

YEAR PLAN

MSU *Teaching Awards Committee*

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2015-2016

(submitted *June 30th 2015*)



OFFICE OF THE *Teaching Awards Committee*

INTRODUCTION

The main goals for the Teaching Awards Committee for the 2015-2016 year will be to improve the existing structure of the service while investigating potential avenues for service expansion in the future. Improvements will focus on student participation and Ceremony attendance through increased promotions, the role of Teaching Assistants in the Ceremony and volunteer appreciation. Expansion and areas of change are mainly focused around the personal structure of the service and methods of better achieving our full service mandate: To recognize and encourage excellence in teaching at McMaster University by awarding MSU Teaching Awards, on behalf of the MSU members.

Personal changes in the form of an executive structure have already been added to Operating Policy 1.2.1 Teaching Awards and job descriptions for committee members and two executive positions, an Assistant Campaign Coordinator and a Promotions Executive have also been created and approved by Executive Board. Hiring is currently underway for these two executive positions and once training is completed they will be a valuable asset in achieving the goals outlined below.

The creation of executive positions will lead to TAC operating more like a service than it currently does, however its function as a committee will not be interrupted. While this structure will allow for a better realization of the goals below, it will also knit closer bonds between the TAC members. I hope to make volunteering on TAC both a rewarding and a fun experience and improvements to Volunteer Appreciation is a large focus.

After these changes many of the plans listed below are variations of the work done in previous years by TAC. The timing of events in Second Term is designed to allow for a smoother Ceremony in March. The extension of both Nomination periods to three weeks is an extension of the trial used last year in the Winter Term. Overall+ my goals are to ensure TAC runs efficiently, appreciates its hardworking volunteers and meets its service mandate to the largest extent possible.

GOALS

Objective 1	<i>Improve Volunteer Appreciation</i>
Description	Currently volunteers choose to put in incredible amounts of time, yet TAC hasn't had strong volunteer appreciation in the past. Previous volunteer appreciation has typically been pizza at the Evaluations Meeting each term. This year I would like to improve upon this. Instead of having food at the first term meeting, I would like to have the first half of the meeting be productive and the second half be held in 1280 where a sum is put towards their meal (SHEC did this at the phoenix with 10\$ a volunteer). This will be a social dinner where we chat and bond as a committee. I will also have holiday cards for everyone. The second term Evaluations meeting will run as in previous years. I would also like to have a Volunteer Social after the ceremony before exams at 1280 where instead of ordering individually we have cake and Nachos/wraps/food and socialize. Voting members for the next year will also be invited! If the budget allows it I would like to order Mugs with the TAC and MSU logos on them for volunteers as well.
Benefits	Appreciated volunteers creates a better year. We are doing something we should already be doing. We are achieving some of the goals of the MSU by creating a fun and enjoyable working environment for students.
Difficulties	There may potentially be monetary difficulties as the budget hasn't been used for extensive appreciation in the past. Otherwise the only real difficulty is finding a date everyone can attend.
Long-term implications	If carried on, TAC will become a great community of friends, not just people who volunteer together.
How?	Bookings with 1280 in advance, checking dietary restrictions, going over budget with VP Finance.
Partners	1280 VP Finance

Objective 2	<i>Improve Teaching Assistant Recognition</i>
Description	Currently many TAs do not attend the ceremony and TA nominations are very low. Encouraging TAs through a more relevant award like one with a donation attached will help improve these circumstances.
Benefits	Higher TA attendance at Awards Ceremony Long term improvement in TA engagement benefiting students
Difficulties	Potentially having GSA provide money for improving these awards. However there are benefits to this as well so I am sure we can have a discussion about it.
Long-term implications	TAs motivated to engage students
How?	Meet with the GSA in September and come up with options and a timeline for improving these awards.
Partners	The Graduate Student Association CUPE – Teaching Assistant Union

Objective 3	<i>Achieving the Encouraging Excellence Goal of the TAC Mission Statement</i>
Description	TAC strive to recognize and encourage excellence in education at McMaster. Currently the Awards Ceremony fulfils the recognition portion of this mandate however falls short on encouragement. By partnering with MIETL to address these concerns and creating new initiatives I hope to better realize TAC's mandate as a service. One possible idea is creating a best practices workshop between nominees each year, which would be facilitated through MIETL.
Benefits	Better recognizes TAC's Mission Statement, expands the scope of the service.
Difficulties	This is an unshaped idea and still needs a lot of work to be realized.
Long-term implications	Education at McMaster improves every year!
How?	Meet with MIETL in September to begin discussions on this and follow through on plans throughout the year.
Partners	MIETL VP Education

Objective 4	<i>Creating, Hiring, and Training an Executive Structure</i>
Description	Operations Policy Changes have been passed and Hiring is open.
Benefits	More hands make light work. I can focus on doing, more to improve the service as I will be taking a reduced role in promotions and ceremony coordination. More experienced TAC volunteers if they return. Increased volunteer reliance.
Difficulties	Scheduling interviews over summer and creating a hiring team. Solutions include online interviews and reaching out to other PTMs for help interviewing.
Long-term implications	Service and Ceremony can expand and grow as more people are now working towards improving the service. Incoming PTMs have the potential to be more experienced in TAC reducing transition time.
How?	12 th Close Hiring for Exec Positions 13 th -14 th Review Applications 14 th -21 st Interview Applicants 24 th Hire Exec! Complete Training before the 6 th of August
Partners	Jess Bauman MSU Service PTMs VP Administration VP Education

The following goals all are targeted to improving the status and attendance of the Awards Ceremony:

Objective 5	<i>Creating Faculty Specific Promotions</i>
Description	Reach out and collaborate with faculty groups to create increased and more personalized promotions.
Benefits	Increased awareness of TAC, more nominations, a better ceremony.
Difficulties	This involves a lot of communication and reliance on multiple groups. Keeping track of which faculties are promoting and which aren't could get hectic.
Long-term implications	Increased awareness of TAC. Ongoing partnerships with these groups.
How?	Reaching out to these organizations as soon as possible, providing example promotional materials and stressing the benefit to students from their assistance in promotions.
Partners	SRA Caucuses Faculty and Program Societies Faculty Planners

Objective 6	<i>Improving the Timeframe of Ceremony Promotions</i>
Description	February is the shortest and yet busiest month for TAC. In the past this has led to last minute planning for the ceremony in March. By holding the ceremony in the end of March and creating promotional materials as soon as possible (which exec can be a great asset for), we will increase awareness and attendance at the ceremony.
Benefits	A better attended ceremony. A more official and prestigious event.
Difficulties	The struggle is we do not have the second term nominees until the end of February and the Ceremony is in March. Ideally all materials can be designed except for the professor names, which can be added end of February to release promo right at the beginning of March.
Long-term implications	Earlier second term-nomination periods. In my transition report I will have a section on how to navigate February as I can provide feedback on my current plan.
How?	This is something that is just done, I just book a later ceremony. However time management, clear communication with exec and planning ahead will make this easier and smoother.
Partners	Underground Avtech Paradise Catering Administrative Secretary: Leesa MacKenzie

Objective 7	<i>Reaching Out to Faculty Deans</i>
Description	Faculty Deans can be used to promote applications for all of the Awards other than the Faculty Awards. Reaching out to them is more effective if the email comes from Spencer.
Benefits	Increased applicants and awareness for non-faculty awards.
Difficulties	Deans are busy and asking them to promote could prove ineffective in some cases
Long-term implications	Building a partnership with the Faculty Deans
How?	Write up email for Spencer to send end of first term and then again at the beginning of second term.

Partners	VP Education Faculty Deans
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Objective 8	<i>Increased use of Promotional Videos</i>
Description	Promotional videos can remain up on the MSU website and provide information about the service for years to come. Two initiatives that have been conducted in the past are Nominee interviews and student interviews on what makes a good professor. I would like to combine these two initiatives and have a video that cuts between students and Nominees. I believe this furthers the notion that teaching awards are a discussion between students and professors. This video would be released early March as promotion for the ceremony.
Benefits	Increased attendance of the awards ceremony and the purpose of TAC.
Difficulties	Scheduling time when TAC volunteers, the Comms Officer and professors are all free.
Long-term implications	A better understanding of the mission statement of TAC will be available on our Website.
How?	I've already begun discussing thus with the Comms Officer. Nominee interviews will occur in November and student interviews in January/February
Partners	Nominees Comms Officer

GOALS to strive for

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

1. Updated Operating Policy, in reference to OUSA Award procedure and new personal structure.
2. Hire and train a Promotions Executive and an Assistant Campaign Coordinator
3. Design Nominations Survey on MSU website for Term 1 so all I have to do is click Publish to open Nominations.
4. Design Promotional Material for Term 1.
5. Go through past three years of Nominations Data. Are there faculties that nominate more than others? Plan how to target less active Faculties.

