



REPORT

From the office of the...

Macademics Coordinator

TO: Members of the Executive Board
 FROM: Angel Huang
 SUBJECT: Macademics Report 6
 DATE: January 22nd, 2019

Throughout December and January, my team and I have been working on the following:

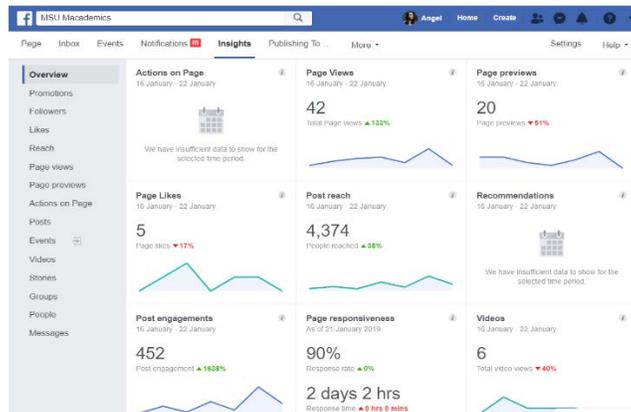
December	January
<ul style="list-style-type: none"> - Volunteer social (dinner) - Sponsorship efforts for TAC - Finalization of MacPherson Student Partners Program collaborative project - Application-based award updated criteria released on website 	<ul style="list-style-type: none"> - Course Wikithon - Resource Hub edits made - Volunteer Sub-committees team meeting (also taking a group photo at meeting) - Filming for TAC promo and ceremony video - Exec team social (board game café) - Blog Post #3 underway - TAC Winter nomination period - Interviews for incoming coordinator

The bolded represented items that we have accomplished, and the un-bolded items represent things that we are still working on. Overall, despite the somewhat challenging return to routine, my service has been on track with our year plan and overarching goals. We have consistently improved upon measurable markers of success compared to last year, most notably with our recent Course Wikithon attendance, Facebook engagement, and collaborative relationship with MacPherson Institute.

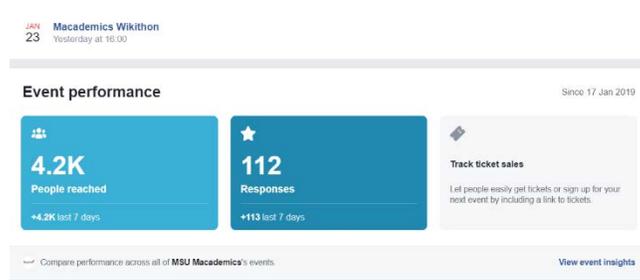
SERVICE USAGE

Facebook:

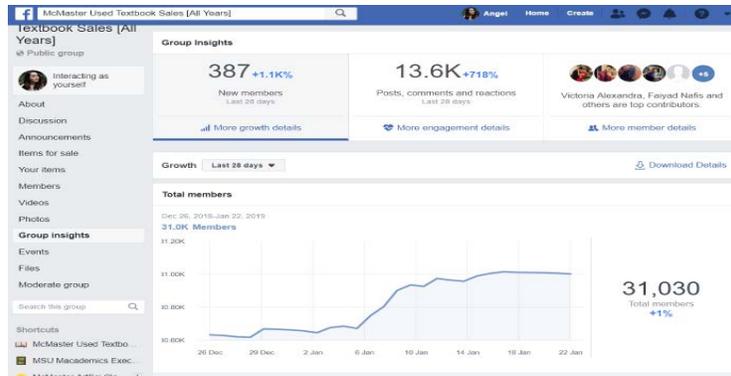
Our Facebook page had been on a hiatus over the winter break, but we have been regularly active again and our engagement seems to have remained stable compared to earlier in December:



Our recent event page for Macademics Wikithon also showed relatively strong engagement as compared to previous years' data for the same event. Below is the Facebook summary, but the actual attendance was documented in-person and will be evaluated by the Course Wiki Coordinator, Raisa Ahmed, in the following days.



As well, the group “McMaster Used Textbook Sales [All Years]” has seen considerable increase in growth in the past month, as a new semester motivated students to join the group to sell their textbooks from the previous semester and purchase new ones for the current one. I have been regularly monitoring the group, which consists of approving member requests that have answered the group questions and removing reported and inappropriate content. There was a brief period over the break and into the new semester during which I was on vacation and did not access the group; in that time, the Campus Store approved 67 member requests using the approve all function. This led to many “unwelcome” members on our group who posted ads for irrelevant products and services, creating a hassle to then delete and remove membership.



PAST EVENTS, PROJECTS & ACTIVITIES

Volunteer social (dinner)

We hosted a volunteer dinner before the winter break in December and invited our team to a big order-in dinner from Sapporo Sushi and Dominoes Pizza, complemented by some potluck items from volunteers and execs who wished to bring special dishes/desserts.

Sponsorship efforts for Teaching Awards Ceremony

After meeting with Wooder and garnering some advice, I reached out to a number of campus partners asking for donations/sponsorship money for the MSU Teaching Awards. I was able to secure \$500 from the McMaster Alumni Association, which will help out in elevating the ceremony décor, food options, award plaques, and so on.

