Meeting Minutes

Present: Shannon Sterling, Ella Wong, Joshua Robertson, Winnie Pang, Tracey Rollins, Joey Cheng, Kait Hazzard, Tannis Peterson, Jamil Rhajiak, Coby Thurmeier, Emily Wyatt, Margot Bell, Ruth Kwok, Tanja Bergen, and Amy Vozel

Regrets: Geoff Anderson

Date: October 5th, 2011

Time: 11:00am-12:30pm

Location: CSI Boardroom

Meeting commenced: 11:05am

Agenda Item: Introduction   **Presenter**: Shannon
Discussion:
- Welcome back to OPC
- Thank you for everyone's work around the table on the Orientations programs of 2011
- Looking forward to a dialogue today about 2011 and moving ahead to 2012

Agenda Item: Looking Back – Structure of Imagine Day   **Presenter**: Shannon
Discussion:
I.   SSW/Campus Tour/Lunch
- LFS: Lunch too short and Squad Leaders felt campus tour could be shortened
- Arts: Open to ideas on improving half squad structure
     - It was confusing for squad leaders this year
     - Does this mean 20 more squad leaders to support this structure?
     - First year students arriving late, didn't always know where they should be going
- Was smaller SSW impact worth the half squads?
     - Arts: Overall feedback was good on smaller squads in SSW
     - Arts & Science: Lunch when it worked – it worked, groups were able to eat in smaller pods with O-profs
          - Need to find solution to make it work better for lunch deliveries
- SSW/Campus Tour Length:
     - Engineering: in morning without lunch was too long (for the O-profs and students presenting), but structure worked well in the afternoon with the lunch
     - Arts: Loved 90 min SSWs (even with no lunch)
     - Science: 90 min timeslot ideal for Science, smaller groups for SSW were good
II.   General Schedule Feedback
- Engineering: Splitting squads most part worked → some communication fixes needed
     - Would prefer:
          - SSWs back to back (for O-profs)
          - MTD to be first thing in the morning

- Arts is interested in exploring the opportunity of having MTD in one location at one time
    - Spaces?
- Possibility to start Science day later (long and overwhelming day for students)
    - Where to shave time off
        - TME: going to it from 4-5?

III. Meet the Dean

- LFS: MTD session mimics LFS 100 course, perhaps incorporate it into breakfast next year
    - Example in KIN → mix and mingle for director
- Importance and purpose of Meet the Dean?
    - Words of wisdom from faculty reps and undergraduate societies
    - Introduction to the faculty
- Value of hour worth of traffic for half an hour of sitting

Action Items:
- Central Orientations to look at feedback of schedule from 2011 when planning starts for 2012 schedule
- Faculties SD staff to discuss Meet the Dean sessions with their faculties

Agenda Item: **UBCevents**   **Presenter**: Shannon & Jamil
Discussion:
I. Intro: UBCevents Orientations view
- Making it more robust in the future integrating Jumpstart, GALA

II. MUG Leader Profiles
- Can ML submit profiles as part of the application with some monitoring
- Take photos at March training
- Incorporate the profile as a job requirement – turn it into a "have-to"

III. Transfer Student Programming:
- Worked really well for Arts, transfer students registering on the website

IV. Look & Feel:
- Engineering: Looked great – department reps could input their own information, streamlined work

V. Is it going to be changed next year?
- Jamil: It changed in 2011 to meet feedback from previous years
    - 2011 site was more automated
    - Visually should be the same

VI. General Feedback
- Great feedback from department representatives and students
- Positive: Deadlines being pushed up for submissions for the site to be ready to be launched
- Coby: didn't get any major concerns about the website