List 5 things you would like to have completed during the fall term (1st)

1. Conduct Nominee interviews to use as promotional material for the ceremony.
2. Collaborate with Faculty Societies and SRA Caucuses to have Faculty specific promotions.
3. Meet with MIETL to discuss improving the effectiveness of the Awards Ceremony. One idea is to create a best practices with between Nominees.
4. Meet with the GSA to look at ways to improve TA Awards and TA Nominations. One idea is to have a monetary sum attached to the awards.
5. Book the Awards Ceremony
6. HAVE THE MOST NOMINATIONS FOR TERM 1 IN TAC HISTORY

List 5 things you would like to have completed during the winter term (2nd)

1. Do a revamp of the “What makes a good professor” video currently on the TAC website. Edit this together with the Nominee interviews and create a short promo video for the Ceremony.
2. Collaborate with Faculty Societies and SRA Caucuses to have Faculty specific promotions with extra focus on Faculties that may have comparatively underperformed in First Term.
3. Create a sub-committee for planning the Awards Ceremony, and have all details planned out well before March 1st
4. Have a Volunteer Appreciation dinner/social after the Awards Ceremony
5. Run best practices workshop/other event that *encourages* excellence
6. HAVE THE MOST ATTENDED CEREMONY EVER! (I’m not settling for less than 200 students and staff)

Master Summary

May/June	<ul style="list-style-type: none"> • Formalize procedure for OUSA Award through changes to Operations Policy • Change Operating Policy to allow for an executive Structure along with Job descriptions for executive positions and general committee members • Open hiring for Exec positions
July	<ul style="list-style-type: none"> • 12th Close Hiring for Exec Positions • 13th-14th Review Applications • 14th -21st Interview Applicants • 24th Hire Exec!
August	<ul style="list-style-type: none"> • Before August 6th: Meet with new Exec (in person or online) and do an hour or two of introductions, bonding and training • Design all promotional materials for Fall Nomination Period • Design survey for Fall Nomination Period
September	<ul style="list-style-type: none"> • If services are invited to clubs fest this year: do volunteer recruiting (particularly first years). If this cannot happen we do have what appears to be a very dedicated group of about 15 volunteers so we will not be short staffed. • Meet with MIETL to discuss TAC broadly, best practices workshop, and community engagement award. • Meet with the GSA to discuss improvements to the TA Teaching Awards • Committee Meeting 1st or 2nd Week of September for introductions

	<p>and outline of year</p> <ul style="list-style-type: none"> • Committee Meeting 3rd or 4th Week of September for planning Fall Nomination Period/Evaluation Period <ul style="list-style-type: none"> ○ Who is available, when, to table in MUSC during Nominations
October	<ul style="list-style-type: none"> • Book Council Chambers for Ceremony in March • Ask Comms Officer to Design a Save the Date for the Ceremony and send out to University invitees i.e. Provost • 5th-10th: Week One of Nominations Period: Main goal get awareness of what TAC is circulated <ul style="list-style-type: none"> ○ Tables in MUSC where paper nominations can be completed, posters, Social Media ○ Online Nominations open ○ Reach out to academic communities i.e. McMaster Science Academic Forum and ask them to help promote • 11th-17th: Week Two of Nominations Period: Social Media Push for online Nominations <ul style="list-style-type: none"> ○ This is reading week so more online focused promo can be done now ○ Review demographics from first week which faculties have low turnout → target promotions to them. For example in the past Science has had the highest nominations numbers a table in BSB probably wouldn't be as effective as in IAHS • 18th-25th: Week Three of Nominations Period: Last Big Push <ul style="list-style-type: none"> ○ Tables in MUSC as well as Faculty/Program Buildings with low turnout so far, where paper nominations can be filled out ○ Ideally all PTMs, BOD, SRA, and Maroons and Advocacy Street Team and promoting on social media by now. • By October 31st: Have gone through all data online and from in-person. Have a committee meeting where volunteers count the paper nominations from Week 3. 1-3 professors from each faculty which had at least 4 nominations and the highest percentage of class votes will be nominated. Email these Professors to find a good time for a class visit
November	<ul style="list-style-type: none"> • Have a meeting early November to plan Nominee Interviews and Classroom visits • By October 20th have completed all classroom visits for Nominations. • By end of November complete Nominee Interviews which can be used as promotional material for winter period • Last Week of November have a committee meeting to Compile Nomination Results. Also this should be really fun! It's the last meeting of the year and the Committee will have been working hard! Maybe do data collection in committee room and then have a social in

