



**AGENDA - SRA 18E**  
**STUDENT REPRESENTATIVE ASSEMBLY**  
Sunday, July 15, 2018 at 1:00pm  
**Council Chambers, GH 111**

**PROCEDURE**

Call of the Roll, Playing of National Anthem, Territory Recognition, Adoption of Agenda, Adoption of SRA Minutes, Announcements from the Chair, Special Orders of the Day, Delegation from the Floor, Report Period, Information Period, Question Period, Business Arising from the Minutes, Business, Committee Business, Unfinished Business, New Business, Time of Next Meeting, Call of the Roll, Adjournment

*The SRA would like to recognize today that we are situated on traditional Haudenosaunee and Anishnaabe territories through the 'Dish with One Spoon Wampum Treaty'.*

**REPORTS**

- |                                    |          |
|------------------------------------|----------|
| 1. Vice-President (Administration) | Epifano  |
| 2. Vice-President (Education)      | Bertolo  |
| 3. Vice-President (Finance)        | Robinson |
| 4. President                       | Farah    |
| 5. MSU Financial Update            | Robinson |

**BUSINESS**

- |   |         |
|---|---------|
| 1. Recess for meeting of MSU Incorporated | Farah   |
| 2. Clubs Ratification                     | Epifano |
| 3. Board of Directors Yearplans           | Farah   |
| 4. Caucus Yearplans                       | Farah   |
| 5. Close SRA Seats on Standing Committees | Bertolo |

## MOTIONS

1. **Moved** by Farah, **seconded** by \_\_\_\_ that the Assembly recess for meeting of MSU Incorporated.
2. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_ that the Assembly ratify the new and returning clubs as circulated and recommended by the Clubs Administrator for the 2018-2019 academic year.
3. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_ that the Assembly approve the following BoD yearplans:
  - President
  - Vice-President (Administration)
  - Vice-President (Education)
  - Vice-President (Finance)
4. **Moved** by \_\_\_\_, **seconded** by \_\_\_\_ that the Assembly approve the following Caucus yearplans:
  - Arts & Science
  - Business
  - Engineering
  - Health Sciences
  - Humanities
  - Kinesiology
  - Nursing
  - Science
  - Social Sciences
5. **Moved** by Bertolo, **seconded** by \_\_\_\_ that the Assembly close one (1) SRA seat on the following Standing Committees:
  - University Affairs
  - Municipal Affairs



**Student Representative Assembly Meeting 18E**  
**Sunday, July 15, 2018 at 1:00pm**  
**Council Chambers, GH111**

**Called to Order at 1:05pm**

**CALL OF THE ROLL**

<b>Present</b>	Bertolo, Emmanuel, Epifano, Espiritu, Farah, Gandzi, Grewal, Hackett, Isah, Kumaran, Lee, MacLean, Reddy, Robinson, Roshan, Shingleton-Smith, N. Singh, Sykes, Tejpal
<b>Absent Excused:</b>	
<b>Absent</b>	Ahmed, Anderson (LOA), Arbess (LOA), Bonk (LOA), Florean, Ibrahim (LOA), Irfan (LOA), McIver (LOA), Oketch, Rana (LOA), Salciccioli, Senthillmohan (LOA), S. Singh, Villasis (LOA), Warwani
<b>Late</b>	Bishara
<b>Others Present:</b>	
<b>Chair</b>	Elizabeth Wong

**TERRITORY RECOGNITION**

- The SRA would like to recognize today that we are situated on traditional Haudenosaunee and Anishnaabe territories through the 'Dish with One Spoon Wampum Treaty'.

**ADOPTION OF AGENDA**

**Moved** by Hackett, **seconded** by Sykes to adopt the agenda, as presented.

**Passes Unanimously**

**ANNOUNCEMENTS FROM THE CHAIR**

- The Speaker asked to make sure the room was clean at the end of the meeting.

**REPORT PERIOD**

**1. Vice-President (Administration) – Epifano presented**

- Epifano summarized the report.

**2. Vice-President (Education) – Bertolo presented**

- Bertolo summarized the report.

**Questions**

- Florean asked if the MSU was helping with the cost of the Pride crosswalk. Bertolo responded that the City of Hamilton was funding the initiative fully.
- Florean asked about landlord licensing, and when the City was planning on doing the initiative. Florean asked what this would look like with existing landlords. Bertolo responded that this was a slow-moving project, and that this has been talked about for a number of years. Bertolo stated that there have been circular discussions on whether to move forward, as there are landlords on the committee pushing back. Bertolo added that the City staff will be putting together a report for approval, and hopefully this will be done before October.

- Florean asked if there will be student feedback on the landlord licensing project. Bertolo responded that they were on the committee and will be providing student perspective. Bertolo added that Terry Whitehead, Ward 8 Councillor, has asked for one page of what students are looking for.

### **3. Vice-President (Finance) – Robinson presented**

- Robinson summarized the report.

#### **Questions**

- MacLean asked Robinson to tell the Assembly more about what happened with TwelvEighty and security. Robinson responded that earlier in May they had sat down with TwelvEighty and Campus Events to create a vision of what they were going to do with the school year. Robinson explained that in previous years there would always be Thursday night club nights and it would be packed, but since it started dwindling Campus Events and TwelvEighty decided to have three focused club nights this year. Robinson stated that decision then brought up questions about security and if they needed 25 to only work for three nights. Robinson explained that it didn't make sense to hire and train a team to work maybe three shifts, so they worked with Security Services to figure out how to bring outside security in for those three nights. Robinson stated that the communication to the people hired was messed up, and that as soon as they were made aware of the situation they worked to remedy it.
- Sykes stated that Robinson mentioned streamlining the club reimbursement and wanted to know if there was a process to streamline the election reimbursements. Robinson responded that they will look into the communication, but cheques should be ready within two weeks of the appeals period being done.
- Florean asked Robinson if the MSU will be looking into different programs for the Health benefits as there was a surplus. Robinson responded that the goal was to evaluate it closer to the end of the year. Robinson added that the benefit providers are putting on a education symposium for the schools to learn more about what is being offered.
- Gandzi asked Robinson to speak more to the Grind closing for a week. Robinson responded that the plan was to take out the stage and install new flooring, and that this will have chemicals and a lot of dust. Robinson stated that they made the decision too allow for construction to be done before Horizons.
- Florean asked where the money came from for the \$15,000 being invested in the rep program. Robinson responded that it was a surplus from last year's Welcome Week Levy. Robinson explained that the Welcome Week Advisory Committee does the funding for the week with strategic themes, and one of the ideas brought forward was a re-allocation of the money to improve rep experiences. Robinson stated that having the Maroons do the mac pass distribution saved \$17,000, and the MSU doing the strategic themes saved even more. Robinson explained that the proposal was to re-allocate funds from both lines to support reps and created a pilot project for this year to look at becoming permanent in future.

### **4. President – Farah presented**

- Farah summarized the report.

#### **Questions**

- Grewal asked if there were plans for increasing the bus shelters at the mac GO station. Farah responded that she never thought of those being problems. Grewal clarified that not everyone can fit in the bus shelters while waiting for buses that are delayed in the winter, and that some wait at Mary Keyes and run to catch their bus, which isn't safe. Farah responded that it was about looking at priorities, and that they did the shelters with the City because there weren't any at those stops at all. Farah responded that unfortunately, they don't see that changing right now for the GO station. Farah added that this was something that they could go look at but didn't know what would happen.
- Florean asked about the bus shelters citing that McMaster was looking into a vehicle free campus, and what would happen to the ones installed. Farah responded that the long-term goal was in conjunction with LRT, but that since it was a safety issue now why wait.

- Sykes asked about the funding for the bus shelters, and if the MSU would be making a small donation. Farah responded that their predecessor initially stated that the MSU would, but that this was also something the City should be paying for. Farah stated that the City was paying for half, and that the MSU and University were splitting the other half.
- Florean asked if Farah would be looking into the extended GO bus times for the rest of the school year. Farah responded that Welcome Week was a special event, like CNE or Nuit Blanche and that it was different than the City asking for extended service overall. Farah stated that they will work to promote the extended hours now so that next year the same thing can happen again.

#### 5. **MSU Financial Update – Robinson presented**

- Robinson went over the update with the Assembly.

#### **INFORMATION PERIOD**

- No information was given.

#### **QUESTION PERIOD**

- Farah asked if anyone got feedback from students from marginalized groups on campus. Florean responded that it was hard to get feedback without directing the conversation, so they will be hosting caucus hours to speak about specific things each hour.

#### **BUSINESS**

##### 1. **Recess for Meetings of MSU and CFMU Incorporated**

**Moved** by Farah, **seconded** by Florean that the Assembly recess for meetings of MSU Incorporated.

**Passes Unanimously**

**Recessed at 2:03pm**

**Called to Order at 2:15pm**

#### **CALL OF THE ROLL**

**Present** Bertolo, Bishara, Emmanuel, Epifano, Espiritu, Farah, Florean, Gandzi, Grewal, Hackett, Isah, Kumaran, Lee, MacLean, Reddy, Robinson, Roshan, Shingleton-Smith, N. Singh, Sykes, Tejpal

**Absent Excused:**

**Absent** Ahmed, Anderson (LOA), Arbess (LOA), Bonk (LOA), Ibrahim (LOA), Irfan (LOA), McIver (LOA), Oketch, Rana (LOA), Salciccioli, Senthillmohan (LOA), S. Singh, Villasis (LOA), Warwani

**Late**

**Others Present:**

**Chair** Elizabeth Wong

##### 2. **Clubs Ratification**

**Moved** by Lee, **seconded** by Florean that the Assembly ratify the new and returning clubs as circulated and recommended by the Clubs Administrator for the 2018-2019 academic year.

**Passes Unanimously**

### 3. Board of Directors Yearplans

**Moved** by Lee, **seconded** by N. Singh that the Assembly approve the following BoD yearplans:

- President
- Vice-President (Administration)
- Vice-President (Education)
- Vice-President (Finance)
  
- Lee stated that a lot of hard work was put into the yearplans.
- Florean asked the VP Admin about the plans for Good 2 Talk to come in and have a bigger presence on campus. Florean ceded their time to Epifano.
- Epifano responded that nothing has been laid out yet as everyone is still discussing what works best. Epifano added that Good 2 Talk does have a volunteer street team to help promote. Epifano stated that they were waiting for the peer support services to get back to them about when the service campaigns will be.
- Florean asked Robinson if the MSU will be creating a permanent space for peer support in the SAB. Florean ceded their time to Robinson.
- Robinson responded that there were plans for a space, and that they are still trying to hash it out.

#### Vote on Motion

**In Favour: 18 Opposed: 0 Abstentions: 2**  
**Abstained: Farah, Epifano**  
**Motion Passes**

### 4. Caucus Yearplans

**Moved** by Bertolo, **seconded** by Gandzi that the Assembly approve the following Caucus yearplans:

- Arts & Science
- Business
- Engineering
- Health Sciences
- Humanities
- Kinesiology
- Nursing
- Science
- Social Sciences
  
- Bertolo stated that these were great yearplans.
- Gandzi stated that they would like to see these approved.
- Florean summarized the yearplan for the Business Caucus.
- Bertolo asked Florean about Instagram as the Communications Officer discouraged caucuses having their own. Bertolo ceded to Florean.
- Florean responded that they had a meeting with Wooder and felt that this was important for the Business caucus. Florean explained that they will be using the account to highlight the survey the caucus will be putting on, and to get input from their constituents.
- Bertolo asked Florean that if the caucus was setting up meetings for exam scheduling to please include them, as this was an issue across faculties.
- Sykes summarized the yearplan for the Engineering Caucus.
- Farah asked Sykes about objective four, for it to be explained a bit more. Farah ceded to Sykes.
- Sykes responded that when they were talking to Bertolo about that tuition goes up more than inflation, and that the caucus would like for this to be communicated more.

- Florean asked Sykes about the objective of improving elections. They asked if there were specific parts that the caucus would like to improve on. Florean ceded to Sykes.
- Sykes responded that they had left it vague as they weren't sure what the election reform would look like, but the goal was to increase promotions and transparency.
- Bertolo asked Sykes if they would be working with SHEC on objective seven. Bertolo ceded to Sykes.
- Sykes responded that each program has specific pressures and that the caucus would be working with MES about this.
- Roshan summarized the yearplan for the Health Sciences Caucus.
- Farah asked the caucus about the objective about food insecurity. They asked how the caucus was planning on giving out coupons and gift certificates to students. Farah ceded to Tejpal.
- Tejpal responded that they would like to speak to business around campus and have certain deals to make food more accessible. Tejpal stated that the vision was to get this for everyone, and not just Health Sciences. They added that the caucus was hoping to have open communication and gather data.
- Epifano asked Roshan about objective one. Epifano ceded to Roshan.
- Roshan responded that they felt that this would be a select population, and it would be great if there was a resource that students could reach out to explain what exactly they were looking for. Roshan stated that they thought one of the biggest barriers was that many students feel like they haven't navigated things like this before, and that students aren't expecting to have a three-hour interview for a volunteer position. Roshan stated that it would be nice to have a pairing up so that students know there are people to support them in this process.
- Robinson stated that the Health Sciences caucus can connect with two people within the MSU to look into the discounts, the AVP Finance and the Campus and Commercial Partner Coordinator at Underground. Robinson stated that they were surprised to see that decreasing costs at TwelvEighty and Union Market on the caucus's yearplan and would like for them to expand on that point more. Robinson ceded to Tejpal.
- Tejpal responded that they just wanted to know if the decreases could be a possibility and would like to have a conversation with the Managers to see if the prices were too high and accessible for the students.
- Grewal summarized the yearplan for the Humanities Caucus.
- Lee asked if there was anything contradictory for wanting to strengthen relationships with the MHS but admitting that it would be rocky. Lee ceded to Grewal.
- Grewal responded that they didn't think it was a contradiction, there is no doubt this will be like any relationship with disagreements to overcome. Grewal stated that they believed the relationship will be stronger for compromising.
- Epifano stated that they knew in the past that MHS and SRA haven't had the best relationship and that if the caucus was having difficulties to please let Epifano know.
- Emmanuel summarized the yearplan for the Kinesiology Caucus.
- Gandzi summarized the yearplan for the Nursing Caucus.
- MacLean summarized the yearplan for the Science Caucus.
- Bertolo stated that she loved objective two, and to please keep them in the loop with that.
- Farah asked how the Science caucus will be providing accessibility and would like more detail. Farah ceded to Kumaran.
- Kumaran responded that it was still in the concept stages.
- Farah asked how the Science caucus will ensure sustainable efforts with professional relationships. Farah ceded to MacLean.
- MacLean responded that everyone is welcome at MSS meetings, and that there was an open invitation to the SRA. They stated that there wasn't a formal process except for transition reports.
- Florean asked Shingleton-Smith about the ad-hoc committee proposed, and who would be the Chair. Florean ceded to Shingleton-Smith.
- Shingleton-Smith responded that they were hoping to be the chair of the committee. They stated that this committee will help centralize promo.

- Florean asked Shingleton-Smith if they have spoken to the Marketing and Communications Director about this. Florean added that every faculty outreach would be different and felt that this committee would be redundant to create. Florean ceded to Shingleton-Smith.
- Shingleton-Smith responded that this committee was for all MSU members, and that it would be touching on services, events, and faculty societies. They stated that they haven't spoken to the Director yet, but that would be a good idea.
- Florean asked Shingleton-Smith if there were any tangible actions for the ad-hoc committee, and if they would be creating reports. Florean asked how the committee would look into what was successful or not, and how would the Committee define success. Florean ceded to Shingleton-Smith.
- Shingleton-Smith responded that when they strike the committee it will centralize promo for SRA and elections. They stated that the timeline was to strike the committee in September and outline everything in the mandate to be approved. Shingleton-Smith stated that at the end of the Fall term the committee would give their ideas.
- Hackett summarized the yearplan for the Social Sciences Caucus.
- Farah asked that the caucus keep Farah and Bertolo in the loop about the exam guidelines, and Epifano for the Sexual Violence Prevention Policy.
- Grewal asked why some caucus members were not taking up positions on the platform points. Grewal ceded to Hackett.
- Hackett responded that they had asked everyone to send over everything that was to be worked on and then compiled. Hackett stated that if some caucus members have points but not others, then that meant that they hadn't received everything on time. Hackett stated that they will send out an updated yearplan once they have everyone's ideas.
- Bertolo asked to be kept in the loop for the advocacy plans, and to work with the University Affairs Committee on experiential education.

#### **Vote on Motion**

**Moved** by Bertolo, **seconded** by Gandzi that the Assembly approve the following Caucus yearplans:

- Arts & Science
- Business
- Engineering
- Health Sciences
- Humanities
- Kinesiology
- Nursing
- Science
- Social Sciences

**Passes Unanimously**

#### **5. Close SRA Seats on Standing Committees**

**Moved** by Bertolo, **seconded** by Gandzi that the Assembly close one (1) SRA seat on the following Standing Committees:

- University Affairs
- Municipal Affairs
  
- Bertolo went over expectations of the Committees.

#### **Nominations**

- Lee nominated self for University Affairs
- Grewal nominated self for Municipal Affairs

**Vote on Motion**

**Passes Unanimously**

- Lee won the SRA seat on the University Affairs Committee by acclamation.
- Grewal won the SRA seat on the Municipal Affairs Committee by acclamation.

**TIME OF NEXT MEETING**

**Sunday, September 9, 2018  
5:00pm  
Council Chambers, GH 111**

**CALL OF THE ROLL**

<b>Present</b>	Bertolo, Bishara, Emmanuel, Epifano, Espiritu, Farah, Florean, Gandzi, Grewal, Hackett, Isah, Kumaran, Lee, MacLean, Reddy, Robinson, Roshan, Shingleton-Smith, N. Singh, Sykes, Tejpal
<b>Absent Excused</b>	
<b>Absent</b>	Ahmed, Anderson (LOA), Arbess (LOA), Bonk (LOA), Ibrahim (LOA), Irfan (LOA), McIver (LOA), Oketch, Rana (LOA), Saliccioli, Senthillmohan (LOA), S. Singh, Villasis (LOA), Warwani
<b>Late</b>	
<b>Others Present</b>	
<b>Chair</b>	Elizabeth Wong

**ADJOURNMENT**

**Moved** by Robinson, **seconded** by Epifano that the meeting be adjourned.

**Passes by General Consent**

**Adjourned at 4:03pm**

/vs



# REPORT

*From the office of the...*

## Vice-President (Administration) & CAO

---

TO: Members of the Student Representative Assembly  
FROM: Kristina Epifano, Vice-President (Administration) & CAO  
SUBJECT: SRA 18E Report  
DATE: July 10, 2018

---

Hi SRA! I hope these past couple months have been good but also have challenged you to see the potential and many opportunities that you have within your role. I am excited to see what you have planned for the year and also hope you're settling into the role well. Know that my door is always open!

### **PROGRESS ON YEAR PLAN**

Although it has only been a short two months, lots has happened!

#### *Enhance Support for Part-Time Managers*

1. Adapt Year Plan Template: I revised the year plan template to be a better resource for PTMs. With their input, I adapted the format to structure what their year would look like, placing more emphasis on monthly goals.
2. One-on-One's: I have 80% of my initial 1-on-1's completed with my part-time managers, the remainder will be schedule in July and August.

#### *Improve Training Structure & Delivery*

1. Rotational Session Based Training: This year I adapted PTM training to be rotational over a one day period. This was widely effective and received positive feedback. The PTMs were split into groups of 4-5 which allowed for more conversations, smaller group discussion and more focused training.
2. Outsourcing Training: I tried to limit the amount of training facilitated by the BoD so we could all be trained together. Equity and Inclusion office came in to do AOP training which was really well done.
3. Incorporation of Full-Time Staff: I invited full-time staff, John, Maddison, Victoria and Pauline to come in and inform the staff what kind of resource they would be for them. We also did a tour to introduce all the part-time staff to the full-time staff and to be able to locate and put a face to the name.

#### *Solidify and Improve MSU Hiring Practices*

1. Establish a Hiring Schedule: Maddison and I have created a hiring schedule for the upcoming year. Based on PTM start dates – we have

- decided on dates to open applications, review applications and organize interviews.
2. Standardize Hiring Practices: Maddison and I have begun researching the best ways – logistically – to blind applications. We will be continuing this discussion with Pauline to see if there is a more efficient way to incorporate it into the website or PDF program.

### ***Renovate the Committee Room***

1. Furniture: I have cleared out the existing furniture (thank you to all of you that helped) and have ordered/picked up new furniture from Ikea. This is super exciting – the new furniture will hopefully help make the work place more conducive to collaborative work. This includes a long working table, new chairs for the room, a new lounge area, office style printer, and a shared community storage space.
2. Facilities: I organized with facility services to have the carpet deep cleaned – as it needed one. As well, we are looking at increasing the number of outlets in the space.
3. Rebrand: The Board has decided to rebrand the room – stay tuned for a new name drop!

### ***Create a Positive Office Culture and Environment***

1. Birthdays: We are keeping track of staff birthdays to ensure we always have a card ready and remember to wish them a happy birthday
2. Appreciation: As a Board, we have been very mindful of appreciating the full-time staff in the office. We often take visits to the F/T staff in the basement to check in, and make an effort to engage with all staff throughout the week. As well, we thanked everyone for a seamless first month by delivering cupcakes to all departments. We have worked alongside Maddison to plan an appreciation lunch as well as some office activities to engage with staff more.

### ***Improve Welcome Week Programming***

1. STAC: I have been chairing the strategic themes advisory committee for two months now and have learned a lot from committee members. I have adapted the Terms of Reference and scope of the committee, as well as facilitated meaningful discussions and brainstorming sessions. The committee has decided on the final Strategic Theme Events for Welcome Week 2018 and are now in the planning processes. I have submitted 4 event proposals and I am excited to plan and implement them for incoming first year students!
2. Events: I have looked at ways to enhance some of the programming that we ran last year – while also adding in some new ideas. Ways to Wellness will be continuing but with more interactive and engaging activities within it. There will be a speaker event (Sacchi Koul, hopefully) on consent on campus. We have recreated Closing Ceremonies – which will now be on JHE field and bring many community partners and hidden gems onto

campus. Wellness Fair will be bigger and better this year, including a photo booth, ways to wellness wall, brick painting and different activities run by our peer support services.

### *Review Welcome Week Planner Hiring and Compensation*

1. I have made smaller sub committees that include members of the Welcome Week Advisory Committee that will be responsible for fulfilling this in the fall. I ensured this was a priority for WWAC.
2. I have spoken to Josh, Welcome Week Faculties Coordinator, about this fall project and the role he would like to play. He is interested in reviewing and researching and will be taking a large lead on the project alongside the key stakeholders

### *Increasing SRA Transparency*

1. Livestream: I discussed the feasibility of this with Michael Wooder and the Board, we believe it is a good call to move towards Facebook Live in order to increase engagement. We will be meeting with Avtek to verify the equipment they need as well as get their input on the idea.
2. Promoting Meetings: I met with Raquel (AVP Internal Governance) to discuss some unique ways to promote the SRA meetings this year. She will also be taking on the role of working with the Communications Officer to create the SRA Meeting Promotions – which includes summarizing key agenda items and working to create ideas for the graphics
3. SRA Promo Training: I worked with Haley to create a template for SRA Promo Training and believe this was successful. She ran a 30-minute session for SRA members on how to best use their social media channels and how she can be a resource for them.

## **PAST EVENTS, PROJECTS & ACTIVITIES**

*Hiring* – I have spent time coordinating and sitting on hiring boards for TRRA (twice), CRO, Caring Communities Project Coordinator and AVPs

*Support* – If I am not in a scheduled meeting, I am usually in an impromptu meeting. My door is always open and I am glad to see people are using me as a resource and as support.

*Training* – Planned and implemented PTM Training Day and SRA Training Weekend. I am working on getting more formalized feedback on these trainings.

## **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

### *Enhancing our Peer Support Department Training*

This week I will be having a meeting with our peer support PTMs to discuss logistics and plans for unified training that will be taking place in September. We

will also be discussing the role of the TRRA – how to best shape that role so it acts as a resource. The TRRA will also be hired by the end of this week!

*Work Towards a Safer Campus*

I have set up a meeting for Thursday July 12<sup>th</sup> with Meaghan Ross, Trish Roberts and a member of Security Services to begin discussing Welcome Week Activities and how we will be working together during the WW concerts.

**CURRENT CHALLENGES**

*Time* – Balancing meetings, emails, supporting others, impromptu meetings and remember to take lunch breaks. But things have gotten better and I am adjusting!

**OTHER**

Time flies when you're having fun – only 10 months left!

Take care friends,

Kristina Epifano  
Vice-President Administration & CAO  
McMaster Students Union  
[vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca)



# MEMO

*From the office of the...*

## Vice President (Education)

---

TO:	Student Representative Assembly
FROM:	Stephanie Bertolo, Vice-President (Education)
SUBJECT:	Report #1
DATE:	July 11, 2018

---

Dear SRA,

The past two months have been filled with excitement with each day presenting a new opportunity! From hiring my Education Team, running our first of two #MacVotes campaigns, meeting with key stakeholders, attending OUSA conferences, to making progress on my year plan, it certainly has been busy. On top of that, I am now a proud McMaster graduate and have officially deferred my acceptance into University of Toronto's Master of Public Policy! Things are certainly going well. Within this report, you will find a summary of my work over the past two months. There are some spectacular wins already on top of the progress I have been making towards larger goals later in the year. As always, I encourage you to ask any questions you have!