- For lost students, master list was useful for day of SRIS phone calls
- Margot: MacInnes Field in morning of Imagine: used to be slammed with people who were unsure, saw a lot of students on their phone looking up UBCevents
    - It got them part way (ie. to the general area of campus), Welcome Team could be in general vicinity of morning meeting areas to guide them to precise locations and check where they should be going
- Science: In the field, disorganized
    - In 2012 spray-painting field to demarcate exact areas
    - <1% didn't look at the e-mail = lost students
    - How to draw people into looking into e-mail
        - Have limitations to the first year Imagine e-mail, have to use plain text formatting due to SISC, that's why we push people to go to UBCevents and keep the e-mail short

VII. UBCevents 2012
- Where will the site live?
    - Jamil: That site can live anywhere
        - students.ubc.ca to be redesigned for Sept 2012
        - Will Orientations view sit there? Orientations view can have front page content sitting anywhere, but content still being drawn from UBCevents
- GALA & Jump Start: Maybe one international orientation next year
    - Could UBCevents be used for individualized 300 students' schedule?

Agenda Item: Communication with Leaders   **Presenter**: Shannon
Discussion:
I.   Introduction:
- Multiple program involvement and challenges
- Thinking of Squad Leaders, faculty contacts, MUG leaders
II. Jump Start Leaders
- Last minute things that Squad Leaders asked them to attend that they couldn't be at
III. O-team E-mails
- Things to look at:
    - Value of content – the why
    - Timeliness
    - Updates when appropriate
IV. Feedback:
- Arts: Tracking system worked really well
    - Being able to check to see what communication was going out to MUG Leaders from Squad leaders was helpful

- ▪ Helpful to keep them accountable
- ▪ Allowed regular accessibility from leaders to SD → they knew could reach someone in SD arts
- ▪ Hard for leaders to filter through all the e-mails, sometimes details were lost
- Engineering: Role covered in training days for MUG Leaders, they didn't miss a lot of communication in the summer
  - o More intentional for Squad Leaders in the summer as a group
  - o Priority is to engage Squad Leaders in the summer
  - o For Engineering, it is a one day volunteer opportunity for MUG Leaders
- Science: For MUG Leaders, summer communication is important as it's a first term commitment
  - o Squad Leaders - they didn't know what to send on to their MUG Leaders
  - o Structure of Science programming: constant stream of communication to Squad Leaders
- Suggestions for 2012
  - o Newsletter: Specific to Imagine & GALA – link to interested in other opportunities, help to make sure content is relevant
  - o Face to face vs. online – Skype meetings with MUG Leaders over the summer
    - ▪ Provide community
    - ▪ Communication could also live somewhere else outside of Skype
      - • ie. Wimba- Squad Leader can be moderator, content saved and posted somewhere, time zones can be factored in
  - o Common e-mail address similar to imagine.info@ubc.ca for faculties
  - o Wiki for student leaders – training? How to we make Wiki more accessible for everyone?

Agenda Item: Leader Training   **Presenter**: Shannon
Discussion:
  I.   Feedback:
- Arts: A lot of the feedback: too long, but what to cut?
  - o Suggestion: Squad Leader training condense into Monday
  - o Two summers ago, Arts & Science did training over the summer
    - ▪ Looking back at that and then something after Imagine to understand their role post-Imagine?
- Repetition of training workshops (ie. Active listening) – Jump Start, IPP, Residence Life, Peer Programs
  - o Teambuilding parts important as each program they are involved in will have different teams
  - o Suggestion: Passport for workshops for common workshops in all programs
- Jump Start – New idea of returners playing role in developing training

