



Senate Operations Review Committee
Report to Senate – Meeting of October 23, 2008
Proposed Revisions to the Terms of Reference and Composition of the
Senate Orientation Activities Review Board

Introduction

The proposal to amend the terms of reference and composition of the Senate Orientation Activities Review Board (SOARB) was reviewed by the Senate Operations Review Committee (SORC) at its meeting on October 9, 2008. J. Jones, Secretary of SOARB, attended the meeting to speak to the proposed revisions and answer questions from members of SORC. A copy of the proposed amendments is attached to this report.

Analysis and Discussion

The following points summarize the Committee's discussion:

- The proposed amendments to the terms of reference of SOARB align with the Senate approved policy "Goals of Orientation" (approved January, 2000);
- The proposed amendments clearly delineate roles and responsibilities for executing orientation policies;
- The proposed amendments clarify that the Associate Vice-Principal and Dean of Student Affairs is the University official responsible for Orientation (as per Principal Hitchcock's March 2007 statement).

Conclusions/Recommendations

The Senate Operations Review Committee recommends that the Senate approved the proposed changes to the terms of reference and composition of the Senate Orientation Activities Review Board, effective January 1, 2009.

Respectfully submitted

J. Stairs, Chair, SORC

COMMITTEE MEMBERS 2008-2009

B. Barnett, Political Studies, B.A. (Hons.'09)

J. Brien, Pharmacology and Toxicology

L. Horton, Human Resources

F. Jahanbakhsh, Theological College

R. Saiedi, M.Sc.'09

J. Stairs, Theological College (Chair)

Current Terms of Reference	Proposed Revised Terms of Reference
<p style="text-align: center;">Orientation Activities Review Board</p> <p>SOARB is purely regulatory in function, setting general policies for Orientation and leaving it to the Orientation Roundtable Committee and the faculty and school Orientation committees to execute those policies. It observes Orientation itself to monitor how its policies were carried out and it will invite submissions from all segments of the University and the Kingston community prior to making its report to Senate. In carrying out its policy-setting mandate, should it contemplate making any substantive or structural changes, SOARB will consult widely and be perceived to be doing so.</p> <p>SOARB will carry out its regulatory function using as its principle set of criteria the stated goals of Orientation, and secondarily the Code of Conduct. It may also refer to the Jackson Committee reports.</p> <p>SOARB has the responsibility and the authority to ensure that the planning, organizing and conduct of the Queen's Orientation adhere to Senate Orientation policy and objectives, including the authority to:</p> <ol style="list-style-type: none"> 1. Review and approve all Orientation activities and events as elements of the Official orientation program; 2. Monitor the planning procedures and conduct of Orientation; 3. Withdraw any approvals where commitments or understandings given at the time of approval have not been met or are unlikely to be met; 	<p style="text-align: center;">Orientation Activities Review Board</p> <p>The Senate Orientation Activities Review Board (SOARB) has the responsibility and the authority to ensure that the planning, organization and conduct of Queen's Orientation adheres to Senate Orientation policies and objectives.</p> <p>SOARB is purely regulatory and has two distinct functions:</p> <ol style="list-style-type: none"> 1. setting general policies for Orientation, and leaving it to the Orientation Roundtable (<u>ORT</u>) Committee, the Faculty Deans or designates, Faculty Society Presidents or equivalents, and student-led Orientation committees to execute those policies; 2. observing Orientation and monitoring how policies were carried out then reporting back to the Faculties and to Senate. <p>In carrying out its policy-setting mandate, should it contemplate making any substantive or structural changes, SOARB will consult widely and be perceived to be doing so.</p> <p>SOARB will carry out its regulatory function using as its principal set of criteria the stated goals of Orientation, and the Code of Conduct. SOARB recognizes the AVP and Dean of Student Affairs as the University official responsible for Orientation.</p> <p>Prior to submitting their annual report to Senate, SOARB will invite submissions from all segments of the University and the Kingston community.</p> <p>Without restricting the generality of the foregoing, the responsibilities of SOARB include the authority to:</p> <ol style="list-style-type: none"> 1. Recommend to Senate policies for Orientation and to approve procedures developed to implement these policies. Propose modifications to existing policies and practices, and/or new initiatives as appropriate; 2. Monitor and report on Orientation planning and execution; 3. Withdraw any approvals where commitments, or understandings given at the time of approval, have not been met or are unlikely to be met;

<p>4. Terminate unsafe or unauthorized activities or events as elements of the Queen's Orientation program.</p> <p>SOARB will report to the Senate in November on its review of the Orientation just past and on its recommendations for the next year. It will report to the AMS Assembly for information purposes.</p> <p>Members are elected by the Senate, nominations being invited from the University at large with special invitations directed to the AMS and Student Faculty and School Societies.</p> <p>Composition 6 students including the AMS Campus Activities Commissioner (Ex Officio) 5 non-students including the Dean of Student Affairs (Ex Officio) and an alumna/alumnus selected by the Alumni Association</p>	<p>4. Order the termination of unsafe or unauthorized activities or events as elements of any Queen's Orientation program.</p> <p>SOARB will report to the Senate in November on its review of the Orientation just past and on its recommendations for the next year. It will report to the AMS Assembly for information purposes.</p> <p><u>Composition</u> 2 Ex Officio Members AVP and Dean of Student Affairs or delegate AMS Campus Activities Commissioner</p> <p>9 Elected Members 5 Students 3 Non-Students 1 alumna/alumnus selected by the Alumni Association</p>
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