### **Education Team Hiring**

Even before officially starting in the role as VP (Education), I have been working on hiring my Education Team. This includes three Associate Vice-Presidents (AVPs), three Advocacy & Policy Research Assistants (RAs), and one Advocacy Coordinator. At the time I submit this report, all but my Advocacy Coordinator have been hired. However, by the time I report at the meeting they too should be hired. We received significant number of applications for each of these roles, demonstrating continual interest in these positions from the student body. I continue to work with my AVPs and RAs to transition them into the roles, delegate tasks, and check in with them frequently on their progress. I truly have a fantastic team and I cannot wait to see what we can accomplish together.

### **Provincial Election**

On June 7th, Ontario had its Provincial Election! The Education Team ran a #MacVotes campaign and through OUSA, the #OUSAvotes campaign. Since the majority of students were not on campus, we placed most of our efforts

into an online campaign, which included platform summaries on our website, videos encouraging students to get out to vote, and regular social media posts about the election. Leading up to the election, I was interviewed on the Hamilton radio station CHML and quoted in the Toronto Star, giving the MSU and OUSA campaigns a boost!



Additionally, we hosted a local candidates debate on campus that attracted approximately 150-200 people and had a number of people tune into the livestream. While Elections Ontario does not collect data on voters' age, I believe that there was a good youth voter turnout!

Ikram and I were also invited by the university to attend meetings with the candidates running in Hamilton and Burlington from the PC, Liberal, and NDP parties. With the university, we began to develop a relationship with the candidates, demonstrated how McMaster University was an asset to the community and province, as well as raised student priorities to the candidates.

### **Ombuds Office Review**

Working with Sean Van Koughnett, we have drafted a Terms of Reference for the review of the Ombuds office. The purpose of this review is to determine the mandate and scope of the office as well as the appropriate reporting structure and resources. Over the summer, we will be seeking out individuals to sit on the review committee. In the fall, we will begin the review with it hopefully being completed by the end of the semester.

### **University Budget Submission**

With Tasneem, Ikram, and Scott, we are creating a university budget submission. This submission outlines some of our university advocacy goals with estimated costs and is used to advocate to the university as they are determining their budget for the upcoming year. Some of our priorities include funding for a second sexual violence response coordinator, a part-time staff member for the Office of the Registrar to aid in exam schedule, increased support for Financial Aid Office, and a removal of the Learning Portfolio. Other

student unions have had great success with this form of advocacy so I am hopeful that we will also. We will aim to have this completed by the end of the summer and present it in the fall.

### **Food (In)security and Waste Recovery**

In conversations with Kate Whalen, we have decided to partner on food security initiatives on campus. Foremost, I am going to be a project lead with Meal Exchange to run the Hungry For Knowledge Survey through the Sustainability 3S03 course. The students will carry out the ethics for this survey and aid in the survey implementation with oversight from me. I will also provide necessary resources for the survey's success including promotions and prizes. This survey will provide us with valuable information about food insecurity on campus. Additionally, we have had two meetings with individuals on campus also involved in food security and waste recovery. By making these connections, we are more likely to have successful partnerships for sustainability and food security initiatives.

### **Experiential Learning Definitions Committee**

I sit on this committee that is run by the Student Success Centre. With individuals from across the university, we are defining what constitutes as experiential education. We are almost complete these definitions and will be moving onto developing the criteria by which experiences are measured to determine if it is in fact experiential. We also be thinking about developing a list of core competencies that are attached to these definitions and the criteria. With increased interest from universities and the government in experiential education it is important that the MSU is being represented at the table while these definitions are being created.

### **Town & Gown Association of Ontario Conference**

From May 8th-9th, Ikram, Shemar, and I attended the Town & Gown Association of Ontario Conference located on campus. There were a number of interesting and relevant presentations regarding communities composed of students and long-term residents. This included a presentation about the by-law program in the McMaster communities, one by OUSA about the publication Habitats, and one by the Western University Student's Council about a community-student partnership on mental health resources. It was valuable to attend this conference considering my platform point of having the MSU join the Town and Gown Association of Ontario. From this conference, I believe it would be valuable to join this organization as they have valuable discussions about issues the MSU deals with while also respecting student voices.

### **Pride Crosswalk**

This was a project started last year by David Lee, AVP University Affairs. Tasneem and I were continuing the project, looking into having the Pride Crosswalk completed on campus. We learned the cost of painting the sidewalk



would be rather high and not something the MSU would be able to pay for without significant contributions from university partners. With Shemar, we reached out to the City of Hamilton to see if there was interest in partnering on this project. Ward One Councillor Aidan Johnson and Mayor Fred Eisenberger announced in June, Pride Month, that they would be painting a pride crosswalk at the Sterling and Forsyth intersection as well as a pride and trans crosswalk in front of City Hall. As stated by Councillor Johnson, “the crosswalk is a good way for the City to welcome all students, queer and trans an straight and cis, to the City from campus and vice-versa”. I am still waiting to hear when the crosswalk will be painted.

### **Change Camp**

Change Camp is an annual event hosted by the MSU and the Office of Community Engagement. Last year, it was held in September since that seemed to be the ideal time to engage students and get them involved in projects early in the year. This year, we have decided to move the event to second term since first term will be busy with the #TextbookBroke campaign, #MacVotes campaign for the municipal election, and hosting OUSA fall GA. Scott and I are discussing how we can incorporate Change Camp into Life After Mac.

### **Youth Strategy**

The City of Hamilton is creating a 5 year Youth Strategy, which is being developed with extensive engagement of youth from the ages of 14-29. The Board met with Jesse Williamson, Project Manager Strategic Youth Initiatives to discuss the progress on the Hamilton Youth Strategy. We discussed ways to gather McMaster student feedback that can be incorporated into the final strategy.

### **Hamilton Transit Coalition**

This coalition was formed late last year and is composed organizations across Hamilton that have shared transit advocacy priorities. It includes the Hamilton Chamber of Commerce, Social Planning and Research Council, YWCA, Mohawk Student Association, among others. We had our first meeting in June to discuss our vision for the group and how we can work together during the municipal election to raise awareness on the topic of transit. This is a great way to amplify our transit priorities moving forward.

### **City of Hamilton Rental Housing Sub Committee**

The MSU was invited to sit on this committee last year. Its purpose is “to work with interested stakeholders to assist with the implementation of an approach to enforcement and legalization of appropriate rental housing including, but not limited to, process, fees and by-law regulations.” Primarily, we are discussing the possibility of implementing landlord licensing in Hamilton. Landlord licensing is when Landlords pay a small fee to the City to legally rent out their units. This money is used to do yearly inspections

As of now, a pilot project is being proposed in Wards 1 and 8, which are the two wards with the largest student populations. Landlord licensing in other cities often target areas with high volumes of students. While landlord licensing can create safer units, I want to ensure the pilot does not unfairly target students by decreasing the amount of dwellings able to be student rentals. This is unlikely to happen, but it is something I am weary of given the fact that students seem to be targeting by this program.

### **Informational Door Hangers**

After conversations with Councillor Aidan Johnson, we are collaborating to create informational door hangers that will educate students on their rights as tenants and resources that they can access. The text is done and will hopefully be printed by the end of the summer and the MSU will distribute them at the beginning of the school year.

### **OUSA**

My work with OUSA thus far has mostly been summarized in my two conference reports from SRA 18D. To summarize, I ran for OUSA President after being advised by the SRA, tied, and then lost. But I am exciting to be a strong advocate on the Steering Committee and fight for MSU priorities to be OUSA priorities – something that would have been more difficult to do if I was facilitating conversations as the president of OUSA.



OUSA priorities for the year are Tuition, Experiential Education, Technology-Enabled Learning, Sexual Violence Prevention and Response, Mental Health, and International Student Healthcare. We are running a total of four campaigns this year; OUSA Votes (provincial election), Textbook Broke

(September), Students Vote (municipal election), and Experiential Education (second semester). If you are interested in being involved in designing and being involved in these campaigns, I highly recommend joining the Provincial & Federal Affairs committee. As well, this term Urszula and I will be authors on OUSA's tuition paper.

The annual publication Habitats: Students in their municipalities was released with an article by Ryan Deshpande, Shemar Hackett, and me titled "Increased Proactive By-Law Enforcement in Student Neighbourhoods". Most excitingly, my name is first on the entire publication, which means I have a Bertolo et al. citation!

Upcoming events include the Policy Symposium, where I will be sitting on a panel to discuss International Student Healthcare, and Best Practice Sharing Day which will be held at McMaster. I will be a member on OUSA's Strategic Planning Committee that will work to determine OUSA's long term advocacy priorities over the next four years. This is a great opportunity to influence the direction of the organization. Finally, I am writing an article for Educated Solutions on International Student Healthcare.

## UCRU

The Undergraduates of Canadian Research-Intensive Universities is our federal advocacy group composed of eight student unions across Canada. Western University's Student Council President Mitch Pratt was acclaimed as President of UCRU through a vote of confidence. A call is scheduled for next week where we will begin to determine our priorities for the year.

I am interested in running to be UCRU Vice-Chair. The time commitment will not be that intensive and will not require frequent travel (as compared to

OUSA president). With a strong Provincial & Federal Affairs Committee who has already been involved in writing UCRU's budget submission, I believe the MSU is ideal to take a leadership position in UCRU. If you have any questions or concern, please let me know!

Warm regards,  
Stephanie Bertolo  
Vice President (Education)  
[vped@msu.mcmaster.ca](mailto:vped@msu.mcmaster.ca)



# REPORT

*From the office of the...*  
**Vice-President (Finance) & CFO**

---

TO: Members of the Student Representative Assembly  
FROM: Scott Robinson, Vice-President (Finance) & CFO  
SUBJECT: SRA 18E Report  
DATE: July 9, 2018

---

Dear Members of the Assembly,  
I am excited to update you today on the progress that I have made on my election platform. These past two months within the role of VP Finance have been full of incredible experiences, fun work days and exciting challenges. Within this role, every day is different. I come to work with a plan in mind and projects to take on, and leave having solved many problems and consulted on projects I wasn't expecting. This environment makes for an exciting workplace, where I feel as though I am continuously making a difference and growing as an individual. Thank you once again for this opportunity, and I'm looking forward to updating you on my successes thus far.

If you have any questions, I am happy to answer them. Feel free to email me at [vpfinance@msu.mcmaster.ca](mailto:vpfinance@msu.mcmaster.ca) or we can set up a time to chat in advance of the meeting.

## **PROGRESS ON YEAR PLAN**

### **Student Life Enhancement Fund**

In the first few weeks of our term, Ikram, Stephanie and I met with Sean Van Koughnett, Associate VP (Students and Learning) and Dean of Students, and his team to talk about the Student Life Enhancement Fund. On my platform, I noted that I wanted to readjust the timelines of the SLEF process to align with times when students are more heavily engaged. I am happy to say that our plans were received warmly, and we will be moving forward with a new timeline for SLEF this year. Idea submission will take place throughout October, and voting will happen during and slightly after the MSU presidential election season. We have also agreed to a new strategy for idea vetting, which will include the AVP Finance, President and myself, along with the office of Student Affairs.

In addition to this, during my last month as AVP, I amended the Finance Committee's bylaw to include it's responsibility to organize promotional campaigns for SLEF idea submission and voting. The new AVP Finance, Alex Johnston, has included these campaigns as key pillars of her year plan, and I am excited to see how the Finance Committee engages students throughout the process!

With an adjusted timeline and new promotional campaigns, I am confident that the SLEF process will be a success this year, and our work will serve as a benchmark for future years.

### **TwelvEighty Event Centre Flooring Project**

After over 14 years of use, the TwelvEighty flooring in the event centre needs to be replaced. Funding for this project was approved at the second SRA meeting in April, and I worked to set this project in motion throughout May. Throughout the process I heard many notes from our staff that it would be worthwhile to remove the existing stage, as it will have to be replaced soon due to natural wear. To ensure that the flooring being installed this year is useful for many years to come, I brought a proposal forward to the SRA to request additional capital funding to remove the stage and install flooring across the entirety of the event centre.

At the SRA meeting in June, the SRA approved my request, and since then the project has been moving along smoothly. Construction began on July 3<sup>rd</sup>, and the work is expected to be complete by June 25<sup>th</sup>.

### **Clubs Accounting Process**

I've worked with the Clubs Department and the Accounting Department to develop a new process through which clubs will submit monetary reimbursement forms. This new system will alleviate significant time from the Clubs Administrator, to allow them to focus their time on projects that more directly improve the clubs experience. The Communications Officer and I have worked on a new and improved clubs reimbursement form, which will streamline the reimbursement process through the accounting department.

I will continue to monitor this system through its implementation in September and October, and will meet frequently with both departments to ensure that the transition is smooth.

### **Hiring of Residence Support Case Manager**

In May, I was thrilled to be a part of the hiring board for the Residence Support Case Manager. The funding for this new role came directly from the work of previous boards, and their efforts to redesign the residence life activity fee. Following a signed MOU in late April between the MSU and Housing & Conference Services, I began to work with their director, Kevin Beatty, on the hiring of this new role. After an extensive hiring process, I am thrilled by our choice of candidate of this position, and am confident that residence students will reap massive benefits from this individual's work within the role.

The Residence Support Case Manager position has been introduced as a three year pilot position. After this time, its effectiveness will be evaluated, and the priorities of the residence life activity fee will be redefined through a collaborative process with both the MSU and Housing & Conference Services.

### **New Products and Improvements to the Grind**

The Grind Café continues to be operational throughout the summer weekdays from 9am-3pm. Although we have experienced an expected dip in revenues in comparison to the school year, the Grind continues to bring in revenue for the MSU. In early June, we introduced Iced Coffee to the drinks menu, and we have seen great success with this new product! The Grind will be closed from the 16<sup>th</sup> to the 20<sup>th</sup>, and during this time we will be evaluating new products for the Grind, as well as taking steps to improve the space.

### **PTM & SRA Training**

We hosted a training day for the Part-Time Managers of our services, as well as a training weekend for the SRA. Both were received well, and we received many positive comments. Within both trainings, I redesigned the structure of financial training to more accurately reflect the skills or knowledge that both groups would need to be successful in their roles. I also made sure to reiterate many times that I was open to continuously helping both groups throughout the year.

### **Clubs Feedback Forms**

On June 11<sup>th</sup>, we released the first of three feedback forms for clubs this year. The survey collected data regarding individuals knowledge of the clubs support services provided, how they would rank the quality of support given by the department, and asked for general idea submissions for the department and for ClubsFest. I met with the Clubs Administrator, Clubs Assistant and Operations Coordinator to review the surveys results, and we found that they were overwhelmingly positive. A reoccurring suggestion was the addition of more specialized workshops in the beginning of the school year to tech clubs executive members the skills necessary to be successful for this year. As such, we have initiated plans to host workshops surrounding Sponsorship & Fundraising, Event Planning, and Promotions.

We had 84 responses to the survey, which is a considerable improvement from last February's survey numbers. This is made even more impressive by the fact that the survey was released in the summer, when clubs members are historically much less engaged. Our plans for future surveys include a survey in November and in March – both will feature coordinated promotional campaigns to engage more students in the consultation process.

### **Union Market Products & Improvements**

To quote the Silhouette – “The Great Bagel Famine of 2018 has Ended”. Following considerable feedback from Union Market customers, I worked with the Union Market Manager to negotiate a deal with a new bagel supplier. After receiving quotes from numerous companies, and test tasting many different bagels, we chose JC's Bagels as our winner. The response to this decision has been overwhelmingly positive, with hilarious engagement on social media, and great sales of the new product.

We have also initiated conversations around modernizing the Union Market brand. The store is set to be repainted next weekend, with a new colour scheme. The Underground has also developed new iconography that matches a crisper and more modern Union Market. Check out the new “Lowest Priced Coffee on Campus” banner, and the new coffee & bagel signage around the store.

### **Student Assistance Program Promotions**

I've been working with the Communications Officer to increase the promotions for the Student Assistance Program. We've added posters across campus, and have been promoting the program on social media regularly. When students return to campus, we will be pushing the program further online, and printing materials to ensure that students are aware of the services available to them.

### **Welcome Week Rep Support Program**

In my first two weeks in office, a priority of mine was to allocate funding from the Welcome Week Levy to a Rep Support Program. This took a significant amount of my

time, meeting with stakeholders and coordinating research on the project, but in the end I am excited to have had the request pass unanimously. This year, we will be allocating over \$15,000 from the Welcome Week Levy to a Rep Support Program. Support which will include subsidized meals, sunscreen, food & snacks, pancake breakfasts, moveable water refill stations and other rep essentials that have historically been paid for out of pocket. I'm looking forward to seeing this projects success, and will be working in the fall to see it's long term implementation.

### **AVP Hiring and Update**

Since hiring Alex Johnston as the AVP Finance, she has been doing great work! She is currently working remotely from Toronto, and we have weekly check ins to discuss projects and updates. I've asked her to include a few short paragraphs on her work thus far – so here it is:

“After completing my year plan in early May, I was able to compartmentalize my year as AVP into three sections: summer, fall and winter. Over these past two months, I have been working on completing my summer goals.

I have been in contact with the Campus Events Programming Coordinator in regards to planning for the Programming Advisory Committee to begin in the school year. We are currently looking ito include Campus Events Specific questions into the Student Success Centre's External Outreach Survey.

After sorting through all 300+ clubs budgets, I was able to create an excel tracking sheet for where and how clubs spend their money. This allowed me to target specific businesses within the Hamilton community for our discount program. So far, businesses responses have been very positive, and this partnership program has been very well received. I expect this project to be wrapped up within the next few weeks, and implementation ready for Clubs Training in September.

I have also been working to prepare for the SAB committee. After the SRA elected committee members on June 24<sup>th</sup>, we have been able to set a weekly meeting time and are having our first meeting on July 9<sup>th</sup>.

We have also completed our first meeting of the Sponsorship and Donations Committee this summer.

Finally, I created the SRA Special Projects Fund application form, and delivered an informational training session at SRA training in June.” – Alex Johnston, AVP Finance

### **Underground Layout**

The Underground's printing service has been closed for the past two weeks, but reopened on July 9<sup>th</sup>. During this time, the space underwent a small renovation for it's cable wiring, which will allow for a faster internet connection and thus a faster customer experience. The layout of the computers and printers has also been redesigned to lessen wait times and improve the flow within the space. We also received new large printers, as our contract on the old machines had expired.

### **Online Ticketing Project**

A key pillar of my platform was to develop an online ticketing system to be utilized by our internal services and on campus groups. The system will be tested during Welcome Week and Homecoming by the Campus Events Department, and revisions will be made throughout the fall. The current plan is for faculty societies, clubs and MSU services to have access to the service soon after, and for Compass to manage the administration of the new service.

### **Student Activity Building**

Throughout the past two months, I have been working with the President, General Manager and the SAB design committee to continue progress on the Student Activity Building. During this time we've made decisions on the millwork within the building, the exterior landscaping and the technology installed within the building. We also received our Class A cost estimate, and the project is estimated to be slightly below our initial budget, with an extra 1,145 square feet of space in the SAB than initially expected!

A major project for this year will be to make decisions on the interior design of the SAB. We will be making decisions on things such as furniture, lighting, flooring and wayfinding. To help with this, I've resurrected the SAB Student Consultation Committee. Led by the AVP Finance, this committee will run a large scale consultation campaign to hear opinions directly from students. This information will help us to ensure that the decisions we make this year accurately reflect what students want within the building.

### **TwelvEighty Promotional Strategy**

After much discussion, we will be hiring a Promotions Coordinator student position for this upcoming year. This individual will be responsible for the advertising and promotions for both TwelvEighty and the Grind, and will oversee print media production, social media management and any unique campaigns they want to run. I'm really looking forward to seeing what new strategies this individual can bring to the role, and I think it will be a great success. Please help get the word out about this role when it is posted, as I would LOVE to receive a large number of applicants for the role, and be able to hire an absolute super star.

### **Homecoming Programming**

Because of confidential contracts, I'm not able to give too many details away about the programming for homecoming at this time. However, rest assured that I have been working away at this, the decisions are in line with my election platform, and I am confident the decisions we are making will provide a great Homecoming experience for students.

Interesting thing to note: Homecoming will be happening really early this year, this due to the OUA Football schedule. The dates for the Homecoming weekend is September 14<sup>th</sup> & 15<sup>th</sup>.

### **UPCOMING FOCUSES**

- TwelvEighty Promotional Plan Hiring
- Feedback Machines Agreement
- TwelvEighty Menu Redesign
- Metrolinx Data Sharing
- Clubs Training Workshops
- Clubs External Business Partnership Launch
- Financial Affairs Council Revitalization
- Student Activity Building Consultation Campaign

Scott Robinson  
Vice-President (Finance) & CFO  
McMaster Students Union  
[vpfinance@msu.mcmaster.ca](mailto:vpfinance@msu.mcmaster.ca)



# REPORT

*From the office of the...*

## President

---

TO: Members of the Student Representative Assembly  
FROM: Ikram Farah, President  
SUBJECT: SRA 16F Report  
DATE: Sunday, July 15<sup>th</sup>, 2018

---

Hi all, the summer has been great and extremely productive. I am using the summer to plan for projects that would affect folks in the fall as well as re-visit the conversations that I had with major stakeholders during my campaign. One thing that I will mention candidly is that there is a fundamental difference between being the candidate and then being the President. By revisiting some of these conversations with key stakeholders, you are not just going into them “reminding” them of what you talked about, you are now trying to collaborate and work together to ensure that you have shared priorities. That is an important tool that I learned very early on. If someone is not as passionate as you are regarding a particular issue, the likelihood of them wanting speed up the process is minimal. That being said, I have had great success thus far in finding common grounds with a lot of the University partners and ensuring that their year plans align with ours so that there are better outcomes when we are aiming towards enhancing student life.

### **Extending Go Bus Hours**

Myself and Stephanie had a meeting with key members from Metrolinx that the Mayors advisor, Christopher Cutler had set up. At this meeting on Tuesday, May 5<sup>th</sup> we addressed the following issues:

- Extending service on Bus 47 to accommodate classes that end late
- More service (specifically later) for the express bus that goes to Mississauga
- Express service to Toronto from McMaster University

And we required follow up on:

- Extending service on Bus 47 (both locals and express) to accommodate classes that end at 10:30 p.m.
- Data sharing (we were told that we would be connected to the particular contact for that)
- Dates for the on-site surveys that are conducted by Metrolinx - the hope is to have student reps alongside to both recognize and support the needs for students.

Metrolinx had advised me that they are working towards one later weekday eastbound Route 15 trip to connect with a later train and one later weekday eastbound Route 47 trip to York University. This is a great start.

On June the 12<sup>th</sup>, I had been made aware that: express trips to Toronto are out of the picture due to the overlap with Route 15 and train service and that GO will extend our eastbound Route 47 service by adding 3 later trips departing McMaster at 2310, 2340 and 0010 hours for high turnout welcome week events, Wednesday August 29<sup>th</sup> (Airbands), Thursday, August 30<sup>th</sup> (Faculty Night) and Friday, August 31<sup>st</sup> (Concert). They will also have some extras on hand to protect these trips – just in case. These trips will start at McMaster (not Hamilton downtown) and they will serve all Route 47 stops enroute to York University. These trips will be reflected on the GO schedule closer to. This is fantastic news and great progress. I am still awaiting news from Trevor on the extended service for the year.

### **International Student Support**

I wanted to have the international student shuttle bus ready for welcome week; however, as a part of the international student strategy that is lead by the office of Student Affairs, I have been made aware of the other steps and long term goals this office has. Since then I have been a part of several discussions regarding the pre-orientation week for international students. I am currently an admin on the iCent app and the MSU will be sharing resources such as landlord information, our services and clubs so that incoming international students are aware of the MSU and what services we provide. It is through my involvement with Student Affairs and their pre-orientation week, I will be able to determine the logistics of a shuttle bus for the following year and hopefully pave ways so that at least a departure bus can be a priority for this year. I will have more answers on the next report as it is hard to determine the success of this program when it has not happened yet. The success of this program can determine and shape the success of getting shuttle busses or any sort of organized transportation for folks to and from the airport.

### **Vision Conference**

Getting traction in the summer is difficult. This was a project that has developed over the years. From Mary, Teddy to Chukky and now me. The goal behind this is to create opportunities for student groups to connect and to showcase that the MSU as an organization is prioritizing the development of student leaders and to better resource folks. It is a dream to see tons of student groups collaborate with their events so that there are diversifying their outreach. Student leaders on campus are so passionate and they are all doing incredible things and it is my goal to ensure that they are recognized and well-resourced. This year's conference theme is "Professional Development" and it is a networking opportunity for clubs to decrease duplicity in events, an opportunity to

gain skills and share best practices. I will update the group on the conference; however, I am going to encourage next year's president – if they decide to do it – to consider doing it in the school year.

### **Food on Campus:**

Tax-Free-Tuesdays and Increasing Healthier Food Options is a go. After meeting with Chris Roberts this summer, we both agreed that November would be the best time to pilot Tax-Free-Tuesdays. That way, it is a full month and students are well-settled into campus and they are aware of the food options that we have. As for an increase of healthier foods, Chris had informed me that this project and operating out of Bridges is not the most ideal as they have limited staff in Bridges. However, Centro is introducing two new stations, Simple and Plantree. These are vegetarian options and one of the stations is actually free of the 20 most-common food allergies. Centro has the capacity and the staff to prepare these meals on the go. The start date of this is undetermined, Chris and I have scheduled a meeting in mid-September to discuss further. There is no “launch date” for this as this will be on-going but in terms of promotions, when I am given that information, I will let the SRA and students at large know.

### **Bus Shelters on Campus:**

This was a project that Chukky had ran on; however, not fully completed. It is my belief that great projects should not just disappear because there is new leadership. That has been an on-going issue within our organization. Due to turnover, there are projects that have started and not been completed and I see value in upholding the promises made to our student's body to ensure that there is trust between the union and the students at large – this is important.

In the beginning of my term I had reached out to Robert Craik who had done a walkthrough with Chukky. Initially the project was meant to be split between the city, the MSU and the University. However, there has been no precedent where our organization has paid for infrastructure. The MSU should not be paying for bus shelters as this is University property and a service provided by the City. While working with Gord Arbeau, Robert Craik, Aidan Johnson and Stephanie Bertolo, the City and the University had secured funding for the bus shelters. The MSU will be contributing a symbolic donation and these bus shelters are on its way to be refurbished and placed in the following areas:

- University and Forsyth (both sides)
- Sterling at Forsyth
- Sterling at University

Best,  
Ikram Farah  
President & CEO  
McMaster Students Union  
[president@msu.mcmaster.ca](mailto:president@msu.mcmaster.ca)



# MEMO

---

---

**Date:** June 3, 2018  
**To:** John McGowan, General Manager  
Scott Robinson, V. P. Finance  
**From:** Maggie Gallagher, Comptroller  
**Subject:** May 2018 Finance Report for the SRA

---

---

The MSU is doing well financially having a liquidity ratio of \$3.12 of current assets to meet every \$1.00 of current liabilities. The MSU is showing a net loss for the month of \$147,882.19 which is \$60,170.40 or 68.6% more than last May's net loss of \$87,711.79 with the biggest increases coming from Committees & Services (Executive wages) and the Child Care Centre (reduced subsidy).

## Administration

Expenses for Administration are down for the month of May due to the transfer of some costs to the ICT department. Revenue for the month is up from last May by \$4,482.59 due to a refund from the Ministry of Finance and higher bank interest. Admin's Net loss for May is \$3,957.86 or 8.18% lower than last May's net loss. ICT's Net loss for May is \$6,491.79 and is made up of wages and purchased services.

## Business Units

The business units are showing a net Profit for May in the amount of \$6,566.28 which is 22.16% lower than last year's net profit. Union Market is down by \$1,852.67 or 11.7%, Underground Media & Design is down by \$2,508.87 or 1022%, and TwelvEighty has improved their net loss by \$2,520.82 or 35.5%.

## Zero Cost Centre - Child Care Centre

Net loss for May is up from last year by \$26,780.45 or 103.38%. Fee revenue for the month is down from last year by \$7,094.95 or 17.11% because of changes in how the City of Hamilton is now remitting subsidies for parent fees. This number should even out over the year. Wages are up for the month by \$3,481.03 or 10.5% over last May and overall expenses are up by \$8,885.21 or 22.58% over last May.

## Committees & Services

Total combined net loss for Committees & Services for May is up from last year by \$23,811.63 or 56.87%. Most of the increase is due to the timing of wages paid out to the Board of Directors for the 2017/18 year. Executive net loss is up \$22,858.42 or 115.1% over last May. In general, most of the departments have spent about the same amount this May when compared to last year.

## Service Operations

Service Operations are showing a net loss for May which is higher from last year by \$2,828.35 or 15.29%. Compass is showing a Net Loss for May when compared to their net Profit last May – a difference of \$6,980.67 or 133.6%. Revenue is down \$25,261.93 or 35.3% from last May. Total operating expenses, including wages, are down from last May by \$155.25 or 2.48%. Campus Events is showing a lower net loss for the month than last May by \$5,922.37 or 31.5%. Revenues and overall expenses are down due to the timing of some year-end accruals. Wages & benefits are up for the month by \$5,969.98 or 53.19%.

## **McMaster Students Union Inc.**

**For the One Month Ending May 31, 2018**

	<b>2018-19</b>	2017-18	2017-18	<b>2018-19</b>	<b>BUDGET</b>
	<b>YTD</b>	YTD	YE	<b>Budget</b>	Amount Used %
<b>All:</b>					
Dept. 0101 - Admin & ICT	50,908.25	48,374.32	(1,932,266.64)	(2,093,340.00)	(2.43%)
Business Units - All	(6,566.28)	(8,435.30)	230,040.58	(87,830.00)	7.48%
Zero Cost Centres - All	875.97	(25,904.48)	16,245.90	27,295.00	3.21%
Committees & Services - All	65,678.80	41,867.17	1,359,765.90	1,359,335.00	4.83%
Service Operations - All	21,324.81	18,496.46	904,828.70	852,065.00	2.50%
CFMU 93.3 Inc. - All	15,417.07	13,467.07	67,858.85	16,600.00	92.87%
Marmor Fund - All	12.02	0.00	117,458.05	100,350.00	.01%
Student Health Plan Fund - All	111.25	(9.92)	(284,053.48)	(175,250.00)	(0.06%)
Student Dental Plan - All	120.30	(143.53)	1,221.37	(70,650.00)	(0.17%)
University Centre Building Fund - All	0.00	0.00	(86,953.06)	(62,655.00)	.00%
<b>Total All</b>	<b>147,882.19</b>	<b>87,711.79</b>	<b>394,146.17</b>	<b>(134,080.00)</b>	<b>(110.29%)</b>
<b>All By Fund:</b>					
TOTAL Operating Fund (incl Marmor)	132,233.57	74,398.17	696,072.49	157,875.00	
TOTAL CFMU Fund	15,417.07	13,467.07	67,858.85	16,600.00	
TOTAL Student Health Plan Fund	111.25	(9.92)	(284,053.48)	(175,250.00)	
TOTAL Dental Plan Fund	120.30	(143.53)	1,221.37	(70,650.00)	
TOTAL Building Fund	0.00	0.00	(86,953.06)	(62,655.00)	
<b>Total All</b>	<b>147,882.19</b>	<b>87,711.79</b>	<b>394,146.17</b>	<b>(134,080.00)</b>	

Note that amounts shown above in brackets ( ) are profits. Please let me know if you have any questions. I will be happy to discuss this with you any time.

---

**YEAR PLAN**  
**MSU PRESIDENT**  
**Ikram Farah**  
**2018–2019**

(submitted *Tuesday, July 10<sup>th</sup>, 2018*)



## International Student Support

Objective 1	<b>International Student Support (Transit)</b>
Description	This initiative aims to make students feel welcome before they even get to McMaster. With the help of the Student Affairs Office, namely the International Student Services (ISS), I will be partnering with a Transit company to alleviate the cost of transportation for international students by picking and dropping them off at the airport during peak times of the year. The McMaster Students Union will support this initiative by providing transportation during Welcome Week and the end of the school year.
Benefits	The cost of transportation to and from the airport is a large expense on top of the thousands of dollars' international students are spending on tuition. As a part of our strategic planning to better support international students, this initiative will serve as an opportunity to decrease some costs that would have otherwise been spent on Ubers, Taxis etc... Also, by coordinating rides, there are opportunities to strengthen the international community.
Difficulties	During the campaign, the transit company that was mentioned was Airways Transit Limited; however, during my time here in office I have been reached out to by several start-up companies that are coordinating "ride-shares" and partnering up with bus companies at a lower cost. The issue here is that these startup companies and the sustainability of their projects are unforeseen. That being said, the difficulty s finding the appropriate partnership and through an organizational lens, a sustainable partnership to ensure longevity of the program.
Long-term implications	This is just one part of the "International Student Strategy" that is an ongoing report with the Student Affairs to better support international students.
How?	Currently I am an Admin on the Student Success Centres(SSC) app called "iCent" that they have developed as a part of their goals in better supporting international students for orientation. I have been a part of the planning process for the pre-welcome week orientation and will be a key speaker at their events. It was through these discussions that I was able to demonstrate the need to add shuttle busses as a part of this strategy.

Partners	Office of Student Affairs International Student Services (ISS) Transit Company(tbd).
----------	--

Objective 2	<b>International Student Support (Student Life)</b>
Description	Establish an International Student Advisory Group at the undergraduate level (there already exists one at the graduate level), with a diverse range of representatives to ensure representation. This group will be used to seek feedback on the challenges faced by International Students and the supports they need.
Benefits	<ul style="list-style-type: none"> <li>• Stronger connection, exchanges, and information-sharing between the clubs.</li> <li>• Stronger voice for International Students</li> <li>• Clearer communication channel between students and administration</li> <li>• More responsiveness to international students' concerns, and more informed decision-making by administration</li> <li>• Increased opportunities for international students to become engaged in decision-making at McMaster.</li> </ul>
Difficulties	The logistics in getting all the key stakeholders together would be a difficult task. However, I will group some of the concerns associated with international students and make sub groups within the committee to ensure that these meeting are useful and productive.
Long-term implications	International Students are provided an official forum where their voices and concerns are addressed and that they are the key drivers for that change to reflect the needs of this group. This is a part of our organizations strategic plan to better support international students.
How?	International Students Forum that will occur in first semester(new) and through the International Students Advisory Committee(new).

Partners	The Clubs Department, i.e SAGE (Student Advisors on Global Engagement), Student Affairs(ISS) Global Hamilton Connect(GHC).
----------	--

**Commuter Student Support**

Objective 3	<b>Extended GO Bus Hours</b>
Description	The last bus for a variety of GO Buses routes leaving Hamilton is at 10:45 p.m and commuter students pay into many on-campus services that extend past this time. I want students to be able to participate in student life without the worry of missing their ride back home. I will reach out to Metrolinx to extend Go bus hours during welcome week and to review the services that we currently offer and determine the appropriate routes to expand for the year.
Benefits	Students who commute are able to participate in campus life longer as they are paying into the services that occur past bus hours.
Difficulties	Go transit is always looking to expand their services,
Long-term implications	It will benefit students and their integration to the McMaster community because the barriers of going home are no longer a larger issue. This is one step towards a better support network for commuter students; however, it is a start.
How?	We will continue to build our relations with Metrolinx. Currently the main individual that I have been speaking with is Trevor Pereira who is the manager of bus operations and planning. He has a relationship with the University, specifically the Director of Security Services Glen DeCaire and this is great strides in ensuring that we are key stakeholders to communicate with regarding additional services provided by GO transit. Through this relationship and by receiving data, it will be easier to make our asks.

Partners	Trevor Pereira ,Metrolinx Stephanie Bertolo, Vice President Education
----------	--

**Food on Campus**

Objective 4	<b>Tax-Free-Tuesdays</b>
Description	There is no doubt that campus food is expensive. Continuous advocacy and plans to regulate and lower food costs will be a priority while in office. Chris Roberts, the director of hospitality services, has agreed to pilot Tax Free Tuesdays - an initiative that allows students to purchase food from hospitality services on Tuesdays, tax free.
Benefits	This is a creative approach to tackling the expensive food on campus and a feasible one at that.
Difficulties	The spirit behind this is to address food on campus and the increasing cost, we have to be careful in not suggesting that this is a win for the students union but more so a start. Also the continuation of this pilot is dependent on the revenue, i.e students purchasing food on Tuesdays. I was transparent during the campaign about this not being a permanent project if students did not buy into it.
Long-term implications	This is one step towards creative projects that address food cost on campus.
How?	We will pilot this project in November for one month, Chris and his team will determine the revenue and benefit from a financial standpoint. From there, we will determine if the project will continue.
Partners	Chris Roberts, Hospitality Services

Objective 5	<b>Healthier Food on the Go</b>
Description	Students on campus have diverse dietary restrictions that must be met. Students require friendly and on-the-go food options that are both tasteful and meet their nutritional needs. The demand of diverse and healthier food options is an ongoing conversation that we aim to address. One way in which we will do this is by increasing and providing different options for “hot-to-go” meals.
Benefits	This will feed the demand of healthier food options. Hospitality services will be able to showcase their new vendors, Simple and Plantree and students with a variety of dietary restrictions are able to
Difficulties	This is not a project that the MSU is directly doing, therefore ensuring a stakeholder will deliver on the promises will be the only difficulty I foresee. Nonetheless, Chris Roberts has been fantastic to work with so far and I look forward to strengthening our relationships.
Long-term implications	This will address students concerns of wanting more healthy options on campus.
How?	Through Centros new stations, Plantree and Simple We will have Centro staff prepare meals that will be available at popular on campus food locations such as La Piazza and Mini Mac. This new initiative will provide students with a larger variety of quick, healthy, vegetarian food options located in key campus areas.
Partners	Chris Roberts, Hospitality Services

**University Budget Submission**

Objective 6	<b>Earlier Bursaries</b>
Description	<p>Currently, the bursary cycle occurs in February, which is not beneficial to students because it does not align with current McMaster tuition deadlines. The MSU will work with the financial aid office using their advocacy tools to alleviate financial burdens for students and push the bursary date earlier so that student's financial needs are met. Students who do not receive the appropriate amount of funding are guaranteed bursaries; however, they are charged interest for these shortcomings. Students should be offered the available resources from our institution to ensure that they are not paying more than they need to.</p>
Benefits	<p>The university is required to fill the financial gap when OSAP does not deliver (due to the disparity in programs). This is called an "enhancement fund/grant"; however, it is not available for release until February, when other bursaries are expected to be released. The benefits of the earlier bursary release is to:</p> <ul style="list-style-type: none"> <li>• Support students who do not receive their full amount of OSAP (variety of reasons) and therefore the University is required to fund them through this bursary. However, if a student does not have those funds when their second installation of their tuition is due, they accumulate interest. This is to ensure students are not further pushed back in their finances.</li> <li>• The bursary has multiple purposes and by receiving it in January, we are allowing students to better plan for their finances for their second semester.</li> </ul>
Difficulties	<p>Currently the need for an additional staff member seemed like -at the time- the only viable option. However, in trying to get more answers in the summer (planning stages) there are numerous University staff that are away for vacation. I will update the SRA accordingly should my approach on how to get this done change; however, the merits still stand.</p>
Long-term implications	<p>We are extending our resources to better fit the needs of students on our campus.</p>
How?	<p>When discussing this issue with the financial aid office, their main concern was surrounding the logistics of it and due to the amount of</p>

	work they would require additional staff. Through the University Budget Submission myself, the AVP UA and VP Ed will demonstrate the need for an additional
Partners	Deidre Henne, University CFO. Tasneem Warwani, University Affairs Stephanie Bertolo, Vice President Education

Objective 7	<b>Increasing Sexual Violence Support</b>
Description	The MSU is committed to fostering a campus where student safety is a priority. The sexual violence policy was introduced to our campus and since then, student’s concerns surrounding sexual violence on campus has grown. Currently we have one Sexual Violence Response Coordinator (SVRC). The MSU advocating for another SVRC is by no means suggesting that the current SVRC isn’t effective in their role. Sexual violence response should not come down to one individual; with the addition of a new sexual violence coordinator, the role of providing education and additional support resources can be better distributed. By allocating more resources to sexual violence response, the university is demonstrating that this is an area of priority. The end goal should be to have more resources provided by the university. Peer support, while effective, has inherent limitations, as services like the Women Gender and Equity Network (WGEN) are staffed by student volunteers who are often asked to perform tasks well beyond the scope of their roles. Peer support should be a compliment to more formalized resources and not one of the exclusive forms of supports.
Benefits	<ul style="list-style-type: none"> <li>• Better support our peer support department, i.e WGEN</li> <li>• Ideally this new SVC will focus on more educational and training component so that our campus can further foster an environment free of sexual violence.</li> </ul>
Difficulties	Advocacy is difficult as there are multiple stakeholders along the process and the timeline is often hard to determine. We believe however, that given the results of the survey being released soon, we are in a perfect advocacy position to leverage the data to ensure students safety is a priority.

Long-term implications	Create a safe(r) space on campus where we are increasing our supports for survivors.
How?	With the Student Violence on Sexual Violence Survey coming out this summer, we will have data to support our advocacy. Another avenue where there is opportunity to ensure success is through the University Budget Submission.
Partners	Meagan Ross, Sexual Violence and Response Coordinator Stephanie Bertolo, Vice President Education Kristina Epifano, Vice President Administration David Farrar, Provost

Objective 8	<b>Opt-out of Back to Back Exams</b>
Description	The current examination policy states that “three consecutive examinations over two days” is a conflict. While altering all problematic elements within exam scheduling is a long term goal I am going to work towards revising the examination policy and suggest that students with two consecutive exams in one day is grounds for rescheduling.
Benefits	<ul style="list-style-type: none"> <li>• The break between exams are vital to resting our body and mind before the next round of studying or to prepare for the next upcoming exam.</li> <li>• Will help address some of the concerns surrounding students increase of stress during this period</li> </ul>
Difficulties	As this is an advocacy goal and has multiple stakeholders, there are foreseeable challenges. With working with University stakeholders and amongst their diverse portfolios, it is important to shape this narrative to make it fit what their priorities are. However, given our preliminary discussions, it seems as though there are multiple avenues to address these concerns and that there is interest in this topic.
Long-term implications	One step towards revisiting and altering all the elements within the examination period. I call this, “Re-Examining Exams” and this will be a year-long priority for me and I will encourage future MSU Presidents to take this on as we have been testing students the same way we have in the past 100 years.

How?	There are multiple avenues and I will update the SRA accordingly, but the merits remain the same. However, here are a few options: <ol style="list-style-type: none"> <li>1. Through the Budget Submission in hiring a part-time worker (i.e summer student) to work throughout the summer in proactively planning to ensure students are not receiving this conflict and to for careful consideration.</li> <li>2. The Provost Council</li> </ol>
Partners	Bernadette Belan, Associate Registrar (Scheduling and Examinations) David Farrar, Provost Stephanie Bertolo, Vice President Education

**Academic Support**

Objective 9	<b>Extended Study Break Before Exams</b>
Description	Students need a break and time to study in between the last day of classes and the first day of exams.
Benefits	<ul style="list-style-type: none"> <li>• Can ease academic stress/burden</li> <li>• Gives students the opportunity to catch up or have a break</li> </ul>
Difficulties	As addressed during the campaign, this will not be able to happen for the 2018-2019 year. As such, it will be a part of my long-term planning. The difficulty with long-term projects is that i am committed to reporting and paving the way for this; however, the true success will depend on next years leadership in ensuring this is a priority. That being said, I will finish all preliminary conversations to be proactive.
Long-term implications	This addresses my long-term plan of “Re-Examining Exams” a strategic plan that will address the concerns regarding the examination periods.
How?	I will be examining other schools and how they administer their exams to review their practices. As such, please review the chart below for a visual on other schools schedules. As mentioned, I will begin the preliminary and planning stages and will create a thorough transition for next years executive to ensure this is in place for next year.
Partners	David Farrar, Provost Registrar’s Office

The chart below is a comparative of other Universities to put into perspective.

	Class Starts	# of FB Days	Class Ends	1st Day of Exams	Gap Days	Start Class	# of WB Days	Class Ends	1st Day of Exams	Gap Days
McMaster University	Sept 6	Week	Dec 6	Dec 8	1	Jan 4	Week	Apr 6	Apr 11	4
<u>University of Toronto</u>	Sept 7	Week	Dec 6	Dec 8/9	1/2	Jan 4	Week	Apr 5	Apr 9	3
<u>University of Waterloo</u>	Sept 7	3	Dec 4	Dec 7	2	Jan 3	Week	Apr 4	Apr 9	4
<u>University of Ottawa</u>	Sept 6	Week	Dec 6	Dec 8	1	Jan 8	Week	Apr 11	Apr 13	2
<u>University of British Columbia</u>	Sept 5	NA	Dec 1	Dec 5	3	Jan 3	Week	Apr 6	Apr 10	3
<u>WesternU</u>	Sept 7	Week	Dec 8	Dec 10	1	Jan 8	Week	Apr 11	Apr 14	2
<u>Queens University</u>	Sep 11	NA	Dec 1	Dec 7	5*	Jan 8	Week	Apr 6	Apr 12	5
<u>Trent University</u>	Sept 7	Week	Dec 6	Dec 8	1	Jan 8	Week	Apr 6	Apr 9	2
<u>York University</u>	Sept 7	Week	Dec 4	Dec 6	1	Jan 4	Week	Apr 6	Apr 9	2
<u>Ryerson University</u>	Sept 5	Week	Dec 4	Dec 5	0	Jan 8	Week	Apr 13	Apr 16	2
<u>UOIT</u>	Sept 7	Week	Dec 4	Dec 6	1	Jan 8	Week	Apr 9	Apr 11	1

Objective 10	<b>Brighter World Transcript (Co-Curricular Record)</b>
Description	<p>The Co-Curricular Record (CCR) is an official document that recognizes skills, experiences and achievements gained both inside and outside of the classroom during one’s undergraduate career at McMaster. Currently, McMaster uses digital badges on Avenue to Learn to document skills, experiences, and achievements that are only issued in the classroom. The MSU will work with the University, the MacPherson Institute, and the Student Success Centre to ensure that an official record will be developed that acknowledges the achievements of McMaster students both in and outside of the classroom.</p>
Benefits	<ul style="list-style-type: none"> <li>• The CCR is an official document, complementary to your academic transcript, which recognizes and records learning that you have achieved through co-curricular experiences, usually outside the classroom.</li> <li>• Digital badges are a way to document skills, experiences and achievements. At McMaster digital badges are issued through Avenue to Learn, where students or other users can then export badges to their personal Mozilla Backpack, for display elsewhere. <a href="https://wiki.mcmaster.ca/avenue/badges">https://wiki.mcmaster.ca/avenue/badges</a></li> <li>• Motivates and encourages student involvement</li> <li>• Identifies developmental and leadership skills gained from “out of class” involvement</li> <li>• Tool to market themselves to prospective employers, graduate and professional schools</li> <li>• Official and validated record of student involvement</li> </ul>
Difficulties	<p>My concerns remain the same and unanswered. It is very different running in an election vs. actually being in the role. That being said, my goal was to re-introduce myself to the key stakeholders while actually being in these roles. I will follow up with the SRA Accordingly on the actual step-by-step of how I am going to accomplish, but the merits are still the same and the stakeholders remain the same. Here are some of the concerns that I wanted answered prior to this report and thus, being some of the difficulties. While these questions remain unanswered, I am still confident in our organization’s ability to push this for our students.</p> <ul style="list-style-type: none"> <li>• Who will host it?</li> <li>• Who will pay for it?</li> </ul>

Long-term implications	<p>This is a part of the <u>MSU Experiential Learning Policy</u></p> <p>The MSU passed a policy advocating for the following things:</p> <ul style="list-style-type: none"> <li>• Students should receive recognition for skills and achievements they gain both inside and outside the classroom that they can demonstrate to potential employers.</li> <li>• The University has no formalized way of acknowledging students' soft skills that are learned in the classroom and are recognized by outside parties</li> <li>• The University has no formalized way of documenting a students' extracurricular activities</li> <li>• MacPherson Institute should develop a robust badge system to document students' skills and achievements.</li> <li>• McMaster university should develop a co-curricular record</li> </ul>
How?	<p>Working with the University, the MacPherson Institute, Student Success Centre, and the MSU, we would develop a record that incorporates the stance of the MSU and creates a tangible product.</p>
Partners	<p>McPherson Institute - Currently, Instructors should consult with Jon Kruithof, kruithj@mcmaster.ca, for badge creation and access to issue badges.</p> <p>Student Success Centre Stephanie Bertolo, Vice President Education</p>

Objective 11	<p><b>McMaster Student Absence Form</b></p>
Description	<p>McMasters Student Absence Form (MSAF) acts as a powerful tool in reducing student stress when unforeseen situations arise. Currently, MSAF requires each student to contact their professor to discuss the extension and fails to provide consistency amongst professors which often results in further stress. Firstly, we will work to incorporate a section in the MSAF that outlines the student's personal estimation of assignment completion. This will provide the instructor with the necessary information to assess and make an informed decision regarding the accommodation while aiming to reduce the worry of the student. Secondly, the MSAF policy will be altered to clarify the current policy which states that the MSAF can be used to cover work missed in the 3-day period. The MSU will work towards ensuring that this 3-day period is clarified to 3 business days all across the board as it</p>

	provides students more opportunity to finish assignments and ensures consistency amongst instructors and throughout courses.
Benefits	<ul style="list-style-type: none"> <li>• Instructors outline in the syllabus and the first class the options available to a student when they MSAF an assessment similar to RISO.</li> <li>• Establish consistency and clarification regarding the counting of the days (i.e counting the first day)</li> <li>• More clarity on the policy and practice will require less of students to “pimp out their trauma.”</li> <li>• Create consistency i.e Reweighting exams <ul style="list-style-type: none"> <li>○ MSAF becomes questionable when the weights of assessments get pushed into the final exam</li> </ul> </li> </ul>
Difficulties	Consistency in faculties. Each program and even profs administer the MSAF differently. There is tension between policy and practice.
Long-term implications	Altering the MSAF the clarity and conditions of the this form in order to best support the students and do what is best for their mental health
How?	Through the Provost Academic Council, I will make these recommendations. The final changes will have to be approved by the Senate.
Partners	Tim Nolan, Student Accessibility Services David Farrar, The Provost Susan Giroux, Vice-Provost (Faculty)

