotionally charged meeting, and that having the Head Soph meeting prior to the All-Soph meeting may help avoid this.
- Caitie agreed.
- Rich expressed concern that this approach will be viewed as delaying Soph feedback further, and that an emotionally charged conversation may not be detrimental.
- It was noted that the design of the meeting will structure the content more than the timing.
- Rich noted that process was an important topic, as it is how OPC comes to all its decisions.
- [REDACTED] Peggy recommended formulating a meeting outline which first specifies what OPC has heard to date, and then takes some time to brainstorm additional

- topics. Peggy noted that as long as OPC is straight forward, it will be easier to move forward.
- Doreen noted that Sophs can help brainstorm next steps during the town hall, and that it is important to focus on solutions versus issues.
 - [REDACTED] Peggy recommended visually putting concerns that OPC has had to date on a board to facilitate discussion during the upcoming all-Soph Town Hall meeting.
 - Rich noted that the date of the All-Soph Town Hall can be pushed to October 13th or the week after Thanksgiving. The Head Soph Town Hall meeting is scheduled for October 19th.
 - Leslie noted that OPC should release the date of the All-Soph Town Hall meeting as soon as possible.
 - [REDACTED] Peggy recommended spending part of the All-Soph Town Hall on the uniform guidelines and part of the time on due-process. A follow-up may need to be rescheduled.
 - Doreen suggested that the emotional part of the conversation should be put on the table first.
 - Peggy noted she could bring in a facilitator from human resources, and that each group will be given time to state their argument and rationale.
 - **CONSENSUS:** The Head Soph Town Hall has been moved to October 13th with All-Soph Town Hall to follow on October 19th.
 - **CONSENSUS:** OPC will reach out to Soph teams to book additional meetings (beyond Soph Town Hall) to discuss further concerns.
 - [REDACTED] Rick Ezekiel can facilitate the All-Soph Town Hall.
 - **ACTION:** Peggy to look into a facilitator for All-Soph Town Hall.
 - [REDACTED] Caitie recommended extending the Head Soph Town Hall meeting to leadership teams.
 - **CONSENSUS:** The specific structure of upcoming Soph Town Hall meetings will be worked out offline.

Orientation Assessment

- Rich noted that this point was about deciding what groups we would like to reach out to in order to get feedback from campus partners associated with Orientation. In particular in regards to new initiatives such as open houses and the new O-Pass distribution.
- Jared noted that he created a type-form for Open Houses and O-Month presentations and will begin collecting feedback.
- [REDACTED] Peggy recommended going through a list of Orientation Summit participants and reaching out for post-O-Week feedback.

- [REDACTED] Taryn recommended reconvening the O-Pass Working Group in order to debrief the O-Pass distribution process for Orientation Week.
- Rich and Gwen will be working on a debrief of Orientation Week 2015 findings. Approximately 1000 students have responded to the survey, which is consistent with previous years.
- Rich noted that a campus-wide email has been sent out about the survey, as well as 2 Guidebook push notifications.
- **ACTION:** Rich to circulate the Orientation Week 2015 Survey to OPC in order for members to circulate it to their constituencies.
- [REDACTED] Chris suggested garnering feedback about Orientation clothing.
- **CONSENSUS:** A small meeting will be arranged with the Bookstore offline to debrief Orientation clothing.

New Business

- Papy and her team have completed Language Awareness Campaign resources that were circulated to OPC post-meeting.
- https://www.facebook.com/Western-Orientations-Language-Awareness-Campaign-758119224311404/timeline/?ref=aymt_homepage_panel

Next Meeting

- The next meeting will be held on October 15th from 1:00 pm – 2:30 pm in UCC conference room 373.

Adjournment

- The meeting was adjourned at 2:30 pm.

Summary of Key Items

- **ACTION:** Gwen to circulate Orientation Strategic Plan outline and VPVO (vision, purpose, values and outcomes) after value statements are completed.
- **ACTION:** Taryn will reach out to Carrie Passi and Jonathan English to attend an upcoming OPC meeting.
- **ACTION:** Rich will circulate the ID number for the OCO job posting to OPC.
- **ACTION:** OPC to send Important Dates 2016 feedback to Rich this week and a revised copy of the document will be sent out prior to the OCO application being due date on October 9th.
- **ACTION:** Peggy to look into a facilitator for All-Soph Town Hall.
- **ACTION:** Rich to circulate the Orientation Week 2015 Survey to OPC in order for members to circulate it to their constituencies.

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- [REDACTED] Peggy recommended adding in a description of the review and approvals timeline (in the Important Dates document) between July 20th and 27th in order to clarify the process.
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