



Orientations Planning Committee Meeting Minutes

Present: Margot, Joey, Robyn, Jamil, Ruth, Sara, Geoff, Woo, Ella, Tracey, Janet, Tannis, Emily, Coby, Derek, Courtney, Tanja
Regrets: Kait, Pam, Jeremy, Winnie, Shannon
Special Guests: Alyssa Koehn
Date: June 15, 2011
Time: 11.00
Location: CSI Boardroom

Meeting commenced: 11.00

Agenda Item: AMS Firstweek

Presenter: Alyssa

1. Firstweek Goals
 - a) Positively brand the student society
 - b) Get AMS clubs involved
 - c) Run on budget
2. Program
 - a) To start on Saturday, September 3rd
 - b) Usual events (Ikea, Welcome Back Barbecue, Bookstore Discount, Movie Night, Pool Party, Firstweek Carnival, Improv, Shinerama)
 - c) Looking to host Japadog
 - d) "Faculty Cup"
 - i. Competing for your faculty in dodge ball and other games
 - ii. Idea: "Constituency Crawl" – each faculty hosts an event, attendees rove between constituencies
3. Are there opportunities for collaborating with AMS Firstweek?
 - a) Events and opportunities will evolve as the summer goes on – be open and communicate
 - b) Is there a way that we can have a 'spirit' winner (faculty) on the day of IMAGINE? To be awarded at the Pep rally?
 - c) Integrate Firstweek's philanthropy events with IMAGINE ("Penny Wars" supported by IMAGINE events and marketed, Shinerama marketing, using the Football game to support "Penny Wars" and Shinerama)
 - d) Present AMS Firstweek events as something to be sought after during Pep when you have everyone's attention
 - i. Put it on a pedestal? – literally (in terms of a Faculty Cup) and figuratively
 - e) Show archival pictures of "Faculty Cup" or of UBC Firstweek or UBC's general history at the Pep Rally
 - f) "Zombies vs. Humans" Game – market via IMAGINE



- g) Include AMS programming in with departmental program calendars
- h) Ask AMS Executives to attend Faculty Lunches on day of IMAGINE – messaging and awareness of the AMS
- 4. Continuing Students Orientations – Upper Years
 - a) Could the AMS host a ‘campus chase’ for upper year students on IMAGINE?
 - i. When: Around Pep Rally time – bring continuing students back onto campus for that day, connect them with resources around campus
 - ii. Could each faculty have a station?
 - iii. Students self direct – find clues to direct to next places
 - Last clue could be at an AMS Firstweek event
 - CSI, Ladha, etc. could be incorporated
 - Digital Signage could be in there, i.e. QR Codes
- 5. Final Remarks
 - a) This should be a seamless event for students as they come onto campus. Purposeful programming for student needs.
 - b) “This table is available to you.” – be willing to brainstorm with AMS and coordinate events

Action Items:

Alyssa: Discuss OPC meeting with Jeremy, come back to us if needed for brainstorming/collaboration.

Agenda Item: Leader Development 2011

Presenters: Derek and Joey

- 1. Presentation available on OPC Wiki (June 15 – Leader Training Outline PDF)
- 2. Overview – MUG Leader Training Outline
 - a) Purpose: To set the format of the MUG leader development days happening on September 4 and 5.
 - i. Sep 4 – MUG Development Day (program outlined below)
 - ii. Sep 5 – IMAGINE Logistics run-through: To be very similar to last year’s training day for MUG Leaders
 - b) This serves as an opportunity for the committee to ask questions
 - c) The minutes from the meeting will serve as the map to steer the development of the program until July 1st
- 3. Timeline
 - a) **July 1** – framework presentations will be sent to the faculties for faculty-specific customization
 - i. The O-team contribution to the program will be complete after July 1
- 4. The Leader Development Training Sessions (September 4)
 - a) Schedule
 - i. Schedule will be flexible for the faculty – your choice as to timing of each session
 - ii. Three sessions: Facilitation, Coaching, Group Management and Inclusivity



- b) Staffing
 - i. Squad Leaders and SD Staff will be responsible for facilitating the sessions for the MUG leaders
 - ii. O-Team will assist faculties with fewer staff and Squad Leaders
 - c) Facilitation
 - i. Techniques of facilitating groups
 - ii. Identifying group needs
 - d) Coaching
 - i. Determining needs of students and communicating campus/faculty specific resources to meet determined needs
 - e) Group Management and Inclusivity
 - i. Respectful Environment, as outlined by Place and Promise
 - ii. Opening minds – making students aware of differing backgrounds, catering to individual needs
 - iii. Adapting icebreakers/activities to make people more comfortable/accommodate special needs
 - f) Locations
 - i. Arts – Buchanan Classrooms
 - ii. Eng – Kaiser 2020, 2030
 - iii. Sci – Biol 2000 or Hebb Theatre
 - iv. For – Forest Sciences Lecture Theatre
 - v. Sauder – HA 098 and breakout rooms
 - vi. Kin – War 100, Classroom 206 & 208
 - g) Lunch
 - i. Shannon and Joey – Follow up with funding details for Faculties
 - ii. Lunches will be held in each faculties' area on September 4th
5. Things that faculties want to see...
- a) Typical transition needs of the group/student life cycle
 - b) Address the question: "Why are we holding their hands?" via SD Theory
 - c) Logical flow between Sep 4 and 5 schedules – integration (No doubling up, sensible.)
 - d) Birds-eye view – leader training outlines for Sep 3-5 (How do they work together?)
 - e) Potential for the 2nd day to be short

Action Items:

- 1. O-Team: Develop content for July 1**
- 2. Bowen: Book rooms for training based on room outline above,**
- 3. Faculties: Let Derek/O-Team know if there are pieces already developed that can be used for PD and send room requests and time updates ASAP to Bowen (if different or not included above)**

Any Other Business?

Meeting adjourned: 12.05