Commencement of Macademics-MacPherson Student Partners Project

I have officially launched a collaborative project in tandem with the MacPherson Institute Student Partners Program. The SPP has funded two undergraduate students to work on creating an Undergraduate Student Resource Guidebook under my supervision to be posted on the MacPherson website and further promoted through Macademics avenues upon completion. This is super exciting!

Application-Based Award criteria created and updated

I have overhauled the Teaching Awards website and updated everything with the new award criteria created by TAC Coordinator, Casey Li, and her volunteer subcommittee. This year, we also introduced the MSU Innovation Teaching Award.

Course Wikithon

Wikithon 2019 took place on Wednesday, Jan. 23rd and was a very successful and smooth event! Course Wiki Coordinator, Raisa Ahmed, really improved upon last year's event and the event went without a hitch. It could have been advertised earlier and perhaps more broadly but turn-out seemed better than last year despite this. The final numbers will be coming in soon regarding the number of Course Wiki edits/comments/ratings were actually submitted, and by how many attendees, but I am confident we will be happy with the results. Overall, this event exposed many more students to the resource and demonstrated how it can be useful to them and their peers in the future.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Blog Post/Infographic 3

Our third blog is in progress by the Research and Resources subcommittee, led by Research and Resources Coordinator, Danny Ma. It will likely include a BuzzFeed quiz element to improve views and engagement!

Resource Hub editing

The Research and Resources Subcommittee has finalized consultations with faculty societies to make additions and revisions to the Resource Hub. Haley, Comms Officer, will be working on incorporating the changes into the original publication and we will republish the Resource Hub when it is completed. Upon Wooder's guidance, we will be focusing financial resources on promoting the online version of the Resource Hub instead of investing the sum of \$1700 into printing hardcopies.

Exec Appreciation Social

We will be celebrating and gearing up for what's to come with an exec social. The tentative plan was to go to a board game café, but the group collectively prefers to use the same amount of money to order dinner and watch a movie in a lecture hall - so that's what we'll do!

TAC Winter Nomination Period

We are gearing up for the winter semester nomination period for Teaching Awards, which will run from January 28th to February 9th. Everything should go smoothly!

TAC Promo video filming

Haley, Comms Officer, will be helping us film a promo video and teaser video for the 2019 Teaching Awards at the end of January. We will be shooting in MUSC, the Lyons New Media Centre greenscreen studio space, and Hamilton Hall.

VOLUNTEERS

Volunteer Coordinator, Fairuz Karim, is doing a great job of keeping volunteers in the loop and each exec with a subcommittee has been committed to their teams. Meeting schedules vary from team to team, but the exec team has been very transparent about issues, questions, concerns, and successes.

SUCCESSSES

1. Course Wikithon went great!
2. MacPherson project is finally in motion!
3. My exec team has been showing so much initiative; particular during times that I had to take a step back.

CURRENT CHALLENGES

1. Same challenges with communication between The Underground (e.g. orders not being confirmed or being overlooked).
2. The TAC team and I wanted to have the Application-Based Awards info up in November but due to delays in several areas, we couldn't meet that deadline. I am worried now that applicants may not feel they have enough time to complete the application. To address this, I have modified some of the required documents in the application package to make it more accessible (e.g. reducing number of student reference letters from 10 to 3).

Budget:

There are a few outstanding POs that I need to fill out to have the accounts properly charged for, including a \$300 MUSC rental fee for Teaching Awards Ceremony and accompanying AVTEK booking invoice, and a \$400 bill from TwelvEightly for the space and food service for Wikithon.

I have admittedly been slacking in my financial reporting responsibilities recently simply because I have had a lot of other tasks on my plate, but I plan to get everything sorted and back to organizational standard ASAP. I have a budget outline with my team and all is under control and every dollar is accounted for – it just may not appear that way in the records at this moment! By my next EB Report, my financial statement will be fully up to date.

MSU Macademics For the Eight Months Ending Monday, December 31, 2018							
	Current Month	Prior Yr. Month	Current YTD	Prior Yr. YTD	Prior Yr. YE	Approved Budget	% Budget Used
	December	December	2018-19	2017-18	2017-18	2019 To Date	
All:							
5003-0312 TCHA - OFFICE SUPPLIES						150.00	0.00%
5101-0312 TCHA - TELEPHONE		10.92	49.14	87.36	131.04	120.00	40.95%
5201-0312 TCHA - PHOTOCOPYING						50.00	0.00%
6102-0312 TCHA - ANNUAL CAMPAIGNS			296.00	722.67	929.51	1,500.00	19.73%
6401-0312 TCHA - AWARDS & MEETINGS	(500.00)		(500.00)	35.20	1,704.47	2,000.00	(25.00%)
6494-0312 TCHA - VOLUNTEER RECOGNITION	69.61		199.45	304.16	396.29	500.00	39.89%
6501-0312 TCHA - ADV. & PROMO.	47.00		1,020.41	1,720.00	1,857.20	1,700.00	60.02%
6603-0312 TCHA - ACADEMIC RESOURCES					26.41	1,700.00	0.00%
7001-0312 TCHA - WAGES	528.00	578.41	4,225.66	3,591.69	5,438.91	6,700.00	63.07%
7101-0312 TCHA - BENEFITS	39.60	36.10	303.76	237.91	343.63	470.00	64.63%
Total All	184.21	625.43	5,594.42	6,698.99	10,827.46	14,890.00	37.57%
							66.67%