Objective 12	<b>Supporting Student Accessibility Services</b>
Description	Bettering the Note-Taker initiative at McMaster is a critical priority of this campaign and will be done so by collaborating with Student Accessibility Services. Through conversations with SAS, an area they expressed needing support was through awareness and knowledge of their note-taking positions. With more than 1,800 students registered with SAS, the student’s union should work towards supporting SAS and the important services it provides. In collaboration with SAS, we will increase outreach and awareness of Note-Taker Volunteer positions on the MSU website with a summarized job description created by SAS using the MSU Job Description Template. Continuing

	to advocate for better support of student services is a priority. However, our interim solution is to incentivize note-takers by giving them MSU Courtesy Cards which offer discounts at MSU businesses.
Benefits	Strong partnership between the MSU and SAS
Difficulties	Getting people to sign up, the MSU will help with promoting and advertising their jobs via the MSU portal
Long-term implications	Better supporting Student Accessibility Services
How?	By providing the SAS with courtesy cards that the MSU administers we are demonstrating that this is a collective partnership and that this is one-step in the right direction for incentivizing note-taking
Partners	Tim Nolan, Student Accessibility Services Kristina Epifano, Vice President Administration

**OUA**

Objective 13	<b><i>International Student Support (Financial Aid)</i></b>
Description	Tuition fees for international students remain at an all-time high. Ranging anywhere between \$25,000 to \$40,000, the cost of learning at McMaster is exponentially high. Over the past decade, tuition fees for Canadian students have continued to rise past the rate of inflation. More recently, the Ontario Government brought forth legislation that regulates tuition fee increases. Unfortunately, international students have been left out of the equation and their fees have increased annually, unregulated. The student's union will make the regulation of international student tuition as an advocacy priority.
Benefits	This is a shared priority between the MSU and OUSA <ul style="list-style-type: none"> <li>• According to OUSA on their International Student Policy, "International students should have the same predictability in their annual tuition costs as domestic students, and should only be paying for the true cost of their education(2017)."</li> </ul>

Difficulties	<ul style="list-style-type: none"> <li>Tuition costs for international students are controlled by the University but are not regulated by the provincial government</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>This is a part of our strategy to better support international students</li> </ul>
How?	Through the Vice-President Education and via the Tuition Framework Policy Paper that OUSA will be writing, we will ensure that the MSU's stance (through collaboration with our international students via the international students advisory committee is demonstrated thoroughly.
Partners	Stephanie Bertolo, Vice President Education OUSA, Advocacy group

Objective 14	<b>Program-Based OSAP</b>
Description	This point is an advocacy priority of the union that looks at the way OSAP allocates its funds for students. At the moment in OSAP's distribution, they use an average tuition amount in their disbursement of grants and loans. Students in some faculties receive enough funding to cover tuition expenses while students in other faculties barely scrape by. For instance, many students, including those in programs like Engineering and Business, don't get their full tuition amount covered for their studies i.e "free tuition." The tuition amount that is calculated by OSAP should be an amount set by the student's institution and incorporates their program costs and expenses. This would level the playing field for all students as they would receive an equitable amount of grants and loans that they require to complete their studies.
Benefits	<ul style="list-style-type: none"> <li>The cost of tuition for McMaster students varies by faculty and program. Currently, OSAP's free tuition model does not account for individual program funding and professional programs are capped at 5% increases per year by the government while nonprofessional programs are capped at 3% increases.</li> <li>In addition, collaborating with the Financial Aid Office will ensure that students who are in these circumstances and do not have the finances to pay their full tuition will not be charged interest until they have received financial accommodation</li> </ul>

	<ul style="list-style-type: none"> <li>• Would create equitable financial disbursements for all students, regardless of program</li> <li>• Students would not have to seek alternative financial sources to pay for their students</li> </ul>
Difficulties	With the change in Government, it is hard to determine where they fully stand regarding the Liberal's "Free Tuition" and while discussing these concerns with the Liberal candidate Eleanor McMahon, who was the President of the Treasury Board she had not considered the concerns that Stephanie and I addressed. That being said, currently folks are lauding the Liberal Government on their "Free Tuition" model; however, there are more efforts to be made. The difficulty is a challenging one with the new Conservative Government.
Long-term implications	Students from both professional and non-professional programs who require financial support, will receive it accordingly.
How?	My priority is to reevaluate the current OSAP structure to ensure it takes into account the financial disparities between programs and that the old Government's promise for "free tuition" is reflective of that and students in professional programs are getting an increase in their grants that is related to their program. Through OUSA Student Financial Aid Policy, Stephanie will be providing input on our priority regarding this matter.
Partners	Stephanie Bertolo, Vice President Education OUSA, Advocacy group

## Repurposing Space

Objective 15	<b>Increasing Outlets</b>
Description	It's evident that there are not enough outlets on campus which result in ineffective spaces for students to work. Through conversations with facility services, we have discussed the feasibility of implementing more outlets in the McMaster University Students Centre, and both Thode and Mills library. We will be implementing power bars to maximize the amount of electronics that can be charged on campus, creating more effective study spaces for students.
Benefits	With every chair or group study table, there should be a working outlet for effective use.
Difficulties	Do not foresee any for this project, it has been straight-forward and the University partners have been receptive.
Long-term implications	More effective study spaces/working spaces on campus for students
How?	<ul style="list-style-type: none"> <li>• Renovations for MUSC is SLEF Funded with a total of 100,000, we will use some of this to increase outlets.</li> <li>• With the Library spaces, I will go on a walk-through with Anne and or Vvian who are the head librarians. They directly consult with facilities services and were more than open in hearing my ideas to do this so we can identify key areas that students have been complaining about.</li> </ul>
Partners	Lori Diamond, MUSC Director Anne and Vivian, Librarians

Objective 16	<b>More Group Study Space</b>
Description	Through collaboration with MUSC Administration, students will be able to book out study rooms to have a quiet study space or for group work throughout the year. This will allow students to book rooms with their Mac ID from the hours of 7p.m.-12a.m during midterms.
Benefits	Currently during exam times, there are extended hours where MUSC Admin is open and takes on the administration component. We have recognized that there is a demand to have these services during the midterm season as well.
Difficulties	Identifying when “midterm season” is difficult as some people enter midterms third week of September.
Long-term implications	Increasing study space by better utilizing the ones that we already have.
How?	Through MUSC Board of Management and through 1:1 meetings with Lori Diamond who handles MUSC Administration, we will determine the appropriate timeline and ensure that promotion is being done so that there it benefits students.
Partners	Lori Diamond, MUSC Director MUSC Board of Management

## FACILITIES

Objective 17	<b>Increasing Bus Shelters on Campus</b>
Description	This was a project that Chukky had ran on but did not complete. This was one of the first things I did while in office and made great strides in ensuring that the promises made to students were achieved. I will be securing the funding for the bus shelters and finalizing the locations.
Benefits	Some areas on campus do not have bus shelters and for harsh winters this is a severe health and safety issue as well.
Difficulties	The cost of rebuilding new shelters
Long-term implications	This will benefit students in the meantime before we move into the creation of the transit hub which is a long-term project for the University.
How?	We will be refurbishing old Limeridge shelters that are not in use to match the ones on campus so that students can use them. They will be placed in locations where there are no shelters and myself and the stakeholders have identified the key areas that will be discussed in my report.
Partners	Aidan Johnson, Ward 1 Councillor Robert Craik, Facilities Services Gord Arbeau, Director of Communications Stephanie Bertolo, Vice President Education

Objective 18	<b>Decreasing Physical Barriers on Campus</b>
Description	Currently there are areas on campus that remain inaccessible to folks. Through conversation with McMaster's Director of Maintenance, this initiative is targeted towards investing more money in physically accessible pathways, roads, stairways and parking lots, in order to increase safety and physical accessibility throughout campus.
Benefits	<ul style="list-style-type: none"> <li>• A more physically accessible campus</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Deferred maintenance has and will be an ongoing list as mentioned in a report by Roger Couldrey (VP Administration) at the Senate and Board of Governors when they were approving the Universities budget. However, this is about ensuring that we have shared priorities so that we are a part of these conversations.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Addressing the deferred maintenance concerns</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Through my conversations with Craig, he had mentioned that there is money invested each year for pathway repairs, roads, stairs, parking lots etc.</li> <li>• "All in the name of repairing the infrastructure back to original conditions to make use safe for all. We did an large investment this past summer. You will see a number of areas on campus where complete repaving and new concrete was installed to deal with potential slip, trip and fall hazards.</li> <li>• Investments are made annually so, I will go on a walkthrough with Craig and or a member of facilities services so that we are on the same page of where students main concerns are.</li> </ul>
Partners	Craig MacDonald, Director of Maintenance Roger Couldrey VP Administration of the University

**Lighting**

Objective 19	<b>Better Lighting On Campus</b>
Description	Students have identified the need for increased lighting in low-traffic areas on campus i.e behind bates and Thode.
Benefits	An ongoing student concern is addressed.
Difficulties	Ensuring that the requested locations are shared priorities with the University so that there is a reasonable timeline. So far, no difficulties and facilities has been great to work with. I will also be suggesting a walk-through with John.
Long-term implications	A well-lit campus
How?	<p>I have identified key areas during the campaign and will be taking feedback as we go. Facilities services have already replaced the following lights:</p> <ul style="list-style-type: none"> <li>• The front of the hospital at the crosswalk and along Forsyth Ave.</li> <li>• The lights on the poles at the bus stop are on Sterling between Divinity College and the Museum.</li> <li>• Lot M light replacement project is ongoing.</li> </ul>
Partners	<p>John Hemmer, Facility Services            Roger Couldrey, VP Administration of the University</p>

Objective 20	<b>Better Lighting Off Campus</b>
Description	<p>Students have identified the need for increased lighting in low-traffic areas at off campus student-populated areas. The issue at hand is that poor lighting, broken lights and lack of light poles are contributing to the safety of students on and off campus. The City of Hamilton is currently beginning to upgrade street lighting on residential streets throughout the city over the next three years. However, while in office, the MSU will prioritize working with the Hamilton municipal government to implement more LED lighting off campus within the next year</p>

Benefits	<ul style="list-style-type: none"> <li>The McMaster community will benefit from having well-lit street lights</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>At first this was a project discussed for many years, council was concerned about student engagement and once our relationship with the council had strengthened we have seen an increase of shared priorities. This being one of them.</li> <li>For now, no foreseeable difficulties for this project.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>Great municipal advocacy on an ongoing student concern.</li> </ul>
How?	<ul style="list-style-type: none"> <li>Through conversations with Aidan Johnson, our Ward 1 councillor, the city has committed in adding the lights in the surrounding McMaster community where there are heavily populated students. We will however push that these are in place when the days are shorter (i.e winter when this becomes more of a safety concern).</li> </ul>
Partners	<ul style="list-style-type: none"> <li>Aidan Johnson, Ward 1 Councillor</li> </ul>

**Supporting Student Groups**

Objective 21	<b>Caring Communities Network</b>
Description	This will be the first full year that the Caring Communities Network Project Assistant will be working. This is beneficial in creating a year plan with the individual who is hired on their goals and that will be reported to the SRA at our first SRA Meeting in September
Benefits	
Difficulties	As always with new projects, the difficulties will be regarding outreach and getting students involved. We will need to develop sustainable ways
Long-term implications	We will have a strong Caring Communities Network, clubs and student groups would have integrated a “well-being liaison” as a part of their executive structure.

How?	I have given full autonomy to the CCN Coordinator for this project. Their goals will be outlined in their “year plan” that I will be reporting on at our first meeting in September. However, they will be using the Vision Conference as an opportunity to showcase what the CCN is and how student groups can and should join. He will be creating a session on the importance of promoting wellness in student groups as this ties within the theme of professional development. More updates will follow once the individual is comfortable with their role.
Partners	CCN Project Coordinator, Clubs, Faculty Societies, Student Groups (i.e Ath and Rec) and Student Wellness Centre.

Objective 22	<b>Vision Conference</b>
Description	Vision Conference is aimed at bringing faculty societies and clubs together for an all-day conference. This years vision conference is branded as a “Professional Development” and it aims at providing resources to clubs and faculty societies. Feedback from last year demonstrated that the key sessions should highlight areas that both groups can relate to. As a result, we developed programming that touches on: <ol style="list-style-type: none"> <li>1. Marketing and Outreach: Diversifying your programming</li> <li>2. Sponsorship and Fundraising</li> <li>3. Promoting wellness in student groups</li> </ol>
Benefits	<ul style="list-style-type: none"> <li>• A day-long event where different leaders can network</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• This event happens in the summer</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Stronger relations between campus groups so that duplicity in event-programming decreases and groups can collaborate</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Through the special projects fund and Student Affairs, we are able to make this conference free.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Josephine, Clubs Admin.</li> <li>• Emma Ferguson, Executive Assistant</li> </ul>

Objective 23	<b>Expanding Clubs Fest</b>
Description	<p>Clubs fest is an opportunity where clubs are able to showcase what they do and who they are to students for about 5 or 6 hours. This project is new and was created to expand that opportunities to clubs to really showcase who they are and what they do. Clubs fest should be just that, a fest. We are going to expand clubs fest and open up a call for talents so that clubs that can perform or in a creative way demonstrate their mandate can sign up to have “stage time” at one of our three stages throughout clubs fest.</p> <p>We will also be booking out JHE so that more clubs have the opportunity to participate in clubs fest.</p>
Benefits	<ul style="list-style-type: none"> <li>• More exposure for clubs/student groups</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Because this is new, we want to ensure that groups are signing up their talents.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Clubs fest from now on will actually be a fest and there are more opportunities for growth</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Through collaboration with AVTEK, Josephine and I were able to get three stages at a reasonable cost and by doing a walkthrough, we mapped out a new and readable map so that student groups/clubs are able to navigate clubs fest easier.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Josephine, clubs admin and AVTEK</li> </ul>

## Long-term planning

Overarching Vision ( <i>what is the ultimate goal?</i> )	<b>International Student Support</b>
Description	<p>This should be an ongoing priority for the MSU. This year’s executives will set the foundations on what “strategic priorities” and “strategic planning” mean for our organizations to ensure that great projects are not lost in transition and there is a continuity aspect to this organization when there is a change in leadership.</p> <p>This priority has three goals and these goals can increase and decrease as after this year they will be fully dependent on the International Students Advisory Committee. They are the following:</p> <ol style="list-style-type: none"> <li>1. Transportation</li> <li>2. Financial Accessibility</li> <li>3. Student Services</li> </ol>
Benefits	<ul style="list-style-type: none"> <li>• These are key areas of concerns that have -thus far- been addressed by international students.</li> </ul>
Year 1	<ul style="list-style-type: none"> <li>• Create the advisory committee and gather feedback during the Undergraduate forum.</li> <li>• Evaluate the benefits of the pre-orientation week</li> <li>• Find a transportation company to partner with</li> <li>• Assist with the writing of the OUSA’s Tuition policy paper</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• International students shuttle service as a part of the pre-orientation week and solidify funding</li> <li>• Using the newly written OUSA Policy, ensure that 2019-2020 executives will be advocating on our stances</li> </ul>
Partners	<p>Student Affairs, International Student Services  The International Students Advisory Committee  GSA, International Students Advisory Committee</p>

<p>Overarching Vision <i>(what is the ultimate goal?)</i></p>	<p align="center"><b>Re-Examine Exams</b></p>
<p>Description</p>	<ol style="list-style-type: none"> <li>1. Exam Break</li> <li>2. Exam Scheduling</li> </ol>
<p>Benefits</p>	<ul style="list-style-type: none"> <li>• This will address areas of concerns surrounding the examination periods.</li> </ul>
<p>Year 1</p>	<ul style="list-style-type: none"> <li>• Submit requests on the University Budget Submission for additional support in the registrar.</li> <li>• Begin working with the Provost and registrar on the exam break so that the registrar dates can take this into account for the school year</li> <li>• Gather feedback from the deferred examination round table - we cannot discuss future changes about exams unless we understand how deferred exams are going to be administered.</li> </ul>
<p>Year 2</p>	<ul style="list-style-type: none"> <li>• The deferred examination concern is resolved via the Provost and Senate.</li> <li>• Summer student is hired</li> </ul>
<p>Partners</p>	<p>David Farrar, Provost The Registrar, Office of</p>

**Master Summary  
(calendar and checklist)**

May	<ul style="list-style-type: none"> <li>• Extending Go Bus hours</li> <li>• Planning stages for pre-orientation week for international students. Addressing the transportation piece.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Begin consulting facility services regarding barriers on campus</li> <li>• Review elections process procedures</li> <li>• SAS Note-taking, finalize the logistics of administering the courtesy cards.</li> <li>• Consulting with university partners regarding the administering of bursaries.</li> </ul>
July	<ul style="list-style-type: none"> <li>• Start conversation for more group study space in MUSC and the increase of outlets in the Student centre, Mills and Thode</li> <li>• Start consultations for increased lighting on campus with facility services</li> <li>• Vision Conference, July 21st</li> <li>• Plan for tax-free Tuesdays and healthier food on the go</li> </ul>
August	<ul style="list-style-type: none"> <li>• Extending Go-bus hours for the year to be finalized</li> <li>• Finding the space /resources for the Maroon and Black formal</li> </ul>
September	<ul style="list-style-type: none"> <li>• Increase lighting on and off campus</li> <li>• Begin MSAF consultations and evaluate the usage and issues with it in first semester.</li> <li>• Begin creating and outreaching for the Caring Community Network (CCN).</li> </ul>

October	<ul style="list-style-type: none"> <li>• Clubs breakfast - Josephine, Maddison</li> <li>• Program based OSAP (lobby) OUSA - Stephanie</li> <li>• International student support (tuition)</li> <li>• Lighting on/off campus</li> </ul>
November	<ul style="list-style-type: none"> <li>• Introduce pilot period for tax-free Tuesdays and determine success</li> </ul>
December	<ul style="list-style-type: none"> <li>• Evaluate and monitor some of the concerns for this years examination period, use one of the “public office hours” to gather insight and feedback on this project.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Use the feedback for the examination period and circulate to key Stakeholders.</li> <li>• Examine the successes of tax-free-tuesdays and continue pilot</li> <li>• there are high traction and if not, collaborate with Chris Roberts to create a similar project where we address the concern of increased food pricing.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Bring MSAF concerns to the key stakeholders</li> </ul>
March	<ul style="list-style-type: none"> <li>• Finish Consults on the examination period and the MSAF</li> </ul>
April	<ul style="list-style-type: none"> <li>• Create a thorough transition for the next years executive team so that priorities and plans are not forgotten about. This years executives will outline, for clarity, what the organizations strategic plans have been to better support the next years team.</li> </ul>

**YEAR PLAN**  
MSU Vice-President (Administration) &  
CAO  
Kristina Epifano  
2018-2019  
(submitted *June 19, 2018*)



---

OFFICE OF THE *Vice-President (Administration)*  
INTRODUCTION

---

Dear Student Representative Assembly,

In my first few months of work I have realized multiple things. This job is hard, it is busy but it is also greatly rewarding and full of potential. Our union provides immense amounts of opportunities to our student volunteers and managers, and I am super excited and grateful to help support each of these individuals while working towards enhancing student life.

This year will be filled with advocacy, starting conversations, improving our services and supporting each other. I hope you are all looking forward to it, because I can't wait to see what you each accomplish and hope I can be a resource to you all. I hope you know that you are valued, you will do exceptional in your role and I thank you for your hard work and the care you have for your students.

I hope you enjoy my year plan, hold me accountable, and ask me any question you may have. I also hope you feel as though my vision suits you well and don't hesitate to embark on accomplishing these points with me if you are interested.

Don't forget, the board is here for you always,

Kristina Epifano

Vice President (Administration) and CAO

## GOALS

---

Objective 1	<b><i>Strengthen Support for the Student Representative Assembly</i></b>
Description	<p>With a fairly new assembly, it is important that members have access to resources they may need throughout the year in addition to having check-ins with myself and the AVP Internal Governance.</p> <ol style="list-style-type: none"><li>1. <u>Caucus Check-In</u>: led by AVP Internal Governance - follow up on year plans and check in on members generally</li><li>2. <u>Caucus Leader Meetings</u>: led by VP Admin - facilitate discussion amongst caucus leaders, create a support network amongst and provide additional resources and support where I can</li><li>3. <u>Appreciation</u>: Through inviting members of the assembly to join the BoD at different events, inviting them to meetings where their student voices can be</li></ol>

	<p>heard, and supporting them with food and beverages during long meetings</p> <p>4. <u>Supporting Documentation</u>: Whether it be through a google drive or a PDF package, I believe it would be beneficial for SRA members to have access to useful templates, memos, OP's and how-to guides. This would be a useful resource for assembly members throughout their term.</p>
Benefits	<p>When your assembly feels appreciated and supported, it will lead to a productive and strong year. Giving members the opportunity to engage with the BoD as well as amongst each other, can lead to a more cohesive assembly and a positive experience for members.</p> <ol style="list-style-type: none"> <li>1. Caucus check-ins will allow for the AVP Internal Governance to check in on how year-plan progress is coming along and how the dynamic amongst the caucus has been so far.</li> <li>2. Caucus leader meetings will allow us to revisit what it means to be a caucus leader, allow me to support caucus leaders with conflicts they may have amongst their caucus and allow for them to learn from each other</li> <li>3. Appreciation will show the assembly that they are valued, having food during long meetings will hopefully keep people attentive and engaged and inviting them to events and meetings will allow them to see the impact they can make as student leaders on this campus and hopefully empower them to continue to strive to make change throughout the year</li> <li>4. Supporting documents will allow for assembly members to accomplish day-to-day things and help them access memo's, documents, and contact lists - aiding them in accomplishing their year-plans</li> </ol>
Difficulties	<p>Finding time to meet with Caucuses and Caucus Leaders may be difficult throughout the school year as well as maintaining these meetings on a regular schedule.</p>
Long-term implications	<p>These points will ultimately aim to better the SRA experience, which I hope will encourage individuals to re-run for their seats.</p>
How?	<p>Open the discussion to the SRA to see what they are interested in, what they would like to see from myself and</p>

	<p>the board and what they would like to accomplish on the assembly this year and what valuable documents they would like to have access to for the year.</p> <p>Meetings and Check-ins will be established through a poll of sorts to determine when individuals are available.</p>
Partners	Assembly members, Administrative Services Coordinator, AVP Internal Governance, BoD

Objective 2	<b><i>Enhance Support for Part-Time Managers</i></b>
Description	<p>A large portion of the VP Admin role happens on a day-to-day basis in the office offering support. Most of the time it's not planned, things come up and you have to stop what you're doing to put fires out. The good thing is if you're putting out fires for your PTM's it means they trust you enough to come and ask for help. I hope to establish this trust and engage in supporting them early on so we can foster a relationship that can carry us throughout the year.</p> <ol style="list-style-type: none"> <li>1. <u>Drop-In Office Hours</u>: This has two beneficial aspects to it. It shows PTM's that I care by actively making time for them while also giving them time to drop-in to chat and for me to walk around and check in on them in their spaces or the committee room.</li> <li>2. <u>Feedback Think Tanks</u>: It is mandatory to provide PTM's with a platform to give feedback to the VP Admin. I do plan on doing this anonymously through an online form before September and in December. I also wanted to make feedback more frequent and on-going by incorporating it into our PTM meetings (twice a term). PTM's will be able to give feedback on different aspects of my role with marker and chart paper, this will allow for brainstorming and for me to make adjustments to better suit my PTM's</li> <li>3. <u>High-Time Check-Ins</u>: By recognizing services specific peak times during the year I can adapt my support to best suit them during those times.</li> </ol>

	<p>4. <u>Restructure Year Plan Template</u>: The current year-plan template document doesn't act as a useful resource for PTM's to look back on for guidance and help throughout the year. I will create a new template that outlines guidelines month-by-month so it's more of a clear plan for the year. I will also gather feedback at PTM training from managers to gauge what they would find useful.</p>
Benefits	<p>Supporting PTM's provides a domino effect of support that will translate to their exec teams and strengthen service delivery to students.</p> <ol style="list-style-type: none"> <li>1. Drop-in office hours will allow for more open and frequent communication between myself and the PTM's, as well as give me time during meetings and other aspects of the role to check in with part-time managers</li> <li>2. Feedback think tanks will allow for more frequent constructive criticism and suggestions for me to improve - critical to effective management and support</li> <li>3. High-time check-ins allow me to offer support when my PTM's may need it most, as well as be considerate of their responsibilities and stress levels</li> <li>4. The reconstructed year-plans will allow for PTM's to more effectively plan for the year and set up goals and objectives they want to accomplish. Having it laid out month by month will also allow me to follow up and check in on specific goals at the end of each month</li> </ol>
Difficulties	<p>Usually when a VP Admin gets busy, support is the first thing to fall out of place - I am worried about the difficulty of finding a balance between adequately supporting my PTM's and being a Board member</p>
Long-term implications	<p>Better supported part-time managers will lead to better services delivery, and thus an enhancement of student life</p>
How?	<p>Through having one-on-ones with each PTM during the summer, we will be able to establish a plan and guidelines for each of the above. I will gather feedback in terms of what they would like to see over the year and outline some busy times they are expecting.</p>
Partners	<p>Part-Time Managers, Administrative Services Coordinator</p>

