Orientation Planning Summit:

March 2010

Purpose: To begin together campus orientation presenters and other stake holders to create intentional, engaging student development focused presentations for new students and their parents

1. Overview of the planning session/why we are here—James **12:00-12:05 pm**

2. Setting the stage of success: the importance of Orientation-Charles **12:05-12:35 pm**
    a. "One presentation multiple voices"
    b. The importance of orientation

3. Lunch: **12:35-1:00 pm**

4. Updates for 2010 **1:00-1:15 pm**
    a. Orientation Dates: James
    b. The Den Concept and involvement of orientation leader student staff: Jason Juarez
    c. Our Theme: Students: Transition to success Parents/Guests: Partners in Transition Jan Zarate
        i. Key Messages
            1. We care about you and your success here.
            2. Transition is a process that begins with orientation and continues throughout your first year; highlight the differences between high school and college to help them anticipate the changes in responsibility, their environment, and academics
            3. You will be successful if you make wise choices that align with your goals and utilize resources available.
    d. Transfer student Orientation July 27—James
        i. Previous dates reserved for first year students only
        ii. Transfers are strongly encouraged to attend this date specially designed for them. If they cannot they may attend July 30 or August 6 dates with first year students.
    e. Spanish Speaker orientation for parents/guests (concurrent to regular parents and student sessions) Friday, July 16th
    f. Scheduling notes/example. For planning purposes only.

5. Planning Time: Today's expectations and goals **1:15-2:50 pm**
    a. Select recorder, facilitator, time keeper roles (see role definitions on page 2)
    b. Brainstorm: What are the needs of students/transfers/parents
        i. What do they need to know to get started?
        ii. Do these needs require cross-departmental collaborations/messaging?
    c. Develop ways of engaging the audience, using our story, thinking about the needs of participants, specifically first year students, first generation parents, transfer students, and transfer student guests.
    d. Develop objectives: What will participants learn as result of our presentation?
    e. Plan ways of including orientation student staff input and participation

f. Draft a 1st outline of student, parent and, if time allows, transfer sessions
g. Arrange 3 meeting times between now and the end of the semester and a additional 4th meeting in late June/July. (See Proposed Planning Timeline) Think about you can incorporate Orientation Leaders in these meetings after April 1st
h. Provide James with a copy of your notes and meeting times

6. Questions/Comments/Concerns: **2:50-3:00 pm**

Roles:

Recorder: takes notes, sends notes and prepares draft outlines
Facilitator: reports progress periodically to James and committee, serves as the contact and facilitator for involvement of student leaders in the group:
Timekeeper: keeps group moving along towards goals above

My Notes/Next Steps: