Strategic Initiative Task Force
Communicating Clear Curricular Pathways Subcommittee

1. **Name of the project and/or proposed action?**
   Name
   - Review Structure and Delivery of Orientation
   Proposed Actions
   - Convene a small task force in the spring semester consisting of key campus partners currently responsible for orientation. The charge is to do a top to bottom review of orientation's structure and delivery and to determine what type of orientation program structure is best suited for CI. The goal of this review to ensure that we have an orientation program whose primary responsibility is to communicate clear curricular pathways for new students, that leads to increased retention and timely degree completion, and that has reliable registration data for scheduling purposes.

2. **Who (person, unit, etc.) will be responsible for implementing, tracking, and evaluating this project?**
   - Task force to be determined by Strategic Task Force Steering Committee
   - Proposed membership of this task force is:
     i. One person from Advising
     ii. One person from Records
     iii. Two people from Student Affairs (to be determined by SA)
     iv. One faculty member

3. **What population or populations of students does it serve to impact?**
   - All undergraduate students (excluding Extended University students)

4. **Implementation timeline?**
   - November 2017 – Establish membership of the taskforce
   - December 2017-June 2018 – Meet to review orientation structure and delivery
   - June/July 2018 – Present recommendations to Provost and VP for Student Affairs
   - December 2018 – Pilot recommended changes with Spring transfer orientation
   - January-April 2019 – Make adjustments to structure and delivery of orientation based on feedback from December orientation
   - Summer 2019 – Implement recommended orientation structure and delivery for all new incoming students

5. **What is the data and/or evidence we will examine to gauge the effectiveness of the project or action?**
   - We will look at student satisfaction surveys both immediately after orientation and throughout the first year to determine if the material during orientation effectively prepared them. We will also look at retention measures such as

      i. Year-to-year retention
      ii. Time to degree
      iii. Number of units taken per semester/year
      iv. Change in number of units at beginning of semester and census

6. **Is the project and/or proposal scalable if it is successful?**
   - Scalability does not necessarily apply here because orientation already exists and is required of all students. However, embedded into the proposal is a pilot phase where we will implement recommended changes in the December 2018 orientation for which is only for transfers and which serves less students than summer transfer orientations. Based on feedback here will make adjustments so that we can implement changes in the summer 2019 orientations.

7. **What groups and/or individuals provided input during the development of these proposals?**
   - We sought input from various stakeholders which included faculty (faculty advisors, chairs, and other instructional faculty), Academic Affairs and Student Affairs administrators, student service professionals, and students. This resulted in the recognition that 1) a top to bottom review of what orientation means is necessary, and 2) that Student Affairs staff currently responsible for orientation need to be involved in this discussion.

8. **How should the project and/or proposal be communicated to the university as a whole?**
   - As this does not impact current students and new students are not aware of previous practices, the need for communication to them is minimal. If the task force changes the structure and delivery of orientation significantly in a way that impacts faculty and staff, we will communicate these changes to the relevant parties first before the December 2018 orientation and then again before the summer 2019 orientations.