



# MEMO

*From the office of the...*

## Vice President (Education)

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TO: Executive Board  
FROM: Blake Oliver, Vice-President (Education)  
SUBJECT: Proposed MSU Macademics Operating Policy  
DATE: June 14, 2016

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Hello everyone,

Based on our conversation at the last EB meeting, I have worked with Rohoma and Jess to make changes to the Teaching Awards Committee operating policy. To highlight the changes:

The operating parameters of the service now include:

- 1) MSU Teaching Awards
- 2) MSU Course Wiki
- 3) Promotion of McMaster Course Evaluation Period
- 4) Disseminating and collecting information on quality of education at McMaster
- 5) Collecting and promoting online resources for students to aid in academic success

The personnel structure is as follows:

- 1) MSU Macademics Coordinator (PTM) - oversees the service
- 2) Teaching Awards Committee Coordinator - chairs the TAC, plans the Teaching Awards ceremony
  - a. Teaching Awards Committee members - sit on TAC (elected by SRA)
- 3) Course Wiki Coordinator - oversees Course Wiki
- 4) Research and Resources Coordinator - responsible for inline library as well as working with MIETL
- 5) Promotions Executive - responsible for course evaluations promotion and creating promotional plans for all campaigns
- 6) Volunteer and Logistics Executive - in charge of scheduling, coordination, etc.
- 7) Volunteers - act essentially as a street team to carry out campaigns and work on different aspects on the service

There is a lot of changes so I'm sorry if it's tough to read, but please do let me know if you have any questions. If this passes, the new job descriptions will come to Executive Board at the following meeting.

One last thing - having discussed with Michael Wooder, we liked the name "MSU Macademics" better than "MSU Macademia" as it sounds less like macadamia nut. The SSC uses "Macademics" for some of their academic workshop programming but we think they use it infrequently enough that we could probably get away with stealing it away without them getting too angry at us. I personally like the name Macademics a lot, but if you have a better one I'm very open to hearing opinions as well.

Looking forward to discussing this with you all further!

Best,

Blake Oliver  
Vice President Education  
McMaster Students Union