	1280, or have Pizza, tea coffee etc.
December	<ul style="list-style-type: none"> • Open survey to committee to provide anonymous feedback on the first term, review feedback with exec and make relevant changes. • Announce Nominees from first term • Begin ordering and designing promo for second term (i.e coffee sleeves)
January	<ul style="list-style-type: none"> • Bookings for Ceremony: Avtech, Catering, Speaker Invitations • Make any changes to Nominations Survey for the Winter term • Divide into loose Sub Committees: One for Awards Ceremony and one for Winter Nominations and Evaluations. These are not official bodies as ideally everyone is helping with everything, but it allows volunteers to have a primary focus as a lot will happen this semester • Committee Meeting 3rd or 4th Week of January for planning Winter Nomination Period/Evaluation Period <ul style="list-style-type: none"> ○ Who is available, when, to table in MUSC during Nominations
February	<ul style="list-style-type: none"> • 31th-6th: Week One of Nominations Period: Main goal get awareness of what TAC is circulated <ul style="list-style-type: none"> ○ Tables in MUSC where paper nominations can be completed, posters, Social Media ○ Online Nominations open ○ Reach out to academic communities i.e. McMaster Science Academic Forum and ask them to help promote • 7th-13th: Week Two of Nominations Period: Social Media Push for online Nominations <ul style="list-style-type: none"> ○ Review demographics from first week which faculties have low turnout → target promotions to them. For example in the past Science has had the highest nominations numbers a table in BSB probably wouldn't be as effective as in IAHS ○ Tables in MUSC as well as Faculty/Program Buildings with low turnout so far, where paper nominations can be filled out ○ Have a Committee Meeting record in-person nominations ○ Review of Applicants for Non-Faculty Awards • 14th-19th: Week Three of Nominations Period: Last Big Push <ul style="list-style-type: none"> ○ Reading Week, so we are only online. ○ Ideally all PTMs, BOD, SRA, and Maroons and Advocacy Street Team and promoting on social media by now. ○ Have all Materials for the ceremony ready to be printed and released with a blank space for Nominee's names ○ Continued Review of Applicants for Non-Faculty Awards • 20th: Have gone through all data online and person. 1-3 professors from each faculty which had at least 4 nominations and the highest

	<p>percentage of class votes will be nominated. Email these Professors to find a good time for a class visit.</p> <ul style="list-style-type: none"> • 22nd -26th: Class visits for Nomination Periods • 27th- 29th: Compile all results. Like Term 1 this should be a fun meeting filled with Volunteer Appreciation. We will also be voting on all Non-Faculty Awards Winners. Contact Watson's Engraving the second this meeting is over to order awards (I will have alerted them that this order is coming ahead of time so all awards are ready to be engraved).
March	<ul style="list-style-type: none"> • Week 1&2: Ensure everything is running smoothly for the Awards Ceremony. Begin Promotion for the Ceremony. Plan who from the Committee will be presenting. Review the presentation and program for the ceremony. • Tentative Ceremony Date of March 30th.
April	<ul style="list-style-type: none"> • Volunteer Social and Appreciation dinner at 1280 or The Phoenix • Transitioning

Note: There was no mention of a best practices or GSA involvement after September, because these are collaborative events that require a significant amount of discussion before actions can be taken. A timeline and plan for these items will be created in September after reaching out to the relevant parties.