Objective 3	<i>Improve Training Structure &amp; Delivery</i>
Description	<p>Creating a solid foundation for the year starts with training our student leaders effectively and efficiently. I plan to revamp training for both PTM's and SRA to ensure students are getting the most out of training and it is the most beneficial for them.</p> <ol style="list-style-type: none"> <li>1. <u>Rotational Session Based Training</u>: Each session will contain less individuals, and individuals would rotate from sessions to session in small groups. The facilitator would then be able to tailor the training to the small group of individuals.</li> <li>2. <u>Outsourcing SRA Training</u>: We should be getting other groups to come in and deliver training to the assembly, such as DiverseCity, Equity &amp; Inclusion, Full-Time Staff and the speaker should ultimately be planning trainings in the future.</li> <li>3. <u>Mock SRA Meeting</u>: The speaker would facilitate something similar to an SRA meeting, potentially using past SRA agenda items so assembly members can practice voting, passing and amending motions, and most importantly debate.</li> <li>4. <u>Incorporation of Full-Time Staff</u>: I believe it is important to include full-time staff in the planning of sessions and trainings, to incorporate their feedback but also to invite them to lead and facilitate. Full-time staff have a lot of knowledge to share with part-time staff and SRA members, as well it is good for them to get to know each other and put faces to names.</li> </ol>
Benefits	<ol style="list-style-type: none"> <li>1. <u>Rotational Session Based Training</u>: Students will be able to take more and get more out of trainings that happen in smaller groups and more engaging sessions. People are also more likely to ask questions when in smaller groups which will create a better learning environment.</li> <li>2. <u>Outsourcing SRA Training</u>: I believe this is important to work towards eliminating the divide and imbalance between</li> </ol>

	<p>the Board and the SRA. As individuals who may not always have SRA experience, I believe it is important to outsource training and have the Board trained alongside the SRA members.</p> <ol style="list-style-type: none"> <li>3. <u>Mock SRA Meeting:</u> Creating similar scenarios and environments that mirror an SRA meeting will allow assembly members to prepare and put into practice what they had learned in training.</li> <li>4. <u>Incorporation of Full-Time Staff:</u> The MSU has many valuable staff members that can bring historical perspective, skill based learning and knowledge to the planning and implementation of training.</li> </ol>
Difficulties	<p>Training happens very soon into the VP admin term, this may be difficult to coordinate and revamp in a short time frame. Planning and implementing training can also be draining and time consuming, I will be asking the BoD for support and organizing my time accordingly.</p>
Long-term implications	<p>I hope to create a training model to be passed on in future years so training can continue to be effective. Once we incorporate feedback, the VP Admin's to come can adapt and build on this template/model and it will allow for a smoother process.</p>
How?	<p>PTM</p> <ul style="list-style-type: none"> <li>- Meet with Victoria Scott to discuss beneficial sessions to include in training and get her feedback on creating and facilitating</li> <li>- Meet with Scott and Stephanie to discuss and plan their sessions on Finance and Advocacy training for part-time managers</li> <li>- Reach out to PTM's to get feedback on last year's training</li> <li>- Reach out to PTM's from last year to come and run a session on "Life of a PTM"</li> <li>- Book rooms and coordinate schedule to accommodate rotational sessions</li> </ul> <p>SRA</p> <ul style="list-style-type: none"> <li>- Meet with Elizabeth to discuss beneficial sessions to include in training</li> <li>- Meet with Victoria and Emma to discuss previous trainings and receive their input on</li> </ul>

	<ul style="list-style-type: none"> <li>- Contact EIO and DiverseCity Onboard about availability and planning of training sessions</li> <li>- Book rooms and coordinate schedule to accommodate rotational sessions</li> </ul>
Partners	Administrative Services Coordinator, Administrative Assistant, Equity & Inclusion Office, Speaker, BoD

Objective 4	<b><i>Solidify and Improve MSU Hiring Practices</i></b>
Description	<ol style="list-style-type: none"> <li>1. <u>Establish a Hiring Schedule</u>: During the summer, myself and Maddison will review each part-time manager job description and service timeline in order to establish a hiring date that will be appropriate. This hiring schedule should be carried from year to year to prevent PTM's from being hired late.</li>   <li>2. <u>Standardizing Hiring Practices</u>: In order to formalize our hiring process, I will review the key competencies outlined for each position with the hiring board, to ensure everyone is on the same page and to make necessary adjustments. In addition, the names on cover letters and resumes would be blind to the hiring board until after the top candidates were chosen in order to remove any bias.</li> </ol>
Benefits	<p>Establishing a hiring schedule will help organize the process of hiring and ensure each part-time manager is hired with enough time to succeed in their position. When a part-time manager is hired "late" or without enough time to prepare and accomplish their goals, we run into many issues along the way and unnecessary stress is created for the PTM and VP Admin.</p> <p>Standardizing our hiring practices will ensure our hiring is as equitable and transparent as possible. Having clear competencies outlined by the hiring board will ensure for a smooth hiring process and eliminate subjectivity. By blinding applicants' names while reviewing cover letters and resumes will hopefully eliminate bias associated with names we are familiar with and just based on qualifications and experience.</p>

Difficulties	<p>Aligning hiring dates and timelines will be a challenge to coordinate around school breaks, holidays and other important days – while still ensuring PTM’s are hired on time but not super early.</p> <p>Standardizing the hiring process will potentially make the process longer and more taxing – but I believe the office clerks can lend a hand to help with blinding names and the hiring boards should be able to commit to an extra meeting to decide on competencies.</p>
Long-term implications	<p>Giving PTM’s enough time to transition and prepare will allow for the service to strive and be more successful throughout the year – less stressed PTM’s = less stressed VP Admin</p> <p>Working towards more equitable hiring practices will hopefully “burst the MSU bubble” or work towards a more inclusive and larger community within the student population</p>
How?	<p>Through the summer I will consult and meet with Maddison to create a timeline. We will go through job descriptions and past year plan timelines in order to evaluate an appropriate hiring timeline for each position.</p> <p>We will have a separate meeting to discuss blinding resumes and cover letters and strategize the best way to accomplish that effectively but also efficiently. I imagine once the job application closing, Maddison compiles the resumes and cover letters, sends them to the office clerks to blind and then they are sent to the hiring board.</p> <p>To create competencies for each position, I would circulate them to each hiring board and collect feedback – or we would meet in person to discuss them and make alterations and additions where necessary.</p>
Partners	Operations Coordinator, Office Clerks

Objective 5	<b><i>Renovate the Committee Room</i></b>
Description	The committee room is a space in the MSU office that is used by part-time staff, volunteers, assembly members etc. Last year’s BoD/SRA allocated funds to renovate the committee room space. I want to make the space a more conducive and productive working environment.

	<p>This includes but is not limited to - additional less chunky seating, a long table for collaborative work, a lounge area for more chill work, a large white board wall for brainstorming, more plants to add greenery and life to the space, and a printer that people can connect to wirelessly to print service things.</p>
Benefits	<p>The committee room currently acts as a space for people to use as a locker, for execs to hang out and not used for productive work. There have been many times where the committee room was claimed to be a toxic environment - I believe that renovating and recreating a positive working space will help to reinvigorate the culture that currently exists.</p> <p>Currently, there is not enough space for individuals to do work, for collaboration to occur and for service storage. It is not utilized to its full potential, and is rarely seen as a “work space.” New layouts and furniture will allow us to bring the space back to what it was meant to be in the first place.</p>
Difficulties	<p>Time is a huge challenge and the multiple stakeholders involved. Currently working with facilities services has been difficult as they are very busy and hard to get into contact with. As well, finding the right type of furniture that will give the space what we want at an appropriate price has been challenging. There is a small timeframe in which we have to renovated before the space because a busy hub for services and students - so acting fast is important.</p>
Long-term implications	<p>Hopefully the “toxicity” of the committee room will leave with the worn out old furniture and the room will be a resource to our services and SRA members past this year and into the future years. This will also help VP Admins in the future - as the committee room mess is usually a dread.</p>
How?	<ul style="list-style-type: none"> <li>- Work with Victoria and Emma to create a plan &amp; layout for the room</li> <li>- Work with Pauline to discuss computers, printers and increasing outlets</li> <li>- Consultation with Facility Services for removal of furniture and rewiring outlets</li> <li>- Remove the old furniture and give-away to SRA and PTM’s</li> <li>- Consult SRA, PTM’s &amp; SOP’s on new furniture for the room</li> <li>- Purchase new furniture</li> <li>- Have an ikea furniture building party</li> </ul>

Partners	Administrative Services Coordinator (Victoria), Administrative Assistant (Emma), Network Administrator (Pauline), PTM's, SRA, BoD, SOP's, Facility Services, UTS
----------	---

Objective 6	<b><i>Create a Positive Office Culture and Environment</i></b>
Description	As a Board of Directors, we all established the same idea that we want to work on appreciating full-time staff in the office. We plan on doing this in a couple different ways including but not limited to, providing food/treats, more staff socials (lunches and outings) and more outward appreciation towards staff.
Benefits	The full-time in the MSU are really the backbone of the organization but we tend to have more budget lines and a bigger focus on student/part-time staff appreciation (which is still important don't get me wrong). I believe that appreciating full-time staff will allow them to enjoy their working environment and lead to a great year in the office.
Difficulties	We may become busier and forget to do things during the year.
Long-term implications	A positive work environment will translate to individuals work ethic and motivation – thus allowing us to be as successful as we can be and be a great team throughout the year.
How?	<ul style="list-style-type: none"> <li>- Celebrate milestones (first month in, birthdays, new seasons)</li> <li>- Staff lunches</li> <li>- Staff outings/socials (see what F/T staff are interested in doing)</li> <li>- Outward appreciation (praise/thank people for the good work they are doing – planning specific events, small and big victories, successes)</li> <li>- Check-in (checking in on how staff is doing, saying good morning, taking an interest in their work)</li> </ul>
Partners	Board of Directors, Operations Coordinator (Maddison), General Manager (John)

Objective 7	<b><i>Enhancing our Peer Support Department Training</i></b>
Description	<ol style="list-style-type: none"> <li>1. <u>Supporting the TRRA</u>: Being a fairly new role, it is important that guidelines are put out for the TRRA to define the role with more structure. This year, I would</li> </ol>

	<p>like to encourage the TRRA to focus on peer support based research – connecting with various professors and organizations that research peer support best practices – as well as placing an emphasis on year-long training material, either guidebooks, helpful graphics or modules.</p> <p>2. <u>Unifying Training</u>: All peer support service volunteers should get the same baseline training. Having a compiled peer support training weekend will allow for us to ensure that all of our volunteers have a certain standard of training. The weekend will be planned by the TRRA alongside the services managers and their training and volunteer coordinators.</p>
Benefits	<p>Supporting the TRRA: Through support and guidance, I hope to help the TRRA find a solid foundation for the role. By placing a main focus on research and content creation/delivery, I believe the TRRA role will be used to its fullest potential. This individual will be a resource to our PTM’s and be able to provide beneficial research and resources to our services – without crossing the line and becoming an “expert” or crisis manager.</p> <p>Unifying Training: With our peer support services, every door should be the right door and there shouldn’t be inconsistencies in our delivery of peer support. By unifying training, we are ensuring there is a general baseline knowledge and understanding that is shared across our peer support volunteers.</p>
Difficulties	<p>Supporting TRRA: In order to support a TRRA, you first need to find one lol. I think establishing boundaries of this role and time management will be difficult, as well as accommodating and working with each of our PTM’s as their needs of the service will differ.</p> <p>Unifying Training: Ensuring all volunteers are hired by a certain date so we can have all volunteers and services present at the training weekend.</p>
Long-term implications	<p>When our peer support volunteers are trained effectively and adequately, they can provide improved support to our students on campus. As well, this training model will</p>

	hopefully be passed on into the future if successful to ensure consistency.
How?	<p>Working alongside the TRRA and the Peer Support PTMs to develop a peer support department year plan and outline for training. The TRRA will then research and create content that they believe is best suited for our services. I will continue to have check-ins with the TRRA and peer support PTMs to ensure planning for training and going well and things are on track.</p> <p>With the TRRA, we will create an outline for the year - deciding which resources to create and trainings to deliver past training weekend.</p>
Partners	Training Resources Research Assistant, PCC Coordinator, WGEN Coordinator, Maccess Coordinator, SHEC Coordinator

Objective 8	<b><i>Supporting the Growth of our Peer Support Department</i></b>
Description	<ol style="list-style-type: none"> <li>1. <u>Department Plan:</u> Alongside the peer support PTMs we would develop a long-term plan for the peer support department. To ensure consistency over the years, there should be some parts of the department that remains constant - with minimal changes year to year. Specifically identifying types of training for volunteers, certain protocols, what peer support is under the MSU.</li> <li>2. <u>Crisis Protocol:</u> Many part-time managers have requested a formalized protocol. Alongside Allison Drew-Hassling from Case Management, we will create an outline for how to identify a crisis, and the steps our volunteers should be taking.</li> <li>3. <u>Strengthening Relations:</u> This year will be an important year for us to improve our relations with Case Management and Good2Talk. By introducing the PTMs to Allison early on, we can establish a relationship between our peer support department and case management. As well as increasing the presence of Good2Talk on campus and beginning to run events collaboratively.</li> </ol>

Benefits	<p>Department Plan: Will allow for consistency as well as direction for the years to come. Our peer support department needs to be one of the more consistent among our service.</p> <p>Crisis Protocol: This protocol will provide more support and guidance for our volunteers - making aspects of their role clearer and outlining boundaries and next appropriate steps. This will also allow for us to be more consistent across our supports.</p> <p>Strengthening Relations: This will be valuable for students this year - as we need to ensure we are offering adequate support for students but also making them aware of the supports we have available.</p>
Difficulties	<p>This will require a lot of coordination with our peer support part-time managers who already have very busy schedules, adding some of these priorities to their plates may require things to take longer than expected.</p>
Long-term implications	<p>These protocols, plans and relationships will allow for our peer support department to grow stronger and be more consistent over the years to come. These objectives will hopefully help support the department and any plans for the future.</p>
How?	<p>Department plan will be introduced to the PTMs during our first department meeting. We will review the template they created last year and identify what direction we would like to take the document in. We would divide up sections and aim to have a draft done by January - with varied meetings leading up to that to check in on progress and identify challenges or new aspects.</p> <p>Crisis protocol will be a collaboration with Allison as the office of student support and case management is working on creating a Campus Wide Crisis Protocol. I would ask that myself and Allison draft a protocol, and send it to the PTMs for review. It will then be incorporated into training and throughout the year.</p> <p>Strengthening our relationship with Good2Talk and Case Management will come from myself establishing a good working relationship with Allison and the Good2Talk Outreach Manager.</p>

Partners	Peer Support PTMs, Director of Student Support and Case Management (Allison), TRRA, Good2Talk Outreach Manager
----------	--

Objective 9	<b><i>Improve Welcome Week Programming</i></b>
Description	Our strategic theme programming has never been a highlight of welcome week - specifically because of the topics covered. Having been on the ground with students during welcome week for the past 3 years, I believe I can use my past experience and knowledge to create strategic theme programming that students will enjoy. By chairing the Strategic Themes Advisory Committee (STAC), I will be able to create and review our strategic themed programming for welcome week. I will focus on outlining ways to integrate our themes into yearly common events, as well as new ways to make them engaging and appealing for students. Through the multitude of committees, I chair or sit on, I will be able to look at the big picture of welcome week and ensure that days aren't too heavily programmed and there is diverse programming throughout the week for all students.
Benefits	Our strategic themes include Responsible Drinking, Sexual Violence Response and Prevention, Mental Health and Wellness and Community Engagement. All of which are crucial for first years to become accustomed to on the McMaster Campus. They work towards creating a safe and inclusive environment for students - which is why ensuring that our programming is engaging is so crucial.
Difficulties	This is only the second time that the MSU has taken on the responsibility of planning strategic theme programs, the STAC committee is also brand new this year so these will bring to light unexpected challenges.
Long-term implications	By introducing these themes early on in the year, it will allow students to familiarize themselves with them and help support the yearlong conversations we have surrounding these topics.
How?	Through creating the Terms of Reference for the STAC committee, as well as chairing, I will be able to work with multiple stakeholders and planners to ensure our programming is strong in displaying our key messages but also enjoyable for students.
Partners	SWELL (Taryn & Will), EIO (Meaghan Ross), Office of Community Engagement (Sashaina & Dave), Campus Events

	(Trish), SSC (Michele Corbeil), Residence Life (Erin), Off Campus (Jill)
--	--

Objective 10	<b><i>Review Welcome Week Planner Hiring and Compensation</i></b>
Description	This fall I would like to review the process in which each faculty selects their welcome week planners. We have come into situations throughout the past couple years where individuals have not been qualified or motivated, and I believe that the selection process should be reviewed and refined. It is important through this to ensure that faculties still have some autonomy over how they select planners - but it is our responsibility to ensure the selection process is equitable and fair. In addition to a more equitable selection process, the welcome week advisory committee (WWAC) will be looking into planner compensation. As of right now, our residence and off-campus planners get compensation for their work, however faculty planners do not. This creates an unequitable divide between planners.
Benefits	By reviewing the selection process, we can ensure that the way in which we recruit and select our planners is based on merit and is equitable to each individual. As well - giving all planners compensation will show equal appreciation for their work and add incentive.
Difficulties	Reviewing current and existing processes will take time - and faculties have to be willing to participate. Finding a balance between standard selection practices while also giving faculties some sort of autonomy to create their own selection process.
Long-term implications	This will help organization and management of planners - as of right now they are volunteer positions which makes disciplinary and accountability challenging. Having the selection process be more focused and standard will allow for the best applicants to be chosen - and the compensation will hold them to a certain standard of expectations
How?	In October, Josh (WWFC) and myself will create an outline for the review process and submit it for approval to WWAC. Josh will be doing the main portion of research and together we will develop key strategies to ensure our selection process are equitable.  After welcome week, WWAC will make it a priority to discuss planner compensation. We will review the structure of compensation that currently exists in other departments and

	work to establish guidelines in terms of wage and hourly rates.
Partners	Welcome Week Faculty Coordinator (Josh), SSC (Gina Robinson & Michele Corbeil), Residence Life (Sean Beaudette), Off-Campus Resource Center (Jennifer Kleven), MSU VP Finance (Scott Robinson), Current Welcome Week Faculty Planners

Objective 11	<i>Increasing SRA Transparency</i>
Description	<ol style="list-style-type: none"> <li>1. <u>Livestream</u>: Right now, we currently average 10 viewers on our livestream, I believe we can outreach better. Facebook now has a feature where you can livestream which would ultimately be a better platform to get students engaged in the student governance side of the MSU.</li> <li>2. <u>Promoting Meetings</u>: The AVP Internal Governance will be taking on the responsibility of working with Haley, Communications Officer, to create meaningful promotions for the SRA meetings.</li> <li>3. <u>SRA Promo Training</u>: Inviting the Communications Officer to run a session on promotions for the SRA which surrounds best ways to use their social media platforms and to outreach to constituents.</li> </ol>
Benefits	Each of the following would allow us to increase engagement with students. The common confusion is “what does student government actually do” – these steps will allow us to move forward in answering this question and showing what we do to students.
Difficulties	The largest challenge will be working with Avtek and Michael Wooder, Director of Marketing and Communications, on adapting to the Facebook Livestream. We need to ensure that Avtek equipment has the capacity to stream adequately onto Facebook and that there is somewhere on the MSU Facebook page for them to be housed.
Long-term implications	Allow for more engagement with students – and hopefully more students will want to be involved with student governance.

How?	Working with our communications department, we can create a plan for SRA promotions this year and develop logistics for each of the above. AVP Internal Governance will work alongside Communications Officer to choose important agenda items and create graphics to share for each SRA meeting.
Partners	AVP Internal Governance (Raquel), Director of Marketing and Communications (Michael Wooder), Communications Officer (Haley Greene), Avtek

Objective 12	<b><i>Work Towards a Safer Campus</i></b>
Description	Starting conversations earlier with Meaghan Ross, Maroons, Security Services, Campus Events and WGEN to ensure that we have a strong plan for Welcome Week events and concerts.
Benefits	This will ensure that everyone involved is on the same page, and expectations we have of each stakeholder is being met. To ensure we are creating the safest environment we can on campus for our students.
Difficulties	Getting each stakeholder in a room together will be challenging based on scheduling. Also getting everyone on the same page will bring forward some challenges.
Long-term implications	This will hopefully set a precedent for future years - to ensure these individuals always meet and communicate with each other.
How?	Starting conversations and planning meetings in advance - set up a plan for concerts and large events - develop goals for each stakeholder.
Partners	EIO (Meaghan Ross), Campus Events (Trish Roberts), Maroons, Security Services, WGEN

**Long-term planning**

Overarching Vision	<i>Strengthen support and relations between VP Admin equivalents from other universities</i>
Description	Many other student unions operate similar services, experience similar challenges and can share experiences. I believe there should be a stronger connection amongst Vice-President Administrations (or similar JD's).
Benefits	This will create a support network for individual who share similar experiences and challenges throughout their roles. We can also learn from each other in order to enhance the service we are providing to students.
Year 1	<ul style="list-style-type: none"> <li>• Build an online connection with my counterparts and begin the conversations surrounding service operations, supporting managers, volunteer retention and enhancing student life.</li> <li>• Visit other student unions to see service spaces, and discuss operations and challenges</li> <li>• Review the jobs of counterparts to see the difference that exist between unions</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Begin hosting more in-person conferences and meetings for counterparts to come together and learn</li> <li>• Focus on facilitating workshops and brainstorming sessions to help create a learning environment</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Continue conversations and establishing relations - potentially expanding to all schools in Ontario or Canada</li> </ul>
Partners	Other Student Unions

**GOALS to strive for**

---

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

1. Plan and Successfully implement Welcome Week Strategic Themes Updated Programming
2. Trained and prepared SRA members and Part-Time Managers (establish good working relationships and supports)

3. Work with Case Management and Peer Support PTMs to create Crisis Protocol
4. Outline for Unified Peer Support Training
5. Renovated Committee Room - Ready to be used
6. One-on-Ones will all PTM's
7. Establish a hiring schedule and change procedures

**List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

1. Planner Selection & Compensation Review
2. Hold one Caucus Leader Meeting
3. Hold two PTM Feedback Think Tanks & PTM Meetings
4. First Round of Hiring Cycle
5. Draft Peer Support Department Plan
6. PTM Check-ins individually
7. Solidify Office Hours

**List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

1. Implement SRA Training for New Assembly
2. Revamp WW Rep Training
3. Second Hiring Cycle
4. Strengthen training for summer PTM's (CLAY, Horizons, Macycle, Shine, WWFC)
5. Transition Incoming VP Admin

## Master Summary

(calendar and checklist)

May	<ul style="list-style-type: none"> <li>• Restructure &amp; Run PTM Training</li> <li>• One-on-One Check-Ins with all Part-Time Managers</li> <li>• One-on-One Training &amp; Transition with AVPs</li> <li>• Structure &amp; Begin to Chair STAC</li> </ul>
June	<ul style="list-style-type: none"> <li>• Plan and Submit Welcome Week Programming</li> <li>• Review Faculty Special Projects Fund Application</li> <li>• Plan &amp; Run SRA Training</li> <li>• Hire TRRA &amp; Transition</li> </ul>

	<ul style="list-style-type: none"> <li>• Start Committee Room Renovations</li> </ul>
July	<ul style="list-style-type: none"> <li>• Begin Planning and Organizing WW Strategic Themes Programming (book speakers, spaces etc)</li> <li>• All AVP Training</li> <li>• Peer Support PTM Meeting &amp; Year-Planning</li> <li>• Plan and Run MSU Retreat</li> <li>• Meeting with Allison - Crisis Protocol</li> <li>• Plan Hiring Timeline &amp; Explore Hiring Practices</li> <li>• Review first year feedback form &amp; assessments</li> </ul>
August	<ul style="list-style-type: none"> <li>• Committee Room Reno Finished</li> <li>• Attend and Facilitate Parts of Rep Training</li> <li>• TRRA &amp; PTM Volunteer Training Plan</li> <li>• Clubs WW Training &amp; Support</li> <li>• Complete One-on-One's with PTMs</li> <li>• Run a Successful Welcome Week!!</li> </ul>
September	<ul style="list-style-type: none"> <li>• Meet with SRA Caucus to go over year plan goals &amp; supports</li> <li>• Meet with Diversity Services and EIO - discuss future of AOP and relationships</li> <li>• Caucus Leader Training - Help Elizabeth</li> <li>• Begin review of faculty planner selection</li> <li>• Help PTM's get the services up and running</li> <li>• SRA Livestream move</li> </ul>
October	<ul style="list-style-type: none"> <li>• Analyze first year feedback forms and assessment from WW</li> <li>• Hire CLAY PTM</li> <li>• Begin Planner Compensation conversation at WWAC</li> <li>• Host 1<sup>st</sup> PTM Meeting &amp; Feedback Think Tank</li> </ul>
November	<ul style="list-style-type: none"> <li>• Begin first round of hiring</li> <li>• Get in touch with equivalents from other student unions</li> <li>• Evaluate WW Events</li> </ul>
December	<ul style="list-style-type: none"> <li>• Prep and Begin Hiring Cycle Round 2 - make any necessary changes we learned from round 1</li> <li>• Mid-Year Transition Reports</li> </ul>
January	<ul style="list-style-type: none"> <li>• Hiring Round 2</li> <li>• Evaluate Peer Support Department Plan Draft</li> </ul>
February	<ul style="list-style-type: none"> <li>• Training for Summer PTMs</li> </ul>

	<ul style="list-style-type: none"><li>• Review Strategic Themes Advisory Committee Terms of Reference</li></ul>
March	<ul style="list-style-type: none"><li>• Plan 2019 SRA Training - for new assembly</li><li>• Review WW 2019 Rep Training Itinerary and Sessions</li></ul>
April	<ul style="list-style-type: none"><li>• Great transition for new VP Admin!!</li><li>• Be sad that the year is over</li></ul>

**YEAR PLAN**  
MSU Vice President Education  
*Stephanie Bertolo*  
2018-2018  
(submitted *July 10, 2018*)



---

## OFFICE OF THE *Vice President (Education)*

### INTRODUCTION

---

Dear Assembly,

I am incredibly grateful and excited to be your Vice-President (Education) in this year of immense change. With two elections in my term and one not too long after, we will be seeing great progress on initiatives as elected representatives' terms come to an end as well as new possibilities open up with the new cycle.

