Academic Calendar Implementation Group
Orientation & Transition Subgroup

Terms of Reference & Standing Orders

The Terms of Reference of the Academic Calendar Implementation Group (ACIG) provide for the establishment of an Orientation Subgroup.

Reporting to the ACIG, the Orientation & Transition Subgroup is charged with:

- Examining how changes to the calendar might impact on orientation and transition to first year.

- Devising and overseeing implementation of a revised orientation and transition programme in the context of the revised academic calendar, that is in keeping with best practice, with a clear emphasis on transition and more effective intergration of first year students into University life.

- Escalating matters which require decision and/or approval to the ACIG or normal decision making structures, as appropriate.

- Ensuring that revisions to timelines and/or processes associated with orientation and the transition programme are communicated to relevant stakeholders through appropriate channels/mechanisms.

To this end, the Subgroup will:

- In consultation with relevant stakeholders, and in the context of the agreed scope of implementation, establish deliverables and related time frames for inclusion in the ACIG Implementation Project Plan.
- Monitor on progress against agreed deliverables, reporting on same to the ACIG.
- Identify and highlight any interdependencies not identified in the ACIG Implementation Project Plan.
- Highlight any risks or issues that could impact implementation to the ACIG.
- Take account of developments and decisions associated with the revised Academic Calendar.
- To the extent that they are relevant, take account of developments associated with other change projects of relevance (SIS, HCI, ECIU etc).
- Give due regard to the alignment of orientation with registration and fee payment process.
- Following the implementation of a revised orientation and transition programme, provide a summative report to the ACIG.

Membership

Chaired by the Director of Student Support and Development, membership of the Subgroup comprises:

- Director of Student Support and Development (Chair)
- 1 further representative from Student Support and Development
- 1 representative from each of the five Faculties
- 1 Open Education representative
- 1 Registry representative
- 1 Fees representative
- 1 International Office representative
- 1 Office of Student Life representative
- 1 Graduate Studies Office representative
- 1 Information Systems Services (ISS) representative
- 1 Library representative
- 1 Member of staff of the OVPAA, Secretary

In addition, the Chairperson may decide to temporarily co-opt representatives from other units/areas to contribute to specific matters under consideration by the Subgroup.

Frequency of meetings

The Subgroup will meet on a monthly basis, the schedule of meetings to be agreed at the Subgroup's first meeting and any additional meeting dates that might be required to be agreed by the Subgroup in advance. It is anticipated that the life-time of the Subgroup will extend beyond the orientation programme for 2021-22.

Documentation

The agenda and related documentation will be circulated 5 days in advance of each meeting.

Notes and actions will be drafted by the Secretary following each meeting for approval by the Subgroup at its subsequent meeting.

Decision-making

To the greatest extent possible, decision-making will reflect the consensus of the Subgroup. In exceptional circumstances, where consensus cannot be achieved, relevant matters will be escalated to the ACIG.

Role of representative members

Representative members will:
- To the extent that it is inherent to their role and/or deemed appropriate by their Dean/line manager, lead on implementation within their respective Faculty or unit;

- Act as a conduit between the Subgroup and their respective Faculty or unit, ensuring that relevant actions are communicated to and progressed within their respective areas and that challenges and/or issues identified in their respective areas are brought to the attention of the Subgroup when identified;
- Reflect the views of their respective areas rather than their individual / personal views.

End.