



Learning and Teaching Committee Orientation Sub-Committee

The Faculty Orientation Sub-Committee is a standing sub-committee of the Faculty Learning and Teaching Committee. The Sub-Committee reports to the Learning and Teaching Committee and has responsibility for planning, organising and evaluating Faculty orientation programs for commencing undergraduate and postgraduate coursework students.

Terms of Reference

1. Develop orientation events with a program focus as needed to welcome commencing UG and PG coursework students
2. Liaise with the UG and PG Associate Deans, and program directors and PG disciplinary coordinators as necessary, to plan effective orientation programs
3. Liaise with OLT in regard to other related support events and materials (eg. Orientation Handbook, Transition activities) and communication
4. Incorporate feedback on past events into the refined content and style for the orientation programs
5. Source appropriate staff and student presenters and panel members
6. Provide a report to GSB, USB and LTC each semester, or as required, on the effectiveness of the program activities and other major developments (eg. new events; expanded focus)
7. Chair to seek approval from the Director of OLT prior to any financial expenditure and provide a financial acquittal.
8. Engage actively with USB, GSB and LTC, and monitor other orientation programs beyond the Faculty, to seek ideas for continuous improvement

Membership

Associate Dean (PGCW)
Associate Dean (UG)
OLT Director
GSB representative
USB representative
OLT Peer Mentoring Program Coordinator
Events Co-ordinator
SIO representative
ISSU representative
SRG representative