I am the first VP (Education) to advocate to a Progressive Conservative majority government in 15 years. At first, this seems daunting. As student leaders, how we advocate will change and our expectations must as well. However, it is most important to see this as an opportunity. With you, the Board of Directors, and OUSA, we will lay the groundwork for the next four years, or even longer. We will be the first to meet with the new government and set the advocacy priorities that our successors will continue to work to achieve. It is important that we communicate the value of universities to the community, the province, and the world. One of the best ways to do so is to be strong and informed advocates that demonstrate that post-secondary education is building the leaders of both today and tomorrow. Investing in us is the best investment that we, as a society, can make in the future.

Those on campus already understand that value. We must show them our vision on how we can make universities even better. Above all else, we are here to learn. Though, at times, we face challenges in doing so. It is important that we advocate that classes are accessible and that we have all the tools we need to succeed. It is also important that we look for new and innovative ways to teach, including experiential learning opportunities, that best prepare us for our next steps in life after graduation. We also need the appropriate resources outside of the classroom. Healthcare, sexual violence prevention and response protocols, access to food, among other programs are crucial to ensuring that students are supported in the times that they need it the most. We must advocate to ensure these supports are in place and best serving students.

As mentioned in my election, I truly believe that we are stronger together. We are all driven by the same passion to improve the lives of McMaster students. By learning from you and with you, we will handle any challenges that this year presents itself in stride. May we strive to push beyond expectation and make meaningful change together.

Always yours,  
Stephanie Bertolo  
VP (Education)

## GOALS

---

Objective 1	<b><i>Improving Education Team's Outreach</i></b>
Description	Many students are unaware of the great advocacy work that the MSU does and the opportunities to get involved. I will better communicate the work of the Education Team to the student body through monthly updates on the MSU website, outlining the student body on our progress, upcoming projects, and advocacy wins. Additionally, I will promote the opportunity to join the Education Team committees to better involve all students. This will be achieved through a comprehensive promotional strategy developed with our Marketing and Communications Team.
Benefits	<ul style="list-style-type: none"> <li>- Better understanding of advocacy done by the MSU from the general student body</li> <li>- Increased engagement on Education Team committees</li> <li>- Increased input from the student body and thus better representation</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- With the information overload on social media platforms, it may be difficult to get large uptake</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- With a better understanding of the MSU's advocacy work, we will see increased engagement and involvement in the Education Team as well as the MSU more broadly, creating a richer and more diverse perspective</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Provide monthly updates on advocacy work on the MSU website</li> <li>2. Promote the ability to join committees starting in September</li> <li>3. Create promotional materials, such as rave cards, to promote the MSU Advocacy pages and the committee</li> <li>4. Post more frequently to maintain engagement on social media platforms</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Associate Vice-Presidents</li> <li>- Advocacy Coordinator</li> <li>- Michael Wooder, Marketing and Communications Director</li> <li>- MSU Underground Media + Design</li> </ul>

Objective 2	<b><i>Support Faculty Societies' Advocacy</i></b>
Description	Last year, the Ryan Deshpande build the MSU's advocacy capacity to PTMs, SRA, and FYC, which I will continue to do this year. To further expand student advocacy, I will also offer training and support to faculty societies who want to expand the amount of advocacy work that they do.
Benefits	<ul style="list-style-type: none"> <li>- Creates a stronger united front of students advocating for the betterment of student life</li> <li>- Builds stronger relationships with faculty societies</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Depending on how much support faculty societies need after training, it may be time-consuming for me</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- With more students at McMaster advocating in an effective manner, we will be able to achieve greater success</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Contact faculty societies to offer my support in their advocacy initiatives and offer to provide training</li> <li>2. With those who express interest in training, arrange a training day with their Presidents or relevant executive members</li> <li>3. Provide ongoing support throughout the year by being open to meetings and phone calls</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Faculty Society Presidents</li> </ul>

Objective 3	<b><i>MSU Policy Development</i></b>
Description	<p>This is the second year of policy development with the new structure. In order to ensure the policies we write are well researched and accurately represent the views of students, I will make adjustments to the policy writing timeline. In consultation with my Associate Vice-Presidents and Advocacy &amp; Policy Research Assistants, we will be writing the following policies this year, subject to change if required:</p> <p>Fall Term</p> <ul style="list-style-type: none"> <li>• Student Engagement and Retention</li> <li>• Tuition &amp; Post-Secondary Affordability</li> <li>• On-campus infrastructure</li> </ul> <p>Winter Term</p> <ul style="list-style-type: none"> <li>• Racial, Cultural, and Religious Equity</li> <li>• Accessibility</li> <li>• Student Housing in Near Campus Neighbourhoods</li> </ul>

	I want to significantly improve our consultation process with the student body. This will be done in two-fold more effectively engaging relevant MSU Services, such as Diversity Services, Maccess, and SCSN, who will help to co-develop the paper. Additionally, I want to gain more direct feedback from students through online surveys and focus groups. I will also ask interested SRA members to reach out to their constituents about the policy topics and gather input that the policy writers can then incorporate into the policies.
Benefits	<ul style="list-style-type: none"> <li>- Well-developed policies that better represent students' experiences</li> <li>- Decreased stress on Advocacy &amp; Policy Research Assistants and policy authors</li> <li>- More involvement of MSU services in advocacy work</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Increased responsibilities for already strained MSU services</li> <li>- Potential of lack of engagement with surveys and focus groups as a result of survey fatigue</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- More high-quality policies will result in key stakeholders have to lead to stronger advocacy to key stakeholders</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Assign Advocacy &amp; Policy Research Assistants their papers in the summer in order for them to complete research packs and initial brainstorming to start the policy writing process sooner during the fall term</li> <li>2. Consult with relevant PTMs and execs on the best way to go about collaborating on the policies together</li> <li>3. Work with interested SRA members on a plan to consult constituents, including delivering training about how to conduct focus groups or possible questions to ask students. The feedback will be incorporated into the early stages of policy development</li> <li>4. Advertise policy brainstorming sessions to all interested SRA and service volunteers rather than just to authors</li> <li>5. Aim to have the final policies done a week before Policy Con in order to give attendees more time to review the policies</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Advocacy &amp; Policy Research Assistants</li> <li>- Associate Vice-Presidents</li> <li>- Advocacy Coordinator</li> <li>- SRA members</li> <li>- Maccess</li> <li>- SCSN</li> </ul>

	- Diversity Services
--	----------------------

<b>Objective 4</b>	<b><i>Ombuds Review</i></b>
Description	Given the passage of time since the last Ombuds review, it is important to understand whether the Ombuds, as currently arranged and funded, is operating as effectively as possible in supporting the needs of the McMaster community. This review has been postponed for a number of years, but we have plans to complete it this year. The process will involve a review committee conducting document review and interviews of the relevant internal stakeholders.
Benefits	<ul style="list-style-type: none"> <li>- It will be ideal to do this review this year since it has been postponed for a while</li> <li>- This review will help ensure that the Ombuds office is being adequately supported and best-serving students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- There may be conflicting ideas on how to conduct the review</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The changes made in the review will positively impact the Ombuds office in terms of support and management structure</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Work with Sean Van Koughnett to draft the Terms of Reference of the review and get feedback from Patrick Deane, Ikram Farah, and Carolyn Brendon</li> <li>2. Set up a committee for the review</li> <li>3. Gather insight from all stakeholders who have interacted with the Ombuds, including students and university partners</li> <li>4. After the review, determine if there need to be modifications to the mandate and scope of the office, the reporting structure for the office, resources, and office's Terms of Reference.</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Sean Van Koughnett, Dean of Students</li> <li>- Ikram Farah, MSU President</li> <li>- Patrick Deane, McMaster President</li> <li>- Carolyn Brendon, Ombuds person</li> </ul>

<b>Objective 5</b>	<b><i>Evaluation of New Advocacy Team Structure</i></b>
Description	After Ryan's evaluation of the Education Team last year, he made modifications to the Advocacy Team structure for this upcoming year. This includes transitioning the Advocacy

	Project Assistant back into the Advocacy Coordinator role, hiring two executives, and implementing Advocacy Ambassador volunteers. To ensure this is the optimal structure, I will evaluate it at the end of the year.
Benefits	<ul style="list-style-type: none"> <li>- Ensures an optimal structure one year after functioning under this new model</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Could result in further changes to the Advocacy Team Structure</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The Education Team is more successful in advocacy efforts</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Collect feedback from the Advocacy Coordinator, executives, and the Education Team throughout the year</li> <li>2. Evaluate the effectiveness of campaigns and volunteer retention as compared to past years</li> <li>3. Complete a report for the SRA at the end of year with any recommended changes</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Advocacy Coordinator</li> <li>- Education Team</li> </ul>

Objective 6	<b><i>Sustainability Committee</i></b>
Description	With the newly revised Sustainability Policy, the Sustainability Committee has a great potential to create a positive impact on campus through advocacy and support of sustainability initiatives. My platform did not include any sustainability points, though some of the ideas that are included in the policy or have been discussed include electronic waste disposal, the reduction of plastic straws, composting, paper usage, and water-bottle free campus. To ensure that the committee is passionate and focused, the priorities of the committee will be decided in the first meeting.
Benefits	<ul style="list-style-type: none"> <li>- Ensures a presence of student-led sustainability efforts within the MSU</li> <li>- Brings together stakeholders from across campus to talk about sustainability</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- University stakeholders are not always receptive of prioritizing sustainability initiatives if it comes at an increased cost/loss of profit</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The changes brought about by this committee can lead to an</li> </ul>

	overall greener campus
How?	<ol style="list-style-type: none"> <li>1. Have the Advocacy Coordinator call the first meeting and determine shared priorities of the group based off of the Sustainability Policy</li> <li>2. Connect the committee to Kate Whalen who has projects throughout the year that need student support</li> <li>3. Involve this committee in the Hungry for Knowledge Survey and subsequent events that promote the reduction of food waste and food insecurity</li> <li>4. The AVP University Affairs will help arrange advocacy meetings with stakeholders</li> <li>5. We will run at least one advocacy campaign related to the committee's priorities</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Advocacy Coordinator</li> <li>- Tasneem Warwani, AVP University Affairs</li> <li>- Kate Whalen, Senior Manager, Academic Sustainability Programs</li> <li>- SRA</li> <li>- Board of Directors</li> </ul>

Objective 7	<b><i>Academic Affairs Council</i></b>
Description	The Academic Affairs Council is made up of the VP Academics from every faculty society. As suggested by past VP Educations, this council should be project-based which will be determined as a group. Having a project that everyone is passionate about will ensure that they will remain engaged throughout the year. As well, I will ask this council to participate in OUSA campaigns and provide feedback on my academic priorities and platform points. Two priorities I would like see adopted by the council is Open Education Resources and Experiential Education.
Benefits	<ul style="list-style-type: none"> <li>- Increased collaboration between faculty societies and the MSU</li> <li>- Increased advocacy for academic improvements</li> <li>- Space for updates across faculties to be shared</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Participation in AAC has been low in previous years despites attempts of engagement</li> </ul>
Long-term	<ul style="list-style-type: none"> <li>- Improvement in student life and academics for students in all</li> </ul>

implications	faculties
How?	<ol style="list-style-type: none"> <li>1. Send out a survey before our first meeting to gather information on VP Academics priorities and what they want to get out of this committee</li> <li>2. Call the meeting in early September where we will determine our shared priorities and major project for the term</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Faculty Societies' VP Academics</li> <li>- Tasneem Warwani, AVP University Affairs</li> <li>- Angel Huang, Macademics Coordinator</li> </ul>

Objective 8	<b><i>University Budget Submission</i></b>
Description	<p>University Budget Submissions have been effective advocacy tools in the past for many Student Unions. In this submission, we will summarize some of our advocacy priorities that require financial investment from the University in a concise document that they can consider and incorporate into their budget.</p> <p>Some of my priorities will be:</p> <ul style="list-style-type: none"> <li>- Funding for an additional Sexual Violence Response Coordinator</li> <li>- Funding to hire a part-time worker in the Registrar's office to schedule exams in a way that reduces conflicts and back-to-back exams</li> <li>- Sustainability initiatives</li> <li>- Remove investment to the Learning Portfolio project</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>- Summarizes our advocacy priorities require financial contributions into a concise format that the University can consider as they create their budget</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- There has been confusion over the past few years about how and when to submit an effective budget submission, which will require significant research this year</li> <li>- It is unlikely that large budget asks will be prioritized, resulting in us having to make more modest recommendations</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- If our priorities are adopted, the investments will positively impact student life on campus and achieve our policy goals</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Set up a meeting with Deidre Henne, University CFO to learn about best practices on how to influence the University</li> </ol>

	<p>Budget</p> <ol style="list-style-type: none"> <li>2. Consult other Student Unions who have frequently done budget submissions to learn their best practices</li> <li>3. Develop priorities for the budget with the Board of Directors and my Education Team with input from interested SRA members</li> <li>4. Research past budgets to determine where money has been allocated previously</li> <li>5. Send the final submission to the President, Provost, VP Administration, and other relevant stakeholders and set up meetings to discuss with them about implementing our recommendations</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Scott Robinson, VP Finance</li> <li>- Tasneem Warwani, AVP University Affairs</li> <li>- Advocacy &amp; Policy Research Assistants</li> </ul>

Objective 9	<b><i>Unsettling Campus</i></b>
Description	As an academic institution, McMaster has an important role to play in fostering reconciliation with Indigenous communities and unsettling our culture. I will advocate to include more Indigenous markers on campus, such as signs in Indigenous languages, artwork, and the Haudenosaunee and Anishinaabe flags on campus. As well, this is the first year that McMaster will be offering Reconciliation 1A03 – to encourage students to take this course, I will advocate to faculties to include to course into program course lists as well as to include the course in the Community Engagement studies minor. I will also build and maintain relationships with the Indigenous student groups on campus and support them as they develop their confederacy. This will include regular meetings and support their advocacy initiatives.
Benefits	<ul style="list-style-type: none"> <li>- Building and strengthening relationships with Indigenous students on campus</li> <li>- Raising awareness and educating students on Indigenous affairs and Canada as a colonialist state</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Some individuals on campus may be resistant or against these initiatives</li> <li>- There were roadblocks last year that prevented this project from being completed which may not be overcome this year</li> </ul>

Long-term implications	<ul style="list-style-type: none"> <li>- These steps are part of a broader cultural shift in unsettling Canada and reconciliation</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Set up meeting with the Indigenous Studies Program and President Deane to follow up on the Haudenosaunee and Anishinaabe flags and Indigenous markers on campus</li> <li>2. Set up a meeting with Facility Services to discuss the implementation</li> <li>3. Discuss with the Office of Community Engagement the possibility of this being incorporated into the minor</li> <li>4. Set up regular meetings with CISSA and MISCA and attend their meetings on a regular basis</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- McMaster Indigenous Student Community Alliance (MISCA)</li> <li>- Cooperative of Indigenous Studies Students &amp; Alumni (CISSA)</li> <li>- Vanessa Watts, McMaster Academic Director of Indigenous Studies</li> <li>- Patrick Deane, McMaster President</li> <li>- James Knibb-Lamouche, McMaster Associate Director Indigenous Student Services</li> <li>- Office of Community Engagement</li> <li>- Library Services and Facilities</li> </ul>

Objective 10	<b><i>Modifying the exam timelines</i></b>
Description	Exams are a stressful time for students and many have to write several exams in a short span of time. I will advocate for revising the examination policy to allow students to declare a conflict if they have two consecutive exams in one day. To further avoid conflict, the Registrar should hire a Work-Study student to schedule exams in a way that reduces common conflicts. I will also advocate for deferred exams to be written at the end of the exam period rather than the following term. Finally, the exam schedule should be released when course registration begins.
Benefits	<ul style="list-style-type: none"> <li>- If these changes are enacted, they will decrease students' stress during exam period and likely result in better academic outcomes</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- These changes may be difficult to implement as a result of lack of space for exams to take place and the shortened exam period</li> </ul>

Long-term implications	<ul style="list-style-type: none"> <li>- These changes will have a lasting impact of student success for years to come</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Meet with the Bernadette Belan to discuss priorities</li> <li>2. Sit on the Deferred Examinations Committee</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Office of the Registrar</li> <li>- Bernadette Belan, Associate Registrar (Scheduling and Examinations)</li> <li>- Tasneem Warwani, AVP University Affairs</li> </ul>

Objective 11	<b><i>Food Security</i></b>
Description	<p>According to a 2017 MSU survey, 55% of students identified that they have been worried about running out of food with no money to purchase more. I plan to tackle food insecurity on campus through multiple avenues.</p> <p>In conversations with Mac Bread Bin, they would like to expand their advocacy this year and find additional support for their Food Collective Centre and Second Course. I plan to help them find sources of funding and donated food.</p> <p>To better understand the extent of food insecurity on campus, I will be a project lead on a Sustainability 3S03 course project with Meal Exchange to conduct a Hungry for Knowledge.</p> <p>I will also advocate for an increased access to fast and healthy meal food on campus. I will work with Chris Roberts to provide more substantive meal options in The Reactor (the café located in Thode Library).</p>
Benefits	<ul style="list-style-type: none"> <li>- Increased resources for Mac Bread Bin</li> <li>- Better access to nutritious food late at night</li> <li>- Better understanding of food insecurity on campus</li> <li>- Increased connections between individuals doing both food security and sustainability advocacy</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Survey fatigue may reduce the number of students who complete the Hungry for Knowledge survey</li> <li>- Resources for food banks in the city are already strained which may reduce the possibility of finding grants</li> <li>- Nutritious meal options are often expensive, which is difficult to advocate against as a result of Hospitality Services being</li> </ul>

	required to make a profit
Long-term implications	<ul style="list-style-type: none"> <li>- The Hungry for Knowledge Survey will provide us with valuable data that better support our advocacy for a number of years</li> <li>- If we find sustainable funding and donations for Mac Bread Bin, we can better support food insecure students</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Work with Mac Bread Bin to connect them to resources in the city and brainstorm ideas about how to find additional funding on campus</li> <li>2. Be a project lead with Meal Exchange for the Sustainability 3S03 class to conduct the Hungry for Knowledge Survey on campus</li> <li>3. Meet with Chris Roberts to follow up on providing more substantive meal options in Thode Library</li> <li>4. Connecting with individuals who are engaged in food security, food recovery, and sustainability initiatives</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Hannah Philip, Mac Bread Bin Director</li> <li>- Tasneem Warwani, AVP University Affairs</li> <li>- Kate Whalen, Senior Manager, Academic Sustainability</li> <li>- Chris Roberts, McMaster Director of Hospitality Services</li> <li>- Roger Couldrey, McMaster VP (Administration)</li> </ul>

Objective 12	<b><i>Experiential Education</i></b>
Description	The Provincial Government and Universities are interested in increasing experiential education opportunities for students. With this being a large priority, I will work to provide student input on experiential education on a number of committees and documents. This is also an OUSA Priority this year, which will involve a campaign and advocacy on a provincial level as well.
Benefits	<ul style="list-style-type: none"> <li>- Student input provide now has the potential to impact Experiential Education for several years</li> <li>- Having Experiential Education as both a university and provincial priority will increase the attention to the issue and allow for coordinated advocacy efforts</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- With the change in government, the commitment to increasing experiential education opportunities for university</li> </ul>

	opportunities may change
Long-term implications	- Experiential Education will become an enriching component of every students education and better prepare them for the workforce
How?	<ol style="list-style-type: none"> <li>1. Provide feedback and student input on the Experiential Education Definitions committee</li> <li>2. Jointly author a resource guide on experiential education with MacPherson Institute</li> <li>3. Run an OUSA Campaign on Experiential Education</li> <li>4. Lobby to the Provincial Government for increased investments for experiential Education during Lobbying Week</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Anna Magnotta, Manager, Experiential Programs</li> <li>- MacPherson Institute</li> <li>- SRA</li> </ul>

Objective 13	<b><i>Open Educational Resources Advocacy</i></b>
Description	With past government investments in the development of OERs, it is important that we focus on encouraging their adoption by professors. As well, this will continue to be an OUSA Priority under the priority of Technology Enabled Learning.
Benefits	- Reduces the total amount students need to spend on textbooks for their courses
Difficulties	<ul style="list-style-type: none"> <li>- There are many misconceptions about OERs that prevent professors from adopting OERs that need to be addressed</li> <li>- Some professors make money from textbooks sales or being textbook editors, which may prevent them from being willing to adopt OERs</li> <li>- There are not enough OERs for the majority of courses taught at universities, limiting the scope of which classes we can advocate to</li> </ul>
Long-term implications	- With the right advocacy and buy-in over a number of years, the number of textbooks students need to buy significantly decrease
How?	<ol style="list-style-type: none"> <li>1. Discuss with the Provost possible ways to support professors in adopting or creating OERs</li> <li>2. With the OER Working Group in early stages, we will work</li> </ol>

	<p>together to set our advocacy priorities and find the best ways to target each faculty</p> <ol style="list-style-type: none"> <li>3. Discuss with MUFA the potential to include incentives to adopt OERs in their Tenure &amp; Promotion Policy</li> <li>4. Run the OUSA #TextbookBroke campaign again</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- David Farrar, Provost</li> <li>- Open Educational Resources Working Group</li> <li>- MUFA</li> <li>- Ontario Undergraduate Student Alliance</li> </ul>

Objective 14	<b><i>Pride Crosswalk</i></b>
Description	<p>Pride Crosswalks are painted similar to the Rainbow Flag, representing LGTBQ+ pride. They are present in a number of cities across Canada, including Western University in London Ontario, Toronto, Grande Prairie, and Regina. We are looking to have a similar crosswalk painted on or near McMaster University. The crosswalk serves to welcome the LGTBQ+ community to McMaster University and the City of Hamilton as well as demonstrate an ongoing commitment to making campus and the city more inclusive. This project was started last year within the Education Team by David Lee, AVP University Affairs (2017-2018) and I will be continuing it with Tasneem Warwani.</p>
Benefits	<ul style="list-style-type: none"> <li>- Welcomes students from the LGTBQ+ community to McMaster and Hamilton and demonstrates a commitment to inclusivity</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Painting the crosswalk can be costly, limiting the MSU's ability to pay for the crosswalk by ourselves</li> <li>- Some may view the crosswalk as performative</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Continue to start dialogue and foster an inclusive environment on campus and in the City of Hamilton</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Contact Facility Services to get an estimate of how much it would cost to paint the sidewalk</li> <li>2. Contact different university departments to find funding partnerships</li> <li>3. Work with City Councillor Aidan Johnson and the City of Hamilton to have a Pride Crosswalk painted in Ward One near McMaster University. Similarly, we would partner to share</li> </ol>

	funding
Partners	<ul style="list-style-type: none"> <li>- Tasneem Warwani, AVP University Affairs</li> <li>- Miranda Clayton, Pride Coordinator</li> <li>- Facility Services</li> <li>- Aidan Johnson, Ward One Councillor</li> <li>- City of Hamilton</li> </ul>

Objective 15	<b><i>Quality of Education</i></b>
Description	I will prioritize advocacy initiatives that ensure the best academic experience for McMaster students. There are a number of different forms that this could take including course availability and accessibility in courses.
Benefits	<ul style="list-style-type: none"> <li>- Advocacy on the priorities formalized in last year's Academic Success policy paper</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Academic changes are difficult to implement as a result of it being class-specific</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Policies and programs in place that better support student learning</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Participate in the review process of MacPherson Institute for Leader, Innovation and Excellence in Teaching to encourage them to better support professors of undergraduate courses</li> <li>2. Work with the Office of the Registrar to create a Late Withdrawal policy</li> <li>3. Work with McMaster's Accessibility Council to find unique ways to encourage professors to podcast their courses and upload their notes to Avenue2Learn</li> <li>4. Work with Student Accessibility Services to create a note repository system</li> <li>5. Implement an accessible pedagogy award with Macademics and Maccess</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Susan Searls-Giroux, McMaster AVP (Faculty), Acting Provost</li> <li>- David Farrar, McMaster Provost &amp; VP (Academic)</li> <li>- Arshad Ahmed, McMaster AVP (Teaching and Learning)</li> <li>- Tasneem Warwani, AVP University Affairs</li> <li>- McMaster Accessibility Council</li> <li>- Student Accessibility Services</li> <li>- Maccess</li> </ul>

	- Macademics
--	--------------

Objective 16	<b><i>Racial, Cultural, and Religious Equity</i></b>
Description	It is important to acknowledge the ongoing forms of systemic racism, religious, and cultural intolerance on campus. I will work closely with the PACBIC working groups to advocate for a more inclusive campus based on their recommendations. This includes permanent funding for race-focused groups, projects, and events, such as Black History Month and Let's Talk About Race focus groups.
Benefits	- These initiatives start productive dialogue that will raise awareness to racial justice issues
Difficulties	- There may be push back from individuals who do not see the importance of these initiatives
Long-term implications	- Works to build more equitable and inclusive campuses
How?	<ol style="list-style-type: none"> <li>1. Write the Racial, Cultural, and Equity Policy Paper to solidify our stances and advocacy priorities</li> <li>2. Attend PACBIC Race, Racialization, &amp; Racism Working Group to align with their priorities and advocacy initiatives</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Ikram Farah, President</li> <li>- Arig al Shaibah, AVP Equity and Inclusion</li> <li>- President's Advisory Committee on Building an Inclusive Community</li> </ul>

Objective 17	<b><i>Health &amp; Wellbeing Services</i></b>
Description	All McMaster students should have access to high-quality health services and accommodations for any health-related concern they may have. In order to do so, I will work with Kristina Epifano, VP Admin, and the Training and Resource Research Assistant to conduct a community needs assessment within the MSU and McMaster to better understand where there are gaps in services on campus. Students who need academic accommodations often require a sick-note provided by a medical professional. However, this

	<p>creates an unnecessary strain on students and the healthcare system. I will advocacy for McMaster to implement a no-sick note policy.</p> <p>Last year, when the Education Team wrote the Health &amp; Wellness Policy, they left out stances related to harm reduction for substance use. It is important to have these stances included to ensure the MSU can effectively advocate for students moving forward. I will work with a Research Assistant to revise this policy paper.</p> <p>OUSA has made one of their strategic priorities this year Mental Health. The new provincial government has promised a \$1.9 billion investment over ten years for mental health and addictions services. We will advocate for part of this investment to be spent in cities with universities to increase students' access to mental healthcare.</p>
Benefits	<ul style="list-style-type: none"> <li>- Better informed advocacy for health and wellness services both on and off campus</li> <li>- Decreases burden on students and the healthcare system to obtain sick notes</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- There may be resistance from university admin on removing sick notes as a result of a fear of students taking advantage of the system</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Better access to health services and accommodations on campus and in the community</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Conduct a community needs assessment within the MSU and McMaster to better identify gaps in services to improve advocacy goals</li> <li>2. Advocate for a no-sick note policy by working with the Academic Accommodations Working group and the Provost</li> <li>3. Modify the MSU Health &amp; Wellness Paper to include harm reduction recommendations</li> <li>4. Regularly consult the Training Resources &amp; Research Assistant and the AVP Services to stay up to date common concerns brought up in Peer Support Spaces in order to communicate them to the AVP (Students and Learning) and Dean of Students</li> <li>5. Gather student feedback after the implementation of the new counsellors on campus to see if wait times are reduced and service improves</li> <li>6. Advocate to provincial MPPs during lobbying week to increase investments in mental healthcare in cities with</li> </ol>

	universities
Partners	<ul style="list-style-type: none"> <li>- Kristina Epifano, VP Admin</li> <li>- Sarah Figueiredo, AVP Services</li> <li>- Training Resources &amp; Research Assistant</li> <li>- Sean Van Koughnett, AVP (Students and Learning) and Dean of Students</li> <li>- Academic Accommodations Working Group</li> <li>- OUSA</li> </ul>

Objective 18	<b><i>Municipal Budget Submission</i></b>
Description	Last year was the first year that the MSU submitted a Municipal Budget Submission. Councillors were very impressed by our work and enjoyed meeting with us to discuss our advocacy priorities. We also learned a number of ways we could improve our submission and process for it to effectively influence the budget in future years. As a result, I will apply these changes and create another budget submission this year.
Benefits	<ul style="list-style-type: none"> <li>- A more effective budget submission compared to last year</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Determining the proper timeline to submit our submission</li> <li>- Convincing councillors to make motions to amend the budget before its approval</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- If fund are allocated by the City to our priorities we will see long term changes to Hamilton that are positive for students</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Set up meeting with the Municipal Affairs Committee to determine priorities for the budget</li> <li>2. Consult the City of the best time to submit our submission</li> <li>3. Write a submission that is well researched with costed out ideas</li> <li>4. Deliver submission to councillors and relevant staff and present to them in meetings</li> <li>5. Ask councillors to make amendments to the draft budget to accomplish our budget goals</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> </ul>

	- Advocacy & Policy Research Assistants
--	---

Objective 19	<b><i>Landlord Rating System</i></b>
Description	The Landlord Rating System (also often referred to as the Landlord Wiki) will be an online platform where students can rate their housing and service provided their landlord. Significant progress has been made on this project last year within the Municipal Affairs Committee. This year, I will work on implementing a pilot project of the rating system and finding university partners for the project.
Benefits	<ul style="list-style-type: none"> <li>- Better accountability for landlords</li> <li>- A system that provides more information to students before they sign a lease to a house</li> <li>- This will provide us with more data to better advocate on housing issues to the City</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Maintaining and populating this rating system will take a significant amount of time and work</li> <li>- Other Student Unions who have created similar systems have sometimes been sued for defamation by landlords</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- This could be adopted by the Off-Campus Resource Centre of the City of Hamilton in the future</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Review questions that will make up the framework of the Rating System developed last year by the Municipal Affairs Committee and make any necessary changes</li> <li>2. Run questions by the lawyer to ensure they are not leading and will prevent any lawsuits</li> <li>3. Setting up a meeting with Housing &amp; Conference services to discuss possible collaboration</li> <li>4. Discuss with Pauline Taggart the best place online to host this Rating System</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Rohan Lohana, SCSN Coordinator</li> <li>- Pauline Taggart, Network Administrator</li> <li>- Kevin Beatty, Director of Housing &amp; Conference Services</li> <li>- Neighbourhood Advisory Committee</li> </ul>

Objective 20	<b><i>Hamilton Youth Strategy</i></b>
Description	The City of Hamilton is creating a 5 year Youth Strategy, which is being developed with extensive engagement of youth from the ages of 14-29. Last year, I began conversations with the project manager about how the MSU can participate in the development of this strategy and I will continue to do so this year.
Benefits	<ul style="list-style-type: none"> <li>- This is a great opportunity to have the MSU's student engagement stances formalized in the strategy that the City will agree to act upon</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- It is unknown how the City will be held accountable to fulfilling this strategy</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- This Youth Strategy will be adopted by the City of Hamilton and they will be expected to fulfill the goals it outlined over the next five years</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Attend Hamilton Youth Steering Committee meetings which will be shaping the direction of the strategy</li> <li>2. Invite the Committee to McMaster to collect data from students</li> <li>3. Provide feedback on the final strategy</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Jesse Williamson, Project Manager Strategic Youth Initiatives</li> </ul>

Objective 21	<b><i>Transit Advocacy</i></b>
Description	The Progressive Conservative Party said during their campaign that they will provide Hamilton with a blank cheque to spend on whatever infrastructure project they would like - whether or not it is the LRT. As a result of this, it is important that the MSU continue its strong advocacy in support of the LRT and improvements in transit across the city. This will certainly be a municipal election issue. It is important that we partner with other groups across the city to demonstrate strong support for the LRT and improvements in transit across the city. Other transit priorities besides the LRT include removing area-rating (a tax that only the old city of Hamilton pays towards transit), redesigning the HSR routes around the LRT to better serve students living in the suburbs, obtaining data from the new presto pass on student service usage, and getting bus stops on

	campus.
Benefits	<ul style="list-style-type: none"> <li>- The City and the HSR will see students as a major stakeholder in transit issues</li> <li>- We will see service improvements to McMaster</li> <li>- More bus shelters will be installed on campus</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- It is expected that many City Councillor candidates will be running on an anti-LRT platform. If this is the case and they are elected, it will be very difficult to persuade them to vote in favour of the LRT project</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Hamilton finally gets an LRT</li> <li>- The improvements in transit will better connect students living in other areas of Hamilton including downtown, the mountain, Ancaster and Dundas.</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Attend all relevant transit meetings including Hamilton Chamber of Commerce’s LRT Taskforce, the City of Hamilton’s LRT Sub-committee, the Transit Coalition (formed by Environment Hamilton), and the Hamilton Transit Riders’ Union to determine shared advocacy goals</li> <li>2. Run a #YesLRT campaign to demonstrate to students the importance of transit</li> <li>3. Attend and delegate at City Council meetings related to transit</li> <li>4. Provide input to the Faculty of Engineering team who is re-envisioning Hamilton transit routes</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Board of Directors</li> <li>- Michael Wooder, Marketing &amp; Communications Officer</li> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- City of Hamilton’s LRT Sub Committee</li> <li>- Transit Coalition</li> <li>- Hamilton Chamber of Commerce (LRT Taskforce)</li> <li>- Hamilton Transit Riders’ Union</li> </ul>

Objective 22	<b><i>Consistent Municipal Advocacy</i></b>
Description	One of the biggest advantages to municipal politics is that councillors are located less than a twenty minute bus ride away. While we significantly improved our municipal advocacy last year, I want to continue to make great strides this year with more frequent lobbying meetings with councillors.

Benefits	<ul style="list-style-type: none"> <li>- Increased presence of the MSU in the city</li> <li>- Establishing a reputation as strong and knowledgeable advocates, increasing our success in lobbying meetings</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Due to students transient nature and low voter turnout, city councilors often do not take us seriously</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The MSU is approached and is respected by City Council when making major decisions that will affect students</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Have Advocacy &amp; Policy Research Assistants read through city council committee meeting agendas and inform me when relevant motions come up</li> <li>2. When relevant motions come up, I will set up in-person meetings or phone calls with City Councilors to argue the MSU's stance and ask them to vote a particular way</li> <li>3. Delegate at least 2 times at city council meetings on relevant issues</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Advocacy &amp; Policy Research Assistants</li> </ul>

Objective 23	<b><i>MacVotes - Municipal Election</i></b>
Description	October 22nd is the municipal election! Historically, students have a low voter turnout rate, negatively impacting our municipal advocacy. I am committed to a strong Mac Votes campaign that engages students and encourages them to make an informed vote. I will provide student-centric information on candidates and important issues such as transit and student housing. We will also hold a debate for Ward One councilors and partner with the Mohawk Student Association for a Mayor Debate.
Benefits	<ul style="list-style-type: none"> <li>- Engages students in municipal politics and encourages a culture of voting</li> <li>- Demonstrates to candidates that students are engaged and likely to vote</li> <li>- Builds relationships with candidates running to represent Ward One</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- With historically low turnout, it may be hard to build a culture around voting in the municipal election</li> <li>- There has been initial resistance from getting a poll on</li> </ul>

	campus for the election
Long-term implications	<ul style="list-style-type: none"> <li>- Students are seen as a major influencer of municipal elections, which will cause councillors and mayor candidates address student centric issues</li> <li>- The MSU will have stronger municipal advocacy</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Summarize ward one and mayor candidates platforms on the MSU website, focusing on their stances on student issues</li> <li>2. Meet with candidates running in the election to inform them of the MSU priorities</li> <li>3. Provide external campaign training to volunteers for the Mac Votes Campaign to increase effectiveness</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Advocacy Coordinator</li> <li>- Advocacy &amp; Policy Research Assistants</li> <li>- Advocacy Ambassadors</li> <li>- SRA</li> <li>- Mohawk Student Association</li> </ul>

Objective 24	<b><i>Revamp Change Camp</i></b>
Description	Change Camp has been an annual event for the MSU for the past 4 years and has undergone several changes since its inception. For the past two years, the event has been mainly lead by the Office of Community Engagement. However, this year, the MSU will be the primary lead. This will give us the ability to change it to better suit McMaster students and connect them with opportunities in the City of Hamilton. One possibility is to have this event be a part of Life After Mac. After this year’s event, I will evaluate the success of Change Camp and make recommendation to the next Board of Directors on if it should be continued and if it should remind under the VP Education’s portfolio.
Benefits	<ul style="list-style-type: none"> <li>- The event helps to build partnerships between the MSU, students, and the community</li> <li>- Students are able to get involved in long-term projects carried out by the community</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- In the past, this event has been costly to the MSU</li> <li>- This event continues to have a limited focus on advocacy, making it a question if it should be in the VP Education’s</li> </ul>

	portfolio
Long-term implications	<ul style="list-style-type: none"> <li>- Students are more likely to be engaged in the Hamilton community, leading to increased student retention</li> <li>- Improves relationships between the MSU and the community</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Work with the Board of Directors and Education Team on our new vision for the event and how it can fit into other programming we are running such as Life After Mac</li> <li>2. Review past feedback from Change Camp events over the past four years to inform this year's event</li> <li>3. Determine the roles, responsibilities, and funding with past partners including the Office of Community Engagement, Mohawk College, the SPRC, and the City of Hamilton</li> <li>4. Based off of feedback, run event while being mindful of budget</li> <li>5. Gather feedback from event partners, attendees, and the Board of Directors. Write a report based off of findings and make recommendations to the next Board of Directors</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Board of Directors</li> <li>- Advocacy Coordinator</li> <li>- Shemar Hackett, AVP Municipal Affairs</li> </ul>

Objective 25	<b><i>Community Safety Reporting Tool</i></b>
Description	Many students living in Ainsle Wood and Westdale continue to raise concerns about the safety of their housing and neighbourhoods. Often times these concerns or incidents are expressed on Spotted At Mac, which the MSU has no control over and cannot offer students resources or follow-up. I will develop a form that students can anonymously use to report these incidences and note areas where they do not feel safe. They will be able to leave their email for follow-up or resources. Otherwise, the MSU will have more standardized data collection that we can then use to inform our advocacy to the City of Hamilton.
Benefits	<ul style="list-style-type: none"> <li>- More standardized data collection</li> <li>- Increased support for students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Raising awareness of this form may take time, preventing a large volume of responses in its first year</li> </ul>

Long-term implications	<ul style="list-style-type: none"> <li>- With this data, the City of Hamilton will be more inclined to make the necessary changes in the McMaster communities to create safer communities</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. With consultation with the Municipal Affairs Committee, the Neighbourhood Advisory Committee, and SCSN, create the form</li> <li>2. Promote the form through MSU and SCSN channels</li> <li>3. Provide students resources on an ongoing basis</li> <li>4. Compile data into a report mid-year to present to the City of Hamilton</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Rohan Lohana, SCSN Coordinator</li> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Neighbourhood Advisory Committee</li> </ul>

Objective 26	<b><i>Municipal Affairs Best Practice Sharing Day</i></b>
Description	After discussions with Vice-Presidents at Western, Waterloo, and Laurier, something that we were interesting in doing was a Municipal Affairs Best Practice Sharing Day for Student Union leaders. This would be a small scale conference where Presidents, VPs, and AVPs (or equivalents) would gather to discuss some of our common issues and best practices. Ideally, this would occur before the election to allow for brainstorming on how to best engage students in voting.
Benefits	<ul style="list-style-type: none"> <li>- Increased collaboration between Student Unions on municipal issues</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Coordinating a time that works for all interested parties</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- This could potentially turn into a formalized group of Student Union leaders that discuss municipal issues on a regular basis</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Determine a date in August or September that would work best for all parties that have expressed interest</li> <li>2. Brainstorm key discussion items for the event</li> <li>3. Host event at McMaster and collect feedback about the event</li> <li>4. Reach out to all attendees to determine if there is interest in creating a network to discuss municipal issues between student unions</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> </ul>

	- VPs from Western, Laurier, and Waterloo
--	---

<b>Objective 27</b>	<b><i>Advocating for SCSN funding</i></b>
Description	This was an advocacy priority for last year’s Education Team that I will continue this year. SCSN provides a valuable service to both the McMaster students and the community. However, it is fully funded by the MSU, limiting the amount of service it can provide.
Benefits	<ul style="list-style-type: none"> <li>- Partnership between the City of Hamilton and the MSU on offering a program</li> <li>- Increases budget and thus service from SCSN</li> </ul>
Difficulties	- Likely will not be able to get traction on this priority until after the election
Long-term implications	- SCSN becomes a fully funded City program that does proactive education on by-laws rather than penalizing first-time renters
How?	<ol style="list-style-type: none"> <li>1. Continue discussion around this topic with the Ward One Councillor and City Staff after the municipal election</li> <li>2. Compile a report on the success of SCSN and propose a number to the City of Hamilton to allow for cost sharing of the program</li> <li>3. Delegate to the City of Hamilton during the budget cycle to again propose this idea and gain support from other councillors</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Rohan Lohana, SCSN Coordinator</li> <li>- Ikram Farah, President</li> </ul>

<b>Objective 28</b>	<b><i>Join the Town and Gown Association of Ontario</i></b>
Description	As we continue to strengthen our municipal advocacy efforts, it is important that we connect with other cities. The Town and Gown Association of Ontario represent communities with post-secondary institutions and “shares information and facilitates connections among diverse stakeholders to promote vibrant, cohesive communities for everyone.” A number of student unions, universities, and community associations are already members. I will register the MSU as a member of the TGAO in

	order to demonstrate a commitment to improving community relations and to learn from communities across Ontario.
Benefits	<ul style="list-style-type: none"> <li>- Access to a number of resources including webinars, symposia, and research reports</li> <li>- Connections with organizations that also deal with near-to-campus issues</li> <li>- Demonstration that the MSU is committed to improving our community relationships and collaborating on near-to-campus issues</li> <li>- It is free for student unions to join and easy to cancel membership if the MSU does not find it useful after this first year</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- No perceived difficulties</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Increases MSU prominence as a stakeholder on municipal issues</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Pass an Operating Policy within the SRA to approve the organization joining TGAO</li> <li>2. Join the TGAO</li> <li>3. Participate in webinars and events throughout the year and update the SRA</li> <li>4. Evaluate the benefits of being a member of the TGAO at the end of the year</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Board of Directors</li> <li>- Shemar Hackett, AVP Municipal Affairs</li> </ul>

Objective 29	<b><i>Joint Educational Campaign on Tenant Rights</i></b>
Description	University is typically the first time that students are renting a dwelling on their own. As a result, they are often unaware of their rights as tenants leaving them more likely to be taken advantage by their landlords. While SCSN works to educate students, a limited budget prevents the amount of information that can be disseminated. By partnering with the City of Hamilton on an educational campaign, we can create accurate information approved by the City as well as building relationships that could lead to the funding of SCSN.
Benefits	<ul style="list-style-type: none"> <li>- Students are informed of their tenant rights</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Multiple parties may have different ideas on the campaign, creating delays and conflict</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The City continues these campaigns and/or funds SCSN</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Connect with Councillor Aidan Johnson about this initiative</li> </ol>

	<p>and gain initial support</p> <ol style="list-style-type: none"> <li>2. Work with Kelly Barnett and the Hamilton Legal Clinic to design the text for the campaign</li> <li>3. Print the materials and distribute through SCSN and the Maroons</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Shemar Hackett, AVP Municipal Affairs</li> <li>- Ikram Farah, President</li> <li>- SCSN</li> <li>- Maroons</li> <li>- Councillor Aidan Johnson</li> </ul>

Objective 30	<b><i>MacVotes Campaign - Provincial Election</i></b>
Description	With the upcoming provincial election, we will be running our MacVotes campaign to encourage students to vote. While most students are not on campus during the weeks leading up to election, the MSU can still promote the election through social media. Additionally, for the debate, we can partner with the university and the community to increase turnout. OUSA will also be having a campaign called OUSA Votes, which began last academic term by encouraging students to pledge to vote. We will continue to participate in that campaign and use those materials to supplement the MSU's.
Benefits	<ul style="list-style-type: none"> <li>- Inform students how, when, and where to vote in the upcoming provincial election</li> <li>- Provide student centric information on the provincial platforms in a non-partisan way</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Our reach will not be as large as a result of students not being on campus</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Increasing youth voter turnout will demonstrate to provincial candidates and parties that we are an important demographic to target when constructing their platforms. This will result in an increase to student-centric priorities among the major parties.</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Update the MSU's MacVotes webpage with information on HWAD candidates and party platforms</li> <li>2. Participate in and promote OUSA Votes Campaign, which includes creating videos, pledging to vote, and informative infographics</li> </ol>

	<ol style="list-style-type: none"> <li>3. Do a large social media push 2 weeks up to the election with MSU and OUSA materials, encouraging students to vote</li> <li>4. In partnership with the University, meet with provincial candidates from Hamilton and Burlington</li> <li>5. Host a Provincial Candidates Debate with the candidates from the Hamilton West-Ancaster-Dundas riding</li> <li>6. Reach out to media to talk about our campaigns</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Michael Wooder, Marketing and Communications Director</li> <li>- Ikram Farah, President</li> <li>- Urszula Sitarz, AVP Provincial Federal Affairs</li> <li>- McMaster's Communications and Public Affairs Office</li> <li>- OUSA</li> </ul>

Objective 31	<b><i>GO Transit</i></b>
Description	Interregional mobility is important for students who regularly commute between Hamilton and other cities. I will strengthen our relationships and advocacy efforts towards Metrolinx by regularly conversing with their staff. Using data collected from the Your City Survey, we will be able to make strong data-informed asks this year. Working with Ikram, I will advocate for extended GO service. As well, by collecting input from students we will be able to provide input on future GO transit services to the lines McMaster students regularly use.
Benefits	<ul style="list-style-type: none"> <li>- If our suggests are implemented, then students will have better access to GO bus services</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Since we have not regularly advocate to Metrolinx, building these relationships will take time</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Improved GO transit service for students across Ontario</li> </ul>
How?	<ul style="list-style-type: none"> <li>- Arrange meetings throughout the year with individuals working at Metrolinx to introduce ourselves and express our priorities</li> </ul>
Partners	<ul style="list-style-type: none"> <li>- Ikram Farah, President</li> </ul>

Objective 32	<b><i>OUSA Tuition Policy</i></b>
Description	One of the policies being written in the Fall term and presented at OUSA General Assembly is OUSA's policy on

	Tuition. I will be an author on this paper with my AVP (Provincial/Federal Affairs) Urszula Sitarz to ensure the MSU's stances and vision are adequately reflected in this paper.
Benefits	- The paper will be reflective of the MSU's stances on tuition
Difficulties	- This will be a time-consuming project
Long-term implications	- This policy will be the stances of OUSA for the next four years and will be actively lobbied on
How?	- Urszula and I will author this paper during first term and have in passed at the Fall General Assembly
Partners	- Urszula Sitarz, AVP Provincial & Federal Affairs - Colin Aitchison, OUSA Research Analyst

<b>Objective 33</b>	<b><i>OUSA Student Financial Aid Policy</i></b>
Description	In the winter term, one of the potential OUSA policies that will be written is Student Financial Aid Policy. I will request to be an author on this paper. However, I will not get priority since I am writing a policy in the Fall term. If I am not chosen to be an author, I will still attend the brainstorming session and be an editor on the paper.
Benefits	- The paper will represent the MSU stances on student financial aid, including program-based OSAP funding
Difficulties	- If an author, this is time-consuming project
Long-term implications	- The stances in this policy will be actively lobbied on for the next four years
How?	<ol style="list-style-type: none"> <li>1. I will ask for this paper to be on the short list of topics presented to the Fall General Assembly</li> <li>2. The Fall OUSA General Assembly will vote on if they want this paper written in the Winter Term</li> <li>3. I will either be an author on the paper or attend the Think Tank to raise the stances of the MSU</li> </ol>
Partners	- Colin Aitchison, OUSA Research Analyst

<b>Objective 34</b>	<b><i>Tuition Advocacy</i></b>
Description	I will advocate for the tuition increases to be capped at 2%

	<p>annually for domestic students in all programs to slow the drastic rise in the cost of post-secondary education. Additionally, I will advocate for the government to implement a cap on international student tuition fees to 5% a year.</p>
Benefits	<ul style="list-style-type: none"> <li>- This is an ideal time to do this advocacy with the new provincial government and the expiration of the current tuition policy</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- The new government may be less receptive to increasing restrictions of the increases of tuition</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The tuition framework will be in place for the next 3+ years</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. After writing the MSU and OUSA policy papers on tuition, we will raise this as a priority during MSU meetings with MPPs as well as OUSA Lobby Week</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Ikram Farah, President</li> <li>- OUSA</li> </ul>

Objective 35	<b><i>Sexual Violence Prevention &amp; Response</i></b>
Description	<p>It is critical that as the representatives for students we continue to raise awareness of sexual violence and advocate for support and restorative justice for survivors of sexual violence. With the results of Student Violence on Sexual Violence Survey coming out this summer, we will have data to support our advocacy. Also, with the Sexual Violence Response policy being revisited this year, this is a unique time to advocate for policy changes.</p>
Benefits	<ul style="list-style-type: none"> <li>- The survey results will result in improved advocacy and address any misconceptions individuals have about the prevalence of sexual violence on campus</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- This is a very large and sensitive issue that can be difficult to navigate at times</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Create safer campuses with increased supports for survivors of sexual violence</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Analyze the Student Voices on Sexual Violence Survey with VP Admin, President, and WGEN Coordinator</li> <li>2. Advocate to the Provost for additional funding and support</li> </ol>

	<p>for Sexual Violence Response, including an additional response coordinator</p> <ol style="list-style-type: none"> <li>3. Provide feedback on the Sexual Violence Response Protocol based on the recommendations in the MSU Policy</li> <li>4. Lobby to provincial government during OUSA lobbying week based on the survey results</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Kristina Epifano, VP Admin</li> <li>- Ikram Farah, President</li> <li>- Jocelyn Heaton, WGEN Coordinator</li> <li>- Ontario Undergraduate Student Alliance</li> <li>- Meaghan Ross, Sexual Violence Response Coordinator</li> </ul>

Objective 36	<b><i>OHIP+ for International Students</i></b>
Description	International students currently have to purchase the University Health Insurance Plan at a premium cost. This unregulated private insurance plan provides less coverage than OHIP, preventing international students from receiving the same access to healthcare as domestic students. By having this as a strategic priority for OUSA, I will advocate that international students should be able to opt into OHIP+ by paying a fee for coverage.
Benefits	<ul style="list-style-type: none"> <li>- International students face decreased barriers from accessing healthcare in Canada</li> <li>- As a new priority for OUSA, individuals in the provincial government may be more interested in this idea</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Some individuals in the provincial government may not want international students to opt into OHIP since it will reduce the business of insurance companies and possibly increase cost and risk for the provincial government</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- This is a continual priority for OUSA for a number of years</li> <li>- International students are able to access OHIP+</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Consult International Student Services and international students about their experiences with accessing healthcare in Canada</li> <li>2. Write an article in the publication Educated Solutions</li> <li>3. Sit on a panel to discuss international student healthcare during Policy Symposium</li> </ol>

	4. Advocate on this priority during OUSA lobbying week
Partners	<ul style="list-style-type: none"> <li>- OUSA</li> <li>- International Student Services</li> </ul>

<b>Objective 37</b>	<b><i>Building Relationships with MPPs &amp; MPs</i></b>
Description	It is important that we regularly meet with our local MPPs and MPs outside of lobbying weeks with OUSA and UCRU. After the provincial elections, I will focus on building relationships with the newly elected MPPs in the Hamilton area as well as those from relevant ministries. Similarly, I will reach out to the local MPs. This will be accomplished through regular meetings and presenting the MSU as a key stakeholder that should be consulted when developing policy.
Benefits	<ul style="list-style-type: none"> <li>- The MSU is more well-known and seen as a stakeholder by MPPs in government</li> <li>- Building these relationships early will benefit the MSU for the next four years</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Scheduling times with MPPs and MPs</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- The MSU is seen as a major stakeholder who is consulted on any policies that will have an impact on students</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Gather contact information of the offices of newly elected MPPs and reach out in the summer months</li> <li>2. Schedule introductory meeting with each MPP with the Board of Directors</li> <li>3. Follow up with the MPPs on a regular basis</li> <li>4. Attend any relevant events that we are invited to by the MPPs</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Board of Directors</li> <li>- Michael Wooder, Marketing and Communications Director</li> </ul>

<b>Objective 38</b>	<b><i>Federal Election Preparation</i></b>
Description	The next federal election is scheduled to take place on or before October 21, 2019. While there is only a small possibility that this election will occur in my term, I will begin preparation for it in the case that it does or to best prepare my successor.
Benefits	<ul style="list-style-type: none"> <li>- The MSU is in a strong position to engage students if the election is called early</li> </ul>

	<ul style="list-style-type: none"> <li>- There is a plan for the federal election for my successor</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Uncertainty of the election time makes it difficult to prepare</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- With a strong engagement plan, student will have an impact on the election results and be seen as a major stakeholder in policy decisions for the next four years</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Meet with Party Leaders through UCRU</li> <li>2. Run a pledge to vote campaign</li> <li>3. Run a MacVotes campaign if the election is before my term ends</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Urszula Sitarz, AVP Provincial Federal Affairs</li> <li>- Advocacy &amp; Policy Research Assistants</li> <li>- McMaster Office of Public Affairs</li> <li>- UCRU</li> </ul>

Objective 39	<b><i>UCRU Advocacy</i></b>
Description	UCRU, formerly known as ADVOCAN, is a collective of 8 undergraduate student associations from the top 15 research intensive schools that lobby at a federal level. As a new organization, there is still significant progress that needs to be made in order to establish ourselves as a leader on student issues who should be consulted regularly by the federal government. I will continue and formalize our membership with UCRU. As well, I will take an active role in steering the direction of the organization.
Benefits	<ul style="list-style-type: none"> <li>- The MSU will have a larger impact on the direction of the organization if I am in a leadership role</li> <li>- Currently, there is no membership fee associated with being part of UCRU</li> <li>- Our advocacy is likely to be more effective if it is partnered with other large student unions</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Being Vice-Chair will be a larger time commitment compared to be a general member</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- UCRU is seen as a key stakeholder and has a large influence on federal budgets moving forward</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Run for UCRU Vice-Chair</li> <li>2. Determine shared lobbying priorities with other schools</li> </ol>

	3. Attend annual lobbying week
Partners	<ul style="list-style-type: none"> <li>- Urszula Sitarz, AVP Provincial &amp; Federal Affairs</li> <li>- UCRU schools</li> </ul>

Objective 40	<b><i>International Students Work Permit</i></b>
Description	International students who have completed their university degree are eligible to apply for a three year post graduation work permit. The application process is long and cumbersome. I will advocate for the application to be streamlined or removed entirely, immediately providing every international student the work permit. This will encourage students to stay in Canada.
Benefits	<ul style="list-style-type: none"> <li>- Raising awareness of a common issue for international students across Canada</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- The logistics of changing the application may be difficult for the federal government</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>- Canada has a higher retention of international students</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Gather further input from international students on this topic</li> <li>2. Propose this as an advocacy priority for UCRU during our lobbying week</li> <li>3. Raise this as a priority to local MPs in Hamilton</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Urszula Sitarz, AVP Provincial &amp; Federal Affairs</li> <li>- UCRU</li> </ul>

Objective 41	<b><i>Youth Employment Strategy</i></b>
Description	In the recent federal budget, the government dedicated funding to modernizing the Youth Employment Strategy, which is committed to help youth successfully transition into the workplace. Since university students are a major stakeholder in this redevelopment, I will work with UCRU to provide input on this strategy through consultation with MPs and staff. In these consultations I will advocate for increased grants for employers to hire recent undergraduate students. This will help increase post-graduation rates and transition students into the workforce.

Benefits	- Better employment strategy for post-secondary students
Difficulties	- Finding the right connections and timeline to provide input on this strategy
Long-term implications	- The Youth Employment Strategy is effective in finding university graduates employment
How?	<ol style="list-style-type: none"> <li>1. Contact the Youth Employment Strategy Office to determine the best way to provide feedback on the modernization of the program</li> <li>2. Gather input from McMaster students as well as other UCRU schools</li> <li>3. Present feedback to the office and follow up on changes</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Urszula Sitarz, AVP Provincial &amp; Federal Affairs</li> <li>- Youth Employment Strategy Office</li> <li>- UCRU</li> </ul>

Objective 42	<b><i>UCRU Federal Budget Submission</i></b>
Description	Continuing the work done by last year's Provincial Federal Affairs Committee, we will write a submission for the upcoming federal budget as a joint effort with UCRU
Benefits	<ul style="list-style-type: none"> <li>- Demonstrates UCRU as a key stakeholder and advocate</li> <li>- Tangible and costed out advocacy asks summarized in a concise document</li> </ul>
Difficulties	- Short period of time since the turnover which could limit changes made to the document created
Long-term implications	- If our priorities are adopted they will impact the budget and programs run by the federal government for several years
How?	<ol style="list-style-type: none"> <li>1. Review the budget submission written by last year's PFA committee with UCRU and determine if there are any changes in our priorities</li> <li>2. Submit and present our document to the federal government</li> </ol>
Partners	<ul style="list-style-type: none"> <li>- Urszula Sitarz, AVP Provincial &amp; Federal Affairs</li> <li>- UCRU</li> </ul>

## GOALS to strive for

---

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

- University Budget Submission
- Pride Crosswalk
- Go Bus Advocacy
- Joint educational information on student tenant rights
- Have met with or plans to meet with all local MPPs and MPs

**List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

- Municipal Budget Submission
- Landlord Rating System
- Ombuds Review
- Hungry for Knowledge Survey
- #MacVotes Campaign

**List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

- Evaluation of the new Advocacy Team structure
- #YesLRT Campaign
- Change Camp
- Community Safety Reporting Tool
- Federal Election Preparation

## Master Summary

---

May	<ul style="list-style-type: none"> <li>• Ed Team hiring</li> <li>• GO Transit Advocacy</li> </ul>
June	<ul style="list-style-type: none"> <li>• Provincial election promotion and candidates debate</li> <li>• Pride Crosswalk Advocacy</li> </ul>
July	<ul style="list-style-type: none"> <li>• Complete Federal Budget Submission</li> <li>• TGAO Operating Policy</li> <li>• UCRU Operating Policy</li> </ul>
August	<ul style="list-style-type: none"> <li>• Complete University Budget Submission</li> <li>• Ed Team Training</li> <li>• Building relationships with MPP</li> </ul>
September	<ul style="list-style-type: none"> <li>• OER Campaign</li> <li>• Launch Landlord Rating System</li> <li>• Youth Employment Strategy Feedback</li> <li>• Education Team Outreach</li> <li>• Faculty Society Advocacy Support</li> </ul>
October	<ul style="list-style-type: none"> <li>• #MacVotes Municipal Election campaign</li> <li>• Sexual Violence Prevention &amp; Response Advocacy</li> <li>• Modifying the exam timelines</li> </ul>
November	<ul style="list-style-type: none"> <li>• Complete OUSA Tuition Policy</li> <li>• Host OUSA GA</li> <li>• Term 1 Policy Con</li> </ul>
December	<ul style="list-style-type: none"> <li>• Complete Ombuds Review</li> <li>• Municipal Budget Submission</li> </ul>
January	<ul style="list-style-type: none"> <li>• Transit Advocacy</li> <li>• Experiential Education Campaign</li> </ul>
February	<ul style="list-style-type: none"> <li>• Sustainability Advocacy</li> <li>• Unsettling Campus</li> </ul>
March	<ul style="list-style-type: none"> <li>• Term 2 Policy Con</li> <li>• Evaluate Advocacy Team Structure</li> <li>• OUSA GA</li> </ul>

April

- Preparation for federal election
- Transition new VP Education

# YEAR PLAN

MSU VICE PRESIDENT (FINANCE)

SCOTT ROBINSON

2018-2019

Submitted July 9, 2018

## GOALS

Objective 1	Student Activity Building Design & Consultation Campaign
Description	<p>The Student Activity Building and Fitness Expansion project is a result of the student referendum held in March 2016. Since that time, the MSU has been actively involved in the architectural design of the new building. Following a successful and extensive consultation campaign last fall, the MSU President, VP Finance, General Manager and myself worked hard to ensure that the building's design matched student needs.</p> <p>The plan for the physical spaces within the building are nearly complete, and we are now moving into the design of the building's finer details. To ensure that our decisions match the student body's needs, we will conduct a second consultation campaign - this time focused on interior design.</p> <p>This project will be a main area of focus for me this year. I believe that it is integral that we have strong student voices around the table, to ensure that the result matches the needs of our campus.</p> <p>Finally, I will work with our internal management teams to define a detailed management structure for the SAB, to ensure it's early success.</p>
Benefits	<ul style="list-style-type: none"> <li>• A new 40,000+ sqft building dedicated to student space!</li> <li>• Spaces that meet the needs of students - as we have heard directly from them in our consultation campaigns</li> <li>• Strong student voices around the design and construction planning tables to ensure that student needs are kept at the forefront of conversation</li> <li>• A campaign that will help us learn what students want from the building's interior design</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Engaging students in the consultation campaign</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Similar to above - the incredible new facility will better fit what students really need and want. The consultation campaign will help us to garner an even stronger</li> </ul>

	understanding of students wants and needs.
How?	<ul style="list-style-type: none"> <li>• Bring an operating policy for an SAB Student Consultation Committee to the SRA in late April</li> <li>• After hiring the AVP Finance, who will chair the committee, they will create a project plan for the committee</li> <li>• Members of the committee will be elected at the SRA meeting in June</li> <li>• First meeting of the committee will be in early July. At this meeting, past this meeting, many of the actions will be up to the committee. I will act as an advisor through the AVP, but will allow autonomy to the elected student leaders on the committee.</li> <li>• A report will be due in the first semester detailing the findings of their consultation campaign</li> <li>• Throughout the year, MSU President Ikram Farah, AVP Finance Alex Johnston and myself will be vocal advocates for the findings of the report at the SAB Design committee</li> <li>• Work with the General Manager, Operations Coordinator and other managers to define a management structure for the SAB</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• AVP Finance</li> <li>• Student Activity Building Student Consultation Committee</li> <li>• President</li> <li>• General Manager</li> <li>• Facility Services</li> <li>• Dean of Students</li> <li>• Director of Athletics &amp; Recreation</li> <li>• Operations Coordinator</li> </ul>

Objective 2	Online Ticketing System
Description	<p>In recent years, we have seen a significant decline in our sales of physical event tickets from Compass. At the same time, student groups and our services have been gravitating towards external online ticketing companies.</p> <p>Currently, large online ticketing companies charge upwards of</p>

	<p>8% in additional administrative fees. The development of an MSU online ticketing system will allow for our services and on campus students groups to access the service at a much lower fee. Additionally, the revenue generated from the service will be returned back into the MSU, and thus reinvested in the improvement of student life.</p>
Benefits	<ul style="list-style-type: none"> <li>• Decreased costs for our services such as Campus Events, Charity Ball &amp; Spark.</li> <li>• Decreased costs for our clubs, faculty societies and student groups.</li> <li>• Lower cost of events for thousands of ticket buyers by significantly reducing administrative fees.</li> <li>• Increased revenues for Compass and the MSU.</li> <li>• Centralized service run by students, for students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Communication and coordination with our web developers.</li> <li>• Initial implementation and testing to ensure service is ready to be rolled out to external groups.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Lower event costs for students</li> <li>• Increased revenue for Compass</li> <li>• Increased event planning support for student groups</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Large portion of development is already underway.</li> <li>• Bring together Campus Events, the Clubs Department, Compass, our web developers and Network Administrator to develop a concise list of needs and wants.</li> <li>• Summer: Conclude development of online portal and back-end software, coordinate multiple stages of consultation and critique.</li> <li>• Fall: Test system through Campus Events for Welcome Week and Homecoming. Make necessary adjustments. Introduce to other services throughout the fall. Build infrastructure and staffing structure within Compass.</li> <li>• Winter: Large scale launch and sales tactics towards clubs, faculty societies and student groups.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Compass</li> <li>• Parallell (web developers)</li> <li>• Campus Events</li> <li>• General Manager</li> <li>• Clubs Department</li> <li>• Network Administrator</li> </ul>

Objective 3	TwelvEighty Event Centre Renovation
Description	<p>As one of our most versatile business units, it is integral that TwelvEighty adapt to the modern student market. The event centre within TwelvEighty has become worn since it's initial installation. A key feature of this space is it's dilapidated flooring, which has numerous rips, stains and ware from years of club nights. I plan to remove the existing flooring, and replace it with a new, modern floor. Likely, this flooring will be a continuation of the material currently used in the Grind.</p> <p>This renovation will result in a much more appealing space for event organizers. It also allows the MSU the flexibility to expand the Grind if that is a wish of the assembly and Board of Directors in the future.</p> <p>Additionally, I plan to demolish the existing stage in the event centre. This will allow for the space to be incredibly flexible, and transform to the style of each individual event. One will be able to arrange temporary staging from AvTek into any formation. This could include, but is not limited to: a small stage for a coffee house, a large stage for a full rock concert, or a skinny long stage for an event such as a fashion show.</p>
Benefits	<ul style="list-style-type: none"> <li>• Increased interest in booking the TwelvEighty Event Space</li> <li>• Increased flexibility of events hosted in the event space</li> <li>• Renovation of worn and visually unappealing floor</li> <li>• Opportunity for future Grind expansion</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Coordination of work with Facility Services</li> <li>• Coordination of timelines with Facility Services, TwelvEighty, AvTek &amp; Campus Events</li> <li>• Ensuring that the project is complete before events are booked in the space</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Increased interest in booking the TwelvEighty Event Space</li> <li>• Increased flexibility of events hosted in the event space</li> <li>• Renovation of worn and visually unappealing floor</li> <li>• Opportunity for future Grind expansion</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Coordinate vision between TwelvEighty, Campus Events and AvTek</li> <li>• Coordinate project scope and timeline with Facility Services</li> <li>• Confirm additional funding from the SRA through the capital budget for the stage demolition</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that the demolition and renovation are complete before any booked events in the summer</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• TwelvEighty Management Team</li> <li>• Campus Events</li> <li>• AvTek</li> <li>• McMaster Facility Services</li> <li>• John McGowan, MSU General Manager</li> </ul>

Objective 4	Student Assistance Program Promotional Campaign & Long Term Structure
Description	<p>The Student Assistance Program was introduced as an additional benefit to the MSU health plan in the 2016-17 academic year. Since it's introduction, it has provided excellent service both online and through a 24/7 phone line. The usage of this service however, has historically been lower than expected. A key factor of this under usage is a lack of knowledge about the program.</p> <p>I plan to allocate a budget annually to promotion of our health plan services, to ensure that students are aware of the benefits available to them.</p>
Benefits	<ul style="list-style-type: none"> <li>• Increased usage of the Student Assistance Program</li> <li>• Increased knowledge of the health services and benefits available to students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Coordination &amp; Long Term Continuation</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Same as Benefits</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Work with the Comptroller to allocate the funding, and ensure that a budget line is included in the 2019-20 operating budget</li> <li>• Work with the Marketing &amp; Communications Director and the Communications Officer to coordinate a promotional campaign throughout the year</li> <li>• Work with the Marketing &amp; Communications and Administrative Services Coordinator to ensure that the program continues into the future without Board of Directors leadership</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Comptroller</li> <li>• Marketing &amp; Communications Director</li> <li>• Communications Officer</li> </ul>

	<ul style="list-style-type: none"> <li>• Administrative Services Coordinator</li> <li>• ACL Health Services/WE SPEAK STUDENTS (SAP Provider)</li> </ul>
--	---

<b>Objective 5</b>	<b>Updated Digital Promotions Strategy</b>
<b>Description</b>	<p>The MSU represents all full-time undergraduate students of McMaster. This task presents many amazing opportunities, but also with it, many challenges. One of these challenges is ensuring that we are effectively communicating the goings-on to our constituency.</p> <p>The MSU must adapt our promotions strategy to be in line with the changing demographics and trends. Our focus on social media promotions must continuously be critiqued and improved upon. For example, incoming students do not utilize Facebook the same way that older students do – their main social media platforms are Instagram and Snapchat. Additionally, Facebook’s promotional algorithms recently changed to favour video content much more heavily.</p> <p>It is also a priority of mine to ensure that the Board of Directors is communicating effectly with the student body. In addition to our SRA reports and weekly President’s Page in the Silhouette, we will create numerous update videos detailing our projects and successes throughout the year.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Students will be more engaged with the goings on of the MSU</li> <li>• Our practices will be continuously critiqued and improved upon to ensure that we are adapting to changing demographics and trends</li> <li>• Students will be more informed of the goings on of the Board of Directors</li> <li>• Our promotions strategy will more effectively outreach to students</li> </ul>
<b>Difficulties</b>	<ul style="list-style-type: none"> <li>• Adapting to future trends</li> </ul>
<b>Long-term implications</b>	<ul style="list-style-type: none"> <li>• Endless. More students will be engaged with the MSU, meaning that our services, governance, businesses, events and advocacy will all be more successful.</li> </ul>
<b>How?</b>	<ul style="list-style-type: none"> <li>• Establish a group of students with different perspectives to critique the current communications and promotions strategy</li> <li>• Develop an MSU Instagram account and be an active advisor in it’s deployment and management strategy</li> <li>• Coordinate with the Communications Officer an effective</li> </ul>

	<p>process for increased video production for Facebook</p> <ul style="list-style-type: none"> <li>• Engage managers (PTMs, Business Managers etc) in conversations around effective promotions and share best practices</li> <li>• Set up monthly meetings with the Communications Department to develop a modernized strategy</li> <li>• Coordinate with the Communications Officer a plan for numerous update videos from the board</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Student Representative Assembly</li> <li>• Marketing &amp; Communications Director</li> <li>• Communications Officer</li> <li>• Social Media Coordinator</li> <li>• PR Assistant</li> <li>• Part-Time Managers</li> <li>• Business Managers</li> <li>• Other Student Unions (advisors)</li> <li>•</li> </ul>

Objective 6	Clubs External Business Partnerships
Description	Working collaboratively with businesses across Hamilton, there is massive opportunity to save clubs money. Through coordination with the AVP Finance, the Clubs Department and external businesses, we will develop mutually beneficial relationships which will save clubs money, and allow clubs to invest more in their purpose.
Benefits	<ul style="list-style-type: none"> <li>• Save student clubs money on their common expenses</li> <li>• Clubs will have more money to invest in their purpose and improve the student experience</li> <li>• Improve relations with local businesses</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Wading through the clubs budget submissions &amp; reimbursement forms from previous years will be a HIKE.</li> <li>• Ensuring continuity with businesses after this year</li> <li>• Coordination of a system that businesses feel comfortable with, while ensuring it will be used by clubs</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Same as benefits</li> </ul>
How?	<ul style="list-style-type: none"> <li>• *The AVP Finance will take the lead on this project*</li> <li>• Throughout June, we will comb through clubs budget submissions and reimbursement forms to determine what the</li> </ul>

	<p>common expenses are, and what the discount priorities should be</p> <ul style="list-style-type: none"> <li>• Throughout July we will connect with businesses and develop mutually beneficial relationships which will benefit clubs</li> <li>• Throughout August we will develop the implementation system</li> <li>• The project will be introduced at Clubs Training in early September, and the details and benefits will be communicated to clubs in September</li> <li>• Before March, we will coordinate an internal system to insure continuity (either through the AVP Finance or the Clubs Department)</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• AVP Finance (project lead)</li> <li>• Clubs Administrator</li> <li>• Clubs Assistants</li> <li>• Marketing &amp; Communications Director</li> <li>• Accounting Department</li> <li>• External Business Managers</li> </ul>

<b>Objective 7</b>	<b>Campus Events Programming Advisory Campaigns</b>
Description	In recent years, our Campus Events department has done exemplary work in diversifying their programming to fit students needs. To continue this work, there will be consultation campaigns to learn from students. Through the Programming Advisory Committee, we will ask for feedback on past events, as well as facilitate idea submissions for upcoming event opportunities. This will allow for our Campus Events Department to better shape their programming to student needs
Benefits	<ul style="list-style-type: none"> <li>• Feedback from students will directly affect the programming of the Campus Events department</li> <li>• Students will have an avenue to suggest changes, request events and critique past events, which will in turn strengthen the quality of our programming</li> <li>• Campus programming will more accurately reflect the desires of our current students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Few, as the AVP Finance and the Campus Events Programming Coordinator have both committed to making this a priority.</li> </ul>

How?	<ul style="list-style-type: none"> <li>I oversee the AVP Finance, who is the co-chair of the Programming Advisory Committee. This committee will be the main vehicle through which this consultation will occur. With elected members of the SRA, as well as students at large, the committee will create and implement campaigns to engage students.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>AVP Finance</li> <li>Campus Events Programming Coordinator</li> <li>Programming Advisory Committee</li> </ul>

Objective 8	Welcome Week Rep Support Program
Description	<p>McMaster is so lucky to have hundreds of dedicated upper year students who are excited to give back to the institution. During Welcome Week, I have been consistently amazed by the quality of pure selflessness that exists within Welcