

YEAR PLAN

MSU WWFC

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OFFICE OF THE *WWFC* INTRODUCTION

Welcome Week has been a foundational event for McMaster students for many years. It is a series of events that happen over a week's time that are aimed at orienting and welcoming incoming students to McMaster. Upper year student leaders or representatives (reps) are hired as volunteers to facilitate Welcome Week and the events they run are hugely popular. I work with reps that are chosen to represent their personal faculty. Faculty rep teams are larger than residence teams as there is a larger number of students in each faculty. Their main events throughout the week are Faculty Day, Faculty Night and Faculty Fest. They are also hugely important to the overall running and structure of the week, as well as creating the welcoming atmosphere that students enjoy.

My role as Welcome Week Faculty Societies Coordinator is relatively new in the structure, and I am only the fourth person to have had this role. The role was created out of the need to unify the faculties and have one representative speak on behalf of their interests. Because the role is so new, there are many areas that I can identify for improving and formalizing my tasks. My main objective is to act as a support for the faculty planners, and to help them stay on top of planning deadlines and focused on objectives. I also play an authority role in my ability to help planners work hard and stay focused on planning events and activities that line up with University themes and priorities.

I have a lot of ideas moving into the summer for my role as WWFC, and I am so excited to get started. In this document I outline some of my bigger ideas and things I am working towards, and then a breakdown of when each task is going to be completed. I am interested in increasing the accountability of reps/planners, creating more rep-bonding with residence this year (last year a lot of progress was made on faculty bonding), and making repping itself more accessible. I have already seen some positive change happening with this focus, and I am excited to go through the work in the summer. Some personal goals focus around having strong relationships (with planners and all campus partners), maintaining a level of accountability for the planners and me, and working really hard to make these changes come about while maintaining some personal boundaries! I think this structure will go a long way to encourage planners in their own actions as leaders, and in taking some of the stress away because everything is organized and under control.

GOALS

Objective 1	<i>Changes to Welcome Week Structure/Programming</i>
Description	<p>1. More effective campus presence time</p> <p>Encouraging planners to dedicate more low-key programming to down-time during the week instead of asking reps to do Campus Presence. This encourages a level of fulfillment in their role, and decreases the amount of rep clumping that is happening on campus which can be intimidating to first years. More structured downtime would mean using the spaces on campus to run facilitated events that students can wander through and engage with as they please.</p> <p>2. Reworking shine day</p> <p>Working with the Shinerama Coordinator and the Maroons Coordinator to offer a different take on Shine Day to students and reps. The Shinerama Coordinator expressed to me the lack of spaces in our community for reps to shine at, and the need for parallel programming. We are going to develop an accessible sports themed day where groups can sign up, pay a fee to donate to Shine and participate on campus as opposed to the groups leaving campus to shine in the community. I also want to send faculty connectors with the residence groups as an opportunity for students to learn about their faculties as well as be with their residence group.</p> <p>3. Alt. faculty night</p> <p>Building off the work Patricia began last year, I am going to run one on-campus alternate faculty night for those students who opt out of participating with their group. The goal is to offer time for students to be out of their residences, without asking them to leave campus. This will alleviate the pressure on the faculty planners as they will not have to run their own separate parallel programming. Using this as an opportunity for residence and faculty to collaborate on a large-scale event, which would allow all faculty reps to be with their groups and the event to run without them.</p> <p>4. Monday Night Social (Lights)</p> <p>This is an idea I had when walking around Light Up the Night around how we can improve and grow programming for Monday Night Social. The event has been a large success in past years but I would</p>

