



# YEARplan13

*Department:*  
MSU Diversity

*Date Submitted:*  
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*Prepared by:*  
Director: Israa Ali  
Assistant Director: Ana Qarri

*Date Revised:*

*Administered by:*  
Anna D'Angela, VP Administration  
[vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca) or 905.525.9140 ex. 23250

*Date Approved:*

The YEARplan is a way of getting down on paper what you and your department intend to accomplish over the course of your year. It will isolate the specific goals that you wish to accomplish, and the objectives that need be achieved. It will give your supervisor an understanding of the direction you wish to take with your department, and identify areas where support can be given. When completed, the YEARplans will collectively reinforce the goals and visions of your department, and allow the respective members to focus their attention on areas of importance within the MSU.

1. Read over the YEARplan.
2. Complete your YEARplan in soft copy (on computer).
3. E-mail the first draft of the YEARplan to [vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca) by July 2<sup>nd</sup>, 2013.
4. The VP Administration will provide feedback on your YEARplan. Use this feedback to revise your draft into a final plan.
5. E-mail the final draft of the YEARplan to [vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca) by July 29<sup>th</sup>, 2013.

The final copy will be submitted to the Executive Board for review and approval at the August 6<sup>th</sup> meeting.

If for some reason you do not believe you can complete your YEARplan by the date indicated, please contact the Vice-President Administration in order to arrange a suitable extension (contact information above).

## MISSION an overview

This year, we will seek to establish a stronger presence for Diversity Services via successfully implementing initiatives that are truly relevant and important to the students here at McMaster while ensuring an inclusive and welcoming atmosphere for all who are involved. We further seek to facilitate stronger ties with the different MSU Services in addition to the students themselves by addressing any concerns that arise as we progress.

## ROLES that individuals play

List all positions found within or in relation to your department including full-time and part time staff, as well as one of a few general volunteer roles if applicable and how their role intersects with yours.

	Name of Individual	Role(s)
1.	MUSC Admin Staff	Help with booking event space in the MUSC
2.	Israa Ali	Diversity Director
3.	Ana Qarri	Assistant Director: assist with volunteer coordination, media, and anything needed.
4.	Daniele Lake	Bridges Coordinator, book for events at Bridges and ensure all Bridges related matters are addressed
5.	Katie Zhu	Multiculturalism Coordinator, establish a committee and run events that fall within the associated pillar.
6.	Tobi Abdul	Gender Equity Coordinator, establish a committee and run events that fall within the associated pillar.
7.	Zaynab Al-Waadh	Interfaith Coordinator, establish a committee and run events that fall within the associated pillar.
8.	Hooria Raza Bonnie Cheung	Research, Information and Promotions Coordinator, promoting campaigns within diversity services on a large scope
9.	Jamie Lai	Abilities Coordinator, establish a committee and run events that fall within the associated pillar.

## OBJECTIVES *step by step* Copy and paste to add more objectives if required

Objective 1	Modify Logo and Create new Promotional Material
Description	The logo is very outdated and there exists very limited promotional material. Through changing the logo and creating new promo material, we're almost reviving the service itself. The Bridges sign will also be renovated with the new logo. Business cards/Shirts/Banner/Buttons/Pens/Pamphlets/General MSU Swag will be created to be specifically used for Welcome Week, Clubsfest and kept in our Bridges Office.
Benefits	<ul style="list-style-type: none"> <li>• Create a new organized facebook page</li> <li>• Promote the Service all fresh</li> <li>• The service will gain more attention and new interest</li> </ul>
Difficulties	The costs which can be recovered via fundraising.
Long-term	The way the logo is currently designed ensures that it will transcend years and remain to be appealing to the future incoming directors as much research and meaning analysis is going into the different elements of the logo itself.
How	Conduct a meeting with Michael Wooder, Student Life Development Coordinator, agree to pursue changing the logo and research into different possibilities, and receive Ana's feedback, while communicating with the designer on changes (completed summer 2013). Promo material will then follow alongside moving onward to change the diversity sign in Bridges which is very old. All this will be done before September.
Partners	Michael Wooder, Ana Qarri, Assistant Director Hospitality Services Bridges Cafe

Objective 2	Establish a weekly meeting with all Coordinators
Description	Because this year, we're deciding to take on the various DS initiatives with more of a collective vision in hopes of implementing intersectional projects in addition to creating strong bonds amongst the coordinators, these weekly meetings will work to update the Director and the Assistant Director of the progress of their year plan and vice versa. Meetings will be an hour in length.
Benefits	<ul style="list-style-type: none"> <li>• Stronger bonds amongst the coordinator team, each one is more receptive to helping one another as all of them will be benefitting from one another</li> <li>• Stronger bonds between the Director and Assistant director with the rest of the coordinator team, interact not only based on projects</li> <li>• In the process develop friendship amongst the entire team</li> <li>• Collectively cooperate and promote events, each pillar is readily available to assist the other pillars</li> </ul>

	<ul style="list-style-type: none"> <li>• Further promote amongst them that diversity is a holistic vision, rather than individually via the meetings</li> <li>• Continuously keep all in loop of progress, achievements and feedback for improvements within the entire service</li> </ul>
Difficulties	Working around schedules. This will be solved as of the 2 <sup>nd</sup> Week of August after timetables come out to book in a meeting time that would be added to the team's schedule, similar to the idea of a mandatory weekly tutorial.
Long-term	If meetings are organized and continue to be held constantly and with consistency, this will actually create a strong base of supporters for the service and encourage expectations to be fulfilled on a weekly basis, hence more successful events.
How	By August, a weekly meeting time will be settled. Coordinators will be asked to update us of any changes.
Partners	Diversity Team

Objective 3	Create a Volunteer base within every DS Pillar
Description	All DS Coordinators have been hired and will be introduced to this in their upcoming training meeting happening near the end of July. For each pillar, there will be a committee established with a solid volunteer base. Volunteers will be assigned roles for the rest of the year that would match their skills and interests covering areas from AV, food, logistics or however the main coordinator to decide to allocate long-term roles to their team.
Benefits	Ensure that we have a strong, unified representative body for DS that's always available to assist and promote the service.
Difficulties	This specific direction has not been established in the past due to perhaps the difficulty in ensuring continuous interest from the volunteers or their commitment throughout the year. In response, a strategy will be developed with the Coordinators via our initial training meeting that would address these concerns. Collectively discussing this issue with the whole diversity team including the director, director assistant and all the coordinators will ensure a more successful outcome in terms of reaching solutions that the coordinators themselves would like to pursue.
Long-term	Once a strong volunteer base is established, the service will automatically flourish and in turn be more successful in terms of the number of people who are heavily involved and feeling a sense of ownership. This will lead to an increase in the application pool for the upcoming open positions within diversity and hence ensure an increase in the level of qualifications the upcoming directors/coordinators will have.
How	<ol style="list-style-type: none"> <li>1. Training to be held last week of July to initiate this idea with the assistance of Ana in coordinating and delivering the training session through which possible recruitment methods</li> <li>2. During Welcome Week and Clubsfest, interested students will sign-up on the different lists matching to their pillars of interest. The coordinators will be asked to be present and welcome students into their pillars</li> </ol>

	3. Each pillar coordinator will conduct a general meeting with those interested students. The year plan of each associated coordinator will be pursued with a solid team of 5-6 members who are assigned specific roles within the larger pillar such as AV, promotions, food, logistics, communication and whatever the coordinator deems suitable.
Partners	Ana Qarri, Assistant Director All Coordinators

