



Memo

From the office of the...

AVP University Affairs

TO: Members of the Student Representative Assembly
 FROM: David Lee
 SUBJECT: End of the Year
 DATE: March 25 2018

Dear Members of the Student Representative Assembly,

I am happy to report on all of the work that the UA Committee has done this year. Thank you to all of you for your engagement and dedication to this committee. I hope you have all gotten a meaningful experience from this year and I hope you continue to stay engaged with the UA Committee, whatever form it may take in the future. Reflecting on the progress that we have made, I am so proud of the growth that I have witnessed in my committee members and my platform.

Year Plan Objective	Description	Status
Health Services Review and Health and Wellness Policy	<p>The Health Services Review ran from October 23rd and November 10th. The project provided great insight into the current landscape of healthcare provision at McMaster and will be used to inform meaningful changes in the future.</p> <p>The Health and Wellness Policy built on the data from the Health Services Review. Because the policy is team is mostly students without a policy background, I've taken a leadership author role and have taken additional responsibility than a typical author. My section involves: Mental</p>	<p><i>Completed</i></p> <p>Thank you especially to Emily Nichol for spearheading the Health and Wellness policy.</p> <p>I had a discussion on the Health Services Review with the Dean of Students and the Director of the Student Wellness Centre who informed me that the survey will be taken into account for future changes.</p> <p>The Health Services Review was also covered in the Silhouette</p>

	Health, OHIP and Healthcare Delivery Models and Campus Health Services which has allowed me to provide informed recommendations based on the review	
Academic Success - Undergraduate Course Management Policy, Course Outlines	<p>The Undergraduate Course Management Policy dictates the way courses and assessment are structured.</p> <p>Consultations for the policy had occurred during the term as it was being updated after 10 years since its implementation.</p>	<p><i>Completed</i></p> <p>Ryan, Chukky and I attended the Undergraduate Council meeting where we noted an issue with discrepancies on the new Test Restriction Policy. This was a huge success as the council decided to postpone passing the policy providing a window of opportunity for more student input on this policy. Furthermore we were also able to lobby for the addition of encouraging professors to release their course outlines, if possible, to assist in course selection. Several of the changes of the policy reflect recommendations that have been brought forward by students such as a later add/drop date.</p> <p>Ryan and I also attended the meeting with other faculty representatives from the Undergraduate Council to provide our input on the Undergraduate Course Management Calendar.</p>
IT Services	I've provided my input along with Chukky on several new changes to Mosaic this year. We saw the addition the new Google Calendar on the Mosaic home screen. This year especially, the IT Services feedback is timely given that McMaster UTS is doing an overhaul review.	<p><i>Completed</i></p> <p>I was involved in several consultation meetings with McMaster's Mosaic department. I've also had UA members attend feedback sessions on the new Google Calendar addition, which I have been extremely grateful for.</p> <p>This semester the IT Services</p>

		<p>Forum was held in conjunction with the MSU, after Chukky and I were contacted by UTS. Several members attended and useful feedback was taken into account by the university. Some common feedback that were given was a mobile application for Mosaic and app for all McMaster technologies. Several changes have been in the works that we will see this summer such as an addition of a timetable generator</p>
Ombuds Review	The Ombuds is currently undergoing review on its structure and governance.	<p><i>Completed</i></p> <p>I've conducted an Ombuds Review on Ombud services across Ontario working off the previous review by the past UA RA. I reached to Ombuds Offices across the province to gather information to provide a comprehensive review to Ryan for the University.</p> <p>I also act as an advisor on the Ombuds Committee of the university.</p>
Thode Library Hours / Extended Thode Hours survey	Extending Thode Library hours to be open until 3 am from reading week onwards to exam season.	<p><i>Completed</i></p> <p>Working with the MSS President, Connor Maclean, we were able to successfully take a student initiative and sustain it.</p> <p>In the fall term I was responsible for securing funding by collaborating with the numerous faculty society on campus. This communication proved to be challenging but was overcome with persistence. We were also able to launch the Thode Library Survey at this time which garnered over 700 responses. Gathering this much student feedback was extremely successful and really showed how</p>

		<p>much students supported this initiative.</p> <p>In the winter term, I was able to lobby with Connor to the Provost to continue Thode Funding. This proved to also be successful after we showed the data from our pilot. I am happy to announce that Thode hours will be extended for the 2018-2019 year. Moving forward our priorities should shift focus to provide more funding for our libraries.</p>
<p>Personal Interest Course (formerly known as the Discovery Credit)</p>	<p>The university had originally had the MSU to find a name for the upcoming Credit/No Credit policy. Originally we had intended to run a campaign where students would be able to submit a name.</p>	<p><i>Completed.</i></p> <p>Due to tight deadlines on the university's end, we have decided to move forward with naming the credit. Reaching out to the VP Academics within each faculty society, we have decided to move forward with naming it the Personal Interest Course. Meeting with the AVP Faculty of the university, the next step on the project would to disseminate this information appropriately once faculties and programs have decided they want to implement this change.</p>
<p>Bursary Awareness and Food Security</p>	<p>The Office of the Registrar has reached out to me with regards to our MSU Food Security Policy, specifically on the MSU Emergency Bursary Fund.</p>	<p><i>Completed</i></p> <p>The Registrar had informed me that several bursaries had been unacquired by students apart from the Emergency Bursary Fund. There are funds specifically set out for students such as international students. As they have not found success in advertising it.</p> <p>I was able to connect the Registrar with Taylor, the Mac Bread Bin Director. Together, information of these bursaries have been</p>