	like to make the programming larger and cater to more students. The idea is to have the programming visible and centralized in the middle of campus, as well as to rebrand the event and promote it as an exciting take on an old tradition. I would like to keep the charity casino night, and add a headphone disco, outdoor movie night, and food options. This would allow for the presence of more Faculty Reps who, in past years, have not participated because of the lack of space.
Benefits	The benefits of reworking the schedule slightly are that the changes will empower reps to get more fulfillment from their roles. Down time during WW, Shine Day and alternate Faculty Night have both been flagged as events that often have a surplus of reps. These reps may begin to feel as if their time could have been used more effectively elsewhere. By allowing the opportunity for more programming, we would be giving reps more structured time and keeping them occupied with tasks.
Difficulties	The difficulties often come in students who feel entitled to act a certain way or disrespect their planners. I have to lead from example with this and empower planners to be stern, all the while following up with positive change that is noticed (ie. Suits, training, and structural change).
Long-term implications	We will continue the work being done towards making McMaster campus a more inclusive place, and making our orientation truly welcoming. I'm biased but our WW is the best in Ontario and we need to keep striving to hold this responsibility because this impacts the lives of every student who comes to Mac.
How?	These changes will come about through conversations with different partners in Welcome Week. The more structured downtime piece is a initiative I began with the planners through my one-on-one conversations. When I am discussing programming for the week with the planners I check in with how they are doing with all of the programming, including downtime programming. I have also pushed for the planners to apply for the Special Projects Fund money so they can have extra funding to put on collaborative events during this open time. For Shine day, I have begun a conversation with Karan and Nicole and we are in the process of figuring out what it means to add extra Shine events. This is very much an initiative that Nicole wants to take on, but I will offer support as I can. The Alternative Faculty Night is a conversation I have been having with the ROP around how to better collaborate with residence. This is an event that I will plan using the resources available to me and then promote to the faculties as an alternate programming option.
Partners	Nicole (Shinerama), Karan (Maroons), Taha (ROP), Rachel (SSC), Michele (SSC), Preethi (MSU), Marco (MSU Campus Events), and the Faculty Planners/ROAs.

Objective 2	<i>Make Rep Training More Applicable</i>
Description	<p>1. August Training</p> <p>I have received a substantial amount of negative feedback over the years with regards to August rep training. Reps often feel that it is a long day with not enough content, which leads them to feel their time could be used more effectively. My goal is to work through the parts of training with the appropriate campus partners to ensure that training is effective and useful. One thing I would like to incorporate into training this is year is AOP or Anti- Oppressive Practice training. This could be designed and geared towards reps with a Welcome Week focus and could go a long way to informing our student body around subjects like privilege/oppression and microaggressions.</p> <p>2. April Training</p> <p>April Training was new this year and had a lot of hiccups. It is important to me to collect feedback on this training to be used to make it better for next year. This training had a lot of bonuses, but it is also important to me that August training does not just repeat this content but build off of it so that the reps get the full picture of what was designed for the training.</p> <p>3. Transitions between old/new planners</p> <p>I am going to introduce standard transition reports for the planners to submit to me before the end of their term. These reports will be passed on by me to the next WWFC, and looked over by me so that each planner has a greater and thorough understanding of their role at the beginning. I think that the WWFC has a lot of work to do in unifying (but maintaining the differences) between faculties, and one step towards this is ensuring that each planner is prepared for their role - not leaving it solely up to their own faculty society or previous planners. I also ran/will continue to run transition social events that I hope will become tradition so that the planners from year-to-year feel comfortable with asking questions and for advice.</p>
Benefits	<p>Making concrete, structural change to WW will improve things in a variety of ways. Making training more important will relay the message to reps that training is worthwhile, which will help improve engagement and reps' learning. There has been a large culture shift in the past years and reps have become student leaders rather than jokes partying upper years. Most people take repping seriously, so we should continue this by making them not feel like they are wasting their time in training.</p>

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Long-term implications	We will continue the work being done towards making McMaster campus a more inclusive place, and making our orientation truly welcoming. I'm biased but our WW is the best in Ontario and we need to keep striving to hold this responsibility because this impacts the lives of every student who comes to Mac.
How?	We will be making reps and planners better prepared for the challenges and situations they will face in their roles. We have the opportunity to fully prepare the student leaders in our community and create a network of support, and I will continue to work towards this goal. I will do so by collaborating with the appropriate campus partners on training details as well as empowering the planners to find fulfillment in their roles and to ask questions. I will also facilitate the relationships and information sharing between planners and old planners, to smoothly transition each into their role.
Partners	Lillian (Diversity Services PTM), Michele (SSC), Taha (ROP), Patricia (WWFC 2016-17), past planners and current planners.