Objective 4	“Take A Seat, Make a Friend”
Description	Idea from here: <a href="https://www.youtube.com/watch?v=HfHV4-N2LxQ">https://www.youtube.com/watch?v=HfHV4-N2LxQ</a>  A unique idea for Welcome Week or whenever possible. Many first years are actually very concerned about making friends and this unique approach will set the stage for feeling happier and friendlier around other Mac students. This in turn creates a more appreciative attitude for the fun and diverse campus we share. The possibility of it becoming a popular hit or activity, marking as an incentive, many students would become excited to participate just because it looks fun, cool and probably have not sat in a ball pit ever since their childhood. The whole event will be facilitated by a main moderator who will ensure that the pair who take part are complete strangers, more specifically attempt to pair a 1st year and an upper year in hopes of breaking the ice between these 2 groups as many first years may not be fully comfortable with approaching upper years and perhaps even break any possible intimidation. The questions will not be so intimate however. Most likely, they'll revolve around "what inspires you in life" "what made you choose mac out of other schools" "if you had one super power what would it be" "find a commonality amongst you" etc. Each pair will be allowed a maximum of 3 questions, their picture taken and receive some diversity swag.
Benefits	Fun and engaging idea. Creates strong social bonds. Make Welcome Week even more exciting and gain stronger attention from incoming students. It will also assist in promoting the service further amongst students who will surely tell their friends of this activity and online via social networking sites as we will be uploading their photos via our newly created facebook page, attracting more followers.
Difficulties	The logistics and safety concerns will need to be addressed. Creating the pit.
Long-term	If successful and facilitated well, this can be an annual and popular Diversity Services Activity.
How	The pit itself will need a lot of space, most preferably outside on the green. We should also have some visuals and signs on campus leading to the ball pit. Nearby, we will have large signs with the title of the event, and in front of the pit itself we would have a large banner of the service. In addition, possibly, the original video that was just shared will be easily accessible/viewable nearby as a possible incentive to participate, and out of courtesy give credit to the

	original developers.
Partners	Michael Wooder MSU

Objective 5	Establish the foundation for an accessible interfaith spirituality centre
Description	Ever since the establishment of Diversity Services on Campus, this has been a goal and this year, this project will see light. This Centre will cater to all faiths and anyone interested to have a moment of silence, contemplation or any form of meditation.
Benefits	A spirituality centre is a must to have at any university campus due to its need. Working to achieve this space will create stronger ties amongst the different faiths and remind all that collectively and only collectively there were able to achieve something phenomenal that has not been achieved in a decade's time. The students will feel that Diversity is truly pursuing long-lasting projects on campus and see the results on-ground and works to address any concerns students may have.
Difficulties	Finding appropriate space, furnishing it and getting enough committed people on the project. As a solution, the interfaith council with the help of Carol Wood will be established again to lead this project.
Long-term	McMaster University will finally have a spirituality Centre. It's always a shock when students find out that the closest spirituality centre is located in the hospital, while the campus itself does not have one for all faiths.
How	The interfaith coordinator will be notified of this initiative at the upcoming training meeting. A meeting will then be set-up with Carol Wood for advisory purposes in August and the next steps will then unfold from there. Because of the large-scale level of this project, student affairs will be involved as well.
Partners	Carol Wood Interfaith Coordinator Student Affairs

Objective 6	Revive the HRES Newsletter and have it published per term
Description	The HRES Newsletter has stopped being published since 2007. Through reviving it, it would be more of a collaborative long-lasting commitment from HRES and Diversity Services. It would touch upon opinion pieces, arising on-campus human-rights and diversity issues, and seek to highlight the accomplishments of the events that are held by either or both the two partners per term.
Benefits	<ul style="list-style-type: none"> <li>• Create a strong connection with HRES</li> <li>• Engage any interested student in writing for the newsletter and hence make more and more people feel a sense of belonging with the service</li> <li>• Ensure a more proactive role in advocating for the service and human rights</li> </ul>

	<p>in general via online methods and on-campus if printing them in hard-copy is a feasible option</p> <ul style="list-style-type: none"> <li>• Engage the coordinators at a higher level if any were to be recognized for their accomplishments on certain initiatives, that in of itself can become an incentive for increasing and solidifying the volunteer base for DS.</li> </ul>
Difficulties	Having enough committed people to write for the newsletter and receiving professional editing experience.
Long-term	If successful, it can encourage HRES to promote a stronger reputation for MSU Diversity. In addition, instead of per-term, it can turn into a monthly publication. It will also open up the floor to more engagement with the service from more students who in turn will assist the service to grow as they are seen their concerns being addressed.
How	September: A meeting will be conducted with Vilma Rossi and the rest of the HRES team to discuss the reasons why this newsletter stopped in addition to discuss the possibility of initiating it again alongside ensuring an extremely solid commitment from our end. If there's consensus to move forward, the coordinators will be updated on the news and with their help, the content will be built to be ready for publication by December.
Partners	HRES Coordinators Interested Students

Objective 7	Review Bridges Menu
Description	Ensure that students' diverse needs are being met by the menu provided by Bridges
Benefits	<p>1) As the student population entering McMaster University every year changes, it is important to maintain an accurate sense of the dietary needs of students. Thus, ensuring diverse options in Bridges will meet the needs of students.</p> <p>2) By reviewing the Bridges menu, it will be an opportunity for hospitality services to make any necessary adjustments to their menu. In helping to meet the needs of students, it will also ensure the food options available are cost-effective.</p>
Difficulties	<p>1) It may be difficult to ensure a diverse representation in reviewing the menu and to ensure that all students are equally represented. -ask club representatives to discuss menu and possible suggestions they may have, discussion will be facilitated by Director/Interfaith/Multiculturalism Coordinator</p> <p>2) It may be difficult to balance the needs of the students with any restrictions that hospitality may be facing in terms of food suppliers and cooks. -Have open lines of communication and establish an understanding of the limitations</p>

Long-term	This is necessary to be established as an annual objective.
How	<ol style="list-style-type: none"> <li>1. Speak to the head chef at Bridges as well as the key players in Hospitality Services about the potential of reviewing the menu.</li> <li>2. After receiving feedback on the possibility of reviewing the menu, we would set up a meeting with the aforementioned key players to discuss the menu. This meeting would involve the Bridges Coordinator as well as the Multiculturalism Coordinator and the Interfaith Coordinator.</li> <li>3. Make suggestions about any areas of improvement in the menu as well as areas that excel in terms of providing diverse food options.</li> <li>4. Work with implementation of such changes and how it would be most feasible. This could manifest through daily specials or special cultural and religious days (for example, having cultural food days like Chinese New Year)</li> </ol>
Partners	<p>Bridges Coordinator  Multiculturalism Coordinator  Interfaith Coordinator</p>

Objective 8	Close collaboration with the QSCC, FAM, and I AM Woman throughout the year (Trans* Remembrance Day, Let's Talk Trans*, Coffeehouse, "How To Be an Ally" Workshop, etc)
Description	Collaborate and strengthen our support for the above mentioned parties
Benefits	By involving DS in these events, we bring a unique perspective of intersectionality to the QSCC events, as well as a larger audience.
Difficulties	Allocating a specific role for DS within the larger scheme of things and ensure there's optimal understanding of what exactly is expected from DS in this collaboration. This can be resolved at the initial stages, just as the case is with any form of collaboration.
Long-term	If successful, stronger long-term ties will be ensured with all parties involved and DS will gain even a more reputable name.
How	By collaborating closely with the Outreach and the Intersectionality Execs of the QSCC. Some of these events are new this year so we'll require a few meetings to brainstorm in detail about the direction we want to take them. Our largest (new) event in collaboration with the QSCC will be the Coffeehouse, which will provide a space for people to bring in their art in various forms and present it at Bridges. Apart from organizing, the planning of this event will involved a lot of networking and promotion to encourage people to participate. The Trans* related events will take place in October/November. The Coffeehouse and Workshop are currently scheduled for early second term.
Partners	<p>QSCC  FAM  I AM Woman</p>

Objective 9	Diversity Week
Description	All 5 pillars will have one day dedicated to itself to celebrate its aspects at a large scale level
Benefits	<ul style="list-style-type: none"> <li>• Celebrate diversity through unique approaches</li> </ul>
Difficulties	Time and efforts will be immense to ensure its success
Long-term	Diversity Week can become a week all students despite any difference they may have to look forward to.
How	All coordinators have been notified that Diversity Week will be happening from January 13 – 18, 2014, and all are currently in the brainstorming period. Clubs in addition to all services impacted will be contacted next week, October 7 <sup>th</sup> . After that each pillar will have its distinguished meetings to plan for Diversity Week. What will be held on each day will be dependent on the committees' decisions.
Partners	Clubs Administrator Ana Qarri, Assistant Director Hospitality Services Bridges Café Diversity Coordinator MSU Clubs