- Engineering – half day for PD, good amount of time for leaders, unless role changes
  - Better communication for training needed
  - Under impression Monday was optional, but needed a staff member there to facilitate the faculty specific time
    - Could have communicated it better on what the faculty role is on logistics day
    - Could set up Squad Leaders to lead the faculty specific time better – ie. have names of all the MUGs
      - Didn't know to prep Squad Leaders to take the lead role
- Getting to see the pieces of training when you're not there with the Squad Leader
  - Leaders had feedback receiving overlapping information – better articulation of their role
  - Training PowerPoint went out this year ahead of time – could go out earlier next year
  - Would be good to know the big picture of everything that is covered in training
- Culture shift for leaders as returning leaders graduate and leave, expectations will change
  - How to manage leaders' expectations of training
  - A lot of students who said they couldn't attend PD were returning ML
  - New ML's tended to be aware of the Professional Development training day
- Every faculty is different – a clear purpose of each training day is needed to frame it accordingly for leaders
  - Faculty specific time for Squad Leaders was beneficial
- How do we balance logistics of running the training weekend and programming?
- Accountability: setting expectations for leaders → when they communicate to faculties that they can't make it to training

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Agenda Item: OPC Needs Assessment   **Presenter**: Shannon
Discussion:
  I.   In 2011
- Started in January
- Introduced wiki
 II.   What worked? What didn't? What would you like to see this year?
- Ella, Kait, Coby: How do we make the meetings beneficial for you?
  - Sending meeting agendas ahead of time makes it helpful to know when to opt-out of coming
  - Gathering of information was valuable so respective units know what is going on with Orientations
- Wiki was useful in the beginning
  - Helpful to have minutes posted on one place
  - Department buy-in to it is harder

- o It is a growing project
  - o It is a tool to help OPC be more transparent in our planning process
  - o Could use more clarity around what kind of information needs to be on it
    - Key training, schedules, numbers
    - Suggestion to upload everything after Imagine, and have another Wiki training after Imagine
- Thoughts around meetings:
  - o Schedule – every two weeks seems to work for everyone
  - o In first term, meet only a few times (ie. before first BOO meeting)
- Reporting back to students
  - o Perhaps to have room in BOO meetings to discuss in OPC
    - Understanding the full scope of what goes into planning Orientations
    - Knowledge that committee exists
    - Transparent and context for Squad Leaders
- Student voice at the table
  - o Co-op students
  - o UBCevents student staff
  - o O-team member
- OPC would like minutes to come sooner, agenda coming earlier
  - o Tentative agenda for whole year is useful to know when you need to be at the table

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Agenda Item: Imagine More   **Presenter**: Margot
Discussion:
- Imagine/Jump Start/GALA ➔ Imagine More – transition program
  - o Emerging Leaders on hold for this year, resource heavy, not a lot of students made use of the program
- Science, Arts, Kin looked at leveraging MUG Leader role into something that extended past Imagine Day
- ASIST BPR: Summer orientation & "flocks"
  - o Goals: More effective transition
- At a strategic point in time (point of admission or registration) - Connect group of students as a cohort with staff/faculty before they got here
- Committee exists to discuss – what might it start to look like, how do we look at the student experience in the long-term
- Commitment to service: Enrollment Services – staff person connected to student for whole duration of degree, high level staff members to interface with students
  - o Aiming to be in place for summer 2012
  - o How do we connect student leaders and integrate to create the student experience?

- ■ ie. RAs connecting in
- One page document → broadly consultation to students, staff, OPC, faculty by end of next week
    - o Janet Teasdale presenting it to Committee of Deans
    - o Communication going out to associate deans as well
    - o If faculty contacts have staff in their department that this document should be circulated to, please let Margot know
- Commuter students – taking a look at the collegiums
- Aiming to thread the transition program into the existing bones of programs already in place and build on that

Moving into Imagine More:

- Squad Leader position descriptions posted will be changed after it's posted
- The posted position will be more "vague" but still be a relevant position description for Squad Leaders
- When offers are made, changes in position will be presented to them

Action Items: Faculty OPC members to pass on names of contacts to be a part of the Imagine More document consultation process to Margot.
Joey to circulate position description for Squad Leaders.

Other Business:
- Items to be circulated electronically- Squad Leader Check-Out Survey, Squad Leader recruitment timeline and draft of BOO Crew year at-a-glance
- Faculty OPC members to provide feedback on surveys to Joey

Meeting adjourned: 12:35pm