Objective 3	<i>Accessibility + Inclusivity of Repping</i>
Description	<p>1. Accessibility</p> <p>Reps are student volunteer who give up a weeks worth of salary at the end of the summer to come and help orient the first years. It is a tough job in the heat and with long hours, and the reps are not given reimbursement for all of the hard work they do. On top of this, reps are asked to buy repsuits that range from \$50-120. My goal was to bring the price of the suits down substantially so it is more affordable to rep for every student on campus. We did this by ordering a large bulk order of suits from many faculties.</p> <p>2. Inclusivity</p> <p>Repping has a clicky culture where often times the same individuals rep or feel entitled to rep year-after-year. I few things I would like to do this year to include more campus groups would be integrating the SRA members of each faculty into Faculty Day programming, including the strategic themes and priorities more effectively, integrating cultural clubs into some WW Programming, and making a conscious effort to remember all rep groups of campus. In past years, groups like SOCS and ISS are forgotten from role-call and other events and have a hard time figuring where they fit into the</p>

	larger WW picture.
Benefits	If reps are donating a week of their time to WW and paying to do so, why are we not helping in terms of cost? I want to work towards making repping accessible to everyone in terms of finances and inclusivity. The benefits to this are that students experience fewer barriers to becoming a rep, and more incoming students feel welcomed and like they belong in WW.
Difficulties	The difficulties in this proposal come from the resistance by WW culture and the hard work needed to overcome that resistance. I have found that small changes are hard to enact because certain aspects of WW are so engrained in everyone's' minds.
Long-term implications	The long-term implications for this initiative is that more students feel like they can rep if they want to. We are making suits more cost effective for every representative, and working towards creating a bursary that will allow the provider to sponsor students for their rep suit cost. As for inclusivity, this is a pilot year for including larger cultural clubs on campus so we will see how this affects WW. The goal would be to include as many different groups in WW as possible so each incoming student can find a place they feel they are welcome.
How?	The way to go about improving accessibility and inclusivity of WW is to work through the initiatives. I have already begun the suit project, we found a provider and are working towards finalizing the order. There is a lot of hard work that has had to go into setting up this project but once set up it will be simpler for the next WWFC to follow the same procedure and get things done more smoothly. Similarly, by including clubs into WW we can test run on a small scale how it will work and see if this is a feasible project to grow in subsequent years.
Partners	Tuba (MSU), Preethi (MSU), Chukky (MSU), Ron (Charitees), Taha (ROP) and rep-group planners

Objective 4	<i>Defining the Role of WWFC</i>
Description	<p>1. Goal Setting</p> <p>I want to set realistic expectations for myself to get done each week. This would be a list that I start at the beginning of each week and aim to have crossed all out by the end of the week. I want to have bimonthly meeting with planners (meaning one in May and one in July), as well as weekly email updates on #WWWednesday. These posts will include all new and relevant information for the week. This way I can keep the planners up-to-date on developments while not overwhelming them with email after email of updates. At the beginning of the summer I have asked them each to submit a</p>

summer goals and objectives sheet that will outline their personal goals which I can refer back to in our meetings throughout the summer. I also want to work to decrease the diffusion of responsibility that happens between planner pairs or trios. I want each group to work equally as a team and share the work load. I want to develop friendships with each of the planners so they can be comfortable with me and asking me questions. Throughout the summer I also want to send individualised emails that celebrate each planners' accomplishments as an individual, and not just as a team.

2. Empowering Planners

I want to foster a feeling of importance for all reps and planners. During this summer I will keep everyone involved through our Rep Network Page and WW page which will feature a series of weekly tips/stories from reps on how to make the repping experience better and more fulfilling. My goal for this is to decrease my presence on the FB page and showcase the reps on the page. In addition I want each rep to have to earn their title by ensuring that no rep is automatically chosen for a second year of repping without being evaluated critically. In addition, I want to empower planners that they have the authority to make decisions and know information for their team. I wan their teams to rely on them and to let them know that they should feel justified in their leadership role.

3. Professionalism

I want to ensure that I maintain a level of professionalism in working with my planners. This also includes asking and expecting the same level of professionalism right back. When it comes to emails vs. facebook, I want planners to understand the limits of each of our roles and value self-care above all else. This means that no person should be answering emails all day and night, and planners should ask questions in advance of due dates so they do not need extra time and they can meet all expected deadlines. I want to start a conversation around what makes a student leader and diminish the rep-til-you-drop culture that is unhealthy.

4. Support vs. Authority

I would like to formalize the role of WWFC and make it not just about being a supportive leader (although this is still important). I need to be more structured and hold myself accountable so that things run more smoothly. I want to strike a delicate balance between friend and supervisor so that planners can come to me with dilemmas but also respect my deadlines and my instructions. In future years, the WWFC should work towards playing a role in the hiring and selection of planners and reps and develop a relationship from the beginning of the process. This would go a long way in

	<p>unifying the planners as one team.</p> <p>5. Stronger relationships</p> <p>As the WWFC, I have to collaborate with a wide variety of campus partners. I would like to work towards strengthening these relationships so we have clear channels of communication, and develop a level of comfort. I will work on cc'ing all emails in effort of transparency and making decisions that consult all appropriate individuals. I would also like to work to facilitate the stronger relationships between planner pairs/trios to mitigate any disagreements. This also includes the relationship between faculty/residence in which there is much room for more bonds to be formed and to work together.</p>
Benefits	Creating accountability and stronger relationships would encourage planners and reps to take their role more seriously. The commitment of rep in faculty culture ranges but is often looked on as unimportant. I want to empower reps to feel like the work they are doing is worthwhile and they should take pride in their efforts.
Difficulties	Changing a culture takes time. Improvements that we make this year will feel small and frustrating, but we are working towards a bigger picture change.
Long-term implications	Long-term, reps would be more accountable which would result in fewer reps getting reprimanded, and fewer reps dropping out before/during WW. This would mean that we could switch to the RezLife model of a certain number of reps and alternate lists.
How?	Change needs to happen at the WWAC + PIC level. I have been working towards creating more structure and accountability among reps and planners but we still have a ways to go. If my role was apart of planner hiring it would go a long way to improving this culture. Another idea, would be to have fewer planners and pay them an honorarium (similar to ROAs) which would future formalize their role and encourage them to take it more seriously.
Partners	Michele (SSC), Preethi (MSU), and faculty planners

GOALS to strive for

List 5 things that you would like to have prepared for the beginning of May?

- Find new rep suit supplier and get moving on that project
 - Collect suit sizes
 - Price customizations on suits
 - Ensure same quality and price as our old deal

- Set up expectations for the summer
 - Explain my role during the summer
 - Email and Facebook expectations
- Create Google Drive for planners to find all information
 - Have all forms
 - Important dates calendar
- Revise event planning form for planners
 - Make streamlined and easily understood
 - Add in all bookings (for Rachel) for the week
- Set up all meetings for beginning of summer
 - Follow up regarding their summer objectives I asked them to create
 - All planners
 - Campus partners - build relationships over the summer

List 5 things you would like to have completed during the Welcome Week?

- All necessary documents prepared and distributed early
 - Make sure each planner has a clear understanding of the schedule and how things are going to run
- Have all planners meet and ready-to-go
 - Create support system among planners
 - Outline expectations for welcome week itself
- All rep bonding
 - Social during the summer
 - Social media presence - encourage fulfillment in your roles
- Get planner SWAG
- Reorganize events during welcome week
 - Planner up/debriefs
 - Structured downtime
 - Faculty night alt.
 - Shine day alts
 - Monday/Tuesday night social

List 5 things you would like to have completed after Welcome Week (before October)?

- Create template for good transition reports
- Collect feedback on all aspects of their roles/my role
- Keep contact steady post-ww
- Create clear expectations re budget before end
- Have a support system in place for post ww

Master Summary

(calendar and checklist)

TIMELINE: SUMMER PLANNING

TASK	TIMELINE	ROLE & NOTES
May @ Mac	May 13th	<ul style="list-style-type: none"> → Leading up to the date discuss with planners the roles and responsibilities of their reps → Make sure they have reached out to their Faculty Offices to lend a hand with tours and programs for the day → Be present on the day in order to alleviate any potential conflict or answer any questions from the planners → Shinerama fundraising is allowed on this date → Do your best to check in with all of the planners to see how they are doing. Everyone appreciates a “Hello”
Event Planning Form	Due: June 9th send them back a week later with comments & changes	<ul style="list-style-type: none"> → Necessary to remind the planners leading up to the date → This is their tentative plans, however it is best to have them make the plans as detailed as possible so it is easier to understand their goals and critique and troubleshoot their event before the Event Form revised deadline → Send the comments and changes by e-mail, then at your next meeting review the changes and answer any questions - In your e-mail sending back the comments make sure to set up a meeting to review the plans if you don't have one in the near future → Make sure people take these seriously and don't just fill them out the night before or else the SSC will be very disappointed
Grant Proposals	Due: June 1st	<ul style="list-style-type: none"> → \$\$\$ is set aside for the faculties to apply for more money for new events or for changes to already existing events → This process involved meetings with Jeremy Sandor, a representative from the Welcome Week Advisory Committee, and the VP Finance → Meetings held beforehand to establish what the grants could and could not be used for so that I could communicate that with the planners → The three of us meet to discuss, review, and approve the grants we thought deserved the funds → Follow-up involves e-mailing back the faculty

		planners with which grants were approved or denied and outlining the process by which they would receive the funds after WW
Budgeting Form	Due: May 24th	<ul style="list-style-type: none"> → Meet with the VP Finance in advance to create a plan of action for all their budgets so that you are both on the same page in terms of expectations → Not necessarily helpful for you to have this information, however it was helpful for the planners to use the template and input their budget prior to the end of WW → This way they have already filled out half the information and know what they are doing before it is due in September
Faculty Connector Reps	Due: June 25th	<ul style="list-style-type: none"> → The idea of the Faculty Connector rep is to have a bigger presence with the residence communities → Meeting with the ROP is extremely important to come up with a logistical plan on what will work best
Rep Training	June 5th	<ul style="list-style-type: none"> → Online Training Modules become LIVE → In person registration OPENS
Event Planning Forms revised	Due: July 7th	<ul style="list-style-type: none"> → Prior to this deadline should be a number of reminders → Additionally make sure you are highlighting this in all of your monthly meetings with the planners → After it is submitted, there is a week before EOHSS is due → It is a busy time to review and make comments again and send them back to the planners so they can edit and change anything necessary before they submit their events for risk management approval
Rep Social	July-August	To facilitate rep bonding (work with Taha the ROP)
EOHSS for ALL events (Faculty Day, Faculty Night &)	Due: July 18th	<ul style="list-style-type: none"> → Ensure that they have submitted to EOHSS their EOHSS forms for these two events - best to contact Chris Hurley in advance of this deadline and discuss with him any plans that you are worried about → They should be filling out EOHSS forms as they confirm dates so that they don't leave them to the night before → https://studentevents.mcmaster.ca/
Rep T-Shirt Design	Due: July 20th	<ul style="list-style-type: none"> → This is helpful for two reasons: <ul style="list-style-type: none"> 1. It ensures that the planners are keeping SWAG orders on their mind - they should be finalized and ordering from their companies within this time frame and this is a good

		<p>reminder</p> <p>2. Like with the first year designs, it is best to check the designs for level of appropriateness and adherence to the guiding principles and strategic priorities of WW</p> <p>→ Once again, Rachel Nelson will be mostly involved with this process and you are there to gather all the information from the planners</p>
AODA Training	July -August	<p>→ This is just for the <i>new</i> reps to complete</p> <p>→ There should be updated lists that either get sent to yourself or out to the planners directly with who from their rep group has yet to complete the AODA training</p> <p>→ There are always errors with this system - the planners will tell you that some people on their list are 2nd or 3rd time reps and have already done AODA training</p> <p>→ Talk to Jeremy Sandor about this prior to the AODA training deadline to ask who they should e-mail to receive their e-mail confirmation if they believe they already have done it</p>
Move-In Numbers	July - August	<p>→ Meet with Residence Life to review move-in numbers from previous years and how it went this year</p> <p>Try to ask for all reps to be fed on move-in days</p>
Mac Welcome	August	<p>→ Go over the numbers of reps needed from each faculty (20 from each faculty still makes a very sizeable tunnel!)</p> <p>→ Go over the path and how best to make sure that the faculties will be giving the students appropriate space</p> <p>→ Turnout of first years was quite low so hopefully they come up with a new plan again for next year</p> <p>→ My main job is to ensure reps can create a rep tunnel for this event!</p>
Airbands Music	Due: August 1st	<p>→ Communicate thoroughly with the Assistant Director of Campus Events regarding this deadline in May so that you can better compromise on a date that will work for everyone</p> <p>→ Longer empty music time between faculty transitions during the faculty medley</p> <p>→ Pushing for most first year involvement</p> <p>→ A package with all the instructions will be sent out to all the planners from the Campus Events Assistant</p>

SSC Rep Training	August 18th-21st	<p>→ There was a station at sign-in for reps that were labeled as not having completed either AODA or the Online Modules that had to come and talk to someone and receive instructions for how to complete it or how to follow up with AODA or their Planners if they believe they have already completed it</p> <p>→ The main component of training were the presentations going over the 3 strategic priority areas</p>
WELCOME WEEK	August 26th-September 2nd	Breakdown of responsibilities to come 😊