## GOALS to strive for

List 3 things that you would like to have prepared for the beginning of September

- 1) Logo and Promotional Material for Welcome Week (MacQuest and SOCS Olympics) and Clubsfest
- 2) Training provided to all coordinators in addition to have them individually prepare a year plan for their associated pillar
- 3) Initiated the Interfaith Spirituality Centre Project

List 3 things you would like to have completed during the fall term (1<sup>st</sup>)

- 1) Take A Seat Make A Friend
- 2) Welcoming Powow
- 3) HRES+DS Newsletter 1

List 3 things you would like to have completed during the winter term (2<sup>nd</sup>)

- 1) World Religions Day
- 2) Pangea
- 3) HRES+DS Newsletter 2

If you could jump to the end of your term and were asked to tell someone the highlights of what your department did over the course of the year, what would that include?

Diversity Services:

- Created a strong and loyal volunteer base
- Revived the HRES Newsletter
- Successfully implemented “Take a Seat, Make A Friend”
- Gained more recognition as a significant service to the university campus
- Established the foundation and paved the way to having a mutli-faith spiritual centre
- Improved all the previous annual events and hence created an impact on the students’ lives
- Rebranded the logo and changed the Bridges Sign and succeeded in leaving a positive mark on the service itself by successfully advocating the need for the service rather than only the service
- Successfully Established Diversity Week

## MASTER SUMMARY calendar and checklist

Summer (preparation)	- Work on Logo and Promo Preparation -Train Coordinators and begin meetings -
September	-Clean out Bridges Office and bring in new Compute from Pauline -Assign Office Hours for the rest of the term for all including coordinators -Welcome Week involvement -Begin HRES+DS Newsletter - Welcoming Powow
October	-Leadership Summit for Women -Multiculturalism Coffeeshop -
November	-Pride Week - Women Against Violence Campaign, collaboration between indigenous affairs and gender equity pillars. - -
December	-Consider Study Space at Bridges - - -
January	-World Religions Day -Publish HRES+DS Newsletter - Diversity Week -
February	-Chinese New Year -Black History Month -

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March	-Pangea - - -
April	-Publish HRES+DS Newsletter - - -

Weekly	-Coordinator Meetings -Office Hours -Planning meetings with the various other groups
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## COLLABORATION within the MSU

[Please provide an example of where your service can collaborate with a) another MSU Service and b) non-MSU Service (e.g. SRA Caucus, Business Unit, Clubs, etc) . Make sure to specify which MSU Service the example is relevant to, how the project or idea is better supported by this collaboration what each can gain from collaborating on the project or idea.]

### 1. QSCC

We hope to work with Jyssika, the Director of the QSCC, as well as other members of the QSCC executive to work on initiatives involving gender & sexuality, intersectionality and potentially issues with understanding transgender identity By involving DS in these events, we bring a unique perspective of intersectionality to the QSCC events, as well as a larger audience. By collaborating closely with the Outreach and the Intersectionality Execs of the QSCC. Some of these events are new this year so we'll require a few meetings to brainstorm in detail about the direction we want to take them. Our largest (new) event in collaboration with the QSCC will be the Coffeehouse, which will provide a space for people to bring in their art in various forms and present it at Bridges. Apart from organizing, the planning of this event will involved a lot of networking and promotion to encourage people to participate. The Trans\* related events will take place in October/November. The Coffeehouse and Workshop are currently scheduled for early second term.

### 2. Human Rights and Equity Services

As stated before, we hope to revive the HRES Newsletter which stopped in 2007. This Newsletter covered many important diversity and human rights issues on campus, which the students need to be more enlightened on. This collaboration will not only strengthen the connection between the two parties but also create a new attraction force for each one as there will be heavy student and coordinator involvement in this initiative. We further seek to involve HRES with the initiation of the multi-faith Spirituality Centre and involve PACBIC in the overall process as they surely have a specific viewpoint regarding this matter.

FINAL COMMENTS leave nothing out

**We will make this year an unforgettable one for the entire university campus! 2013-2014, here we come! 😊**