		distributed in the Food Collective Centre.
Locked Out Key Procedures (FYC)	First Year Council approached me about this project after reading our First Year Transition Policy. They wanted to lobby to residence life with regards to the lock out key procedures and the high fees.	<p><i>Completed</i></p> <p>Working the CAs and Iku on my team, we initially met with First Year Council to establish more knowledge about the procedure. Hazra released a survey internally with FYC which garnered over 70 responses while I did some research on best practices based on other universities.</p> <p>With the results of the survey and research, we were able to equip FYC in their meetings with Residence Life. I am happy to announce that this meeting was successful, moving forward the locked out procedures will involve 5 grace periods as well as utilizing the CAs and RMs to ensure that students are able to work through this and remember their keys.</p>
Podcasting Courses (SRA Science)	I was approached by SRA Science with regards to their platform points on Podcasting Courses and was looped into a meeting with the Dean of Science.	<p><i>Partially Completed</i></p> <p>Several classrooms are able to podcast courses, the conversation now revolves on if professors want to or know about podcasting their classes. Most of the conversation around our meeting revolved around the benefits of podcasting. Several of the arguments that were brought forward were that it would reduce attendance and in turn affect one's learning. We are still in the midst of this discussion and using research and data to ensure that student voices are the forefront.</p> <p>The meeting with the Dean was successful in other aspects. We were able to ask to encourage</p>

		<p>faculty to release their course outlines earlier. Moreover, we were also able to provide feedback on Mosaic and the recommended courses function.</p>
<p>University Budget Submission</p>	<p>The topics on this year's budget submission will cover: Cutting the Learning Portfolio, Deferred Maintenance Priority, Food Security, Experiential Learning Opportunities, Financial Support for Work Placement Offices, Sexual Violence Training, Funding for the Off-Campus Resource Centre, EFRT Funding and more investments to Open Educational Resources. Chukky, Ryan, Tuba, Preethi, Tiffany and I are taking a lead on this.</p>	<p><i>In Progress</i></p> <p>Ryan and I presented to the University Budget Committee and the feedback was mostly positive. The administration praised us for providing student input and showing up to the meeting. There also seemed to be a particular interest in the topics of Open Educational Resources which is exciting.</p> <p>The submission has been in the works as the deadline for it has been pushed back as university administration has informed us that most faculties have yet to approve their budgets for the 2018-2019 cycle. I am hoping to have a submission drafted in the coming month.</p>
<p>Sustainability Policy</p>	<p>This year, I was an author on the Sustainability Policy.</p>	<p><i>Completed</i></p> <p>Thank you to Tiffany Sun for leading this policy. The policy proved to be difficult due to unforeseen circumstances regarding author retention. Nevertheless, the policy team and myself were able to rise to the occasion and develop well informed stances</p>
<p>Rainbow Crosswalk</p>	<p>Rainbow crosswalks are a permanent symbol of LGBTQ pride on the McMaster campus. It's a public demonstration that our institution is a positive space for the LGBTQ</p>	<p><i>In Progress</i></p> <p>I am happy with the progress that we reached with this project. A student from Engineer, Cameron, actually brought this idea to me and we both spearheaded it this</p>

	<p>community and is prepared is to be a community leader in the development of positive spaces in Hamilton</p>	<p>semester. I've consulted with numerous campus partners in this project including the QSCC Execs and the PACBIC LGBTQ+ working group. Moving forward we are going to ensure that we address their concerns.</p> <p>We met with Facility Services on Friday to learn more about the feasibility of this project. They informed us with then necessary next steps and it is my hope to develop a project proposal for this in the future.</p>
--	--	---

OTHER:

Academic Affairs Council

I am also the Vice-Chair of the Academic Affairs council which has been a good avenue for discussing with the VP Academics of Faculty Society. I am excited to use this outlet for feedback and working with them in their advocacy points. For example, I was able to point the VP Academic of the MES to the relevant policy for the calculator change

Sustainability Committee

As part of the Sustainability Committee, I have taken a supportive role in the committee. I have offered my support to Fiona in helping her with the next steps of this group and have also worked with her as part of the Sustainability Policy.

Municipal and Provincial Advocacy

The new structure of the education team has made it possible to also experience advocacy at different fronts. This year, I had the extreme fortune of presenting the MSU Municipal Budget Submission to three different City Councillors.

I was also able to engage in provincial advocacy as an OUSA Delegate for both semesters. These experiences proved to be extremely valuable in ensuring that the stances being passed reflected the views of McMaster students.

Education Team Campaigns: OERs and Voter Registration

My committee and I were involved in the OER campaign and Voter Registration campaign as volunteers. There was much success in tabling and also on social media. Many students were actually thanking me while I was tabling and were very engaged with our advocacy efforts which is extremely positive. The OER Faculty event had also gone really well thanks to Ryan.

Moving forward, my suggestion would be to find a volunteer base that have a vested interest in the campaigns. It may difficult to keep volunteers engaged if they do not resonate with the campaign.

My committee and I were involved in the OER campaign as volunteers. While engagement for the events were disappointing, there was much success in tabling and also on social media. Many students were actually thanking me while I was tabling and were very engaged with our advocacy efforts which is extremely positive. The Faculty event had also gone really well thanks to Ryan.

Volunteer Management

The committee continues to grow even throughout the year. We have just under 20 active members as part of the UA Committee. I am extremely overwhelmed and appreciative of the support I've received from my committee members. They're dedication and interest to the committee has been outstanding as exhibited by their commitment to our projects. UA is continuing to grow and I have found other students that are reaching out to me, not typically engaged with the MSU, to help them with their initiatives.

Apart from working with a vast array of schedules to find a common meeting time, I find that I am often bogged by administrative duties in managing volunteers. It is my hope that there will be more support for AVPs in the future for those who have large committees.



Regards,

A handwritten signature in black ink, appearing to be 'D. Lee'.

David Lee
AVP University Affairs
avpuniversity@msu.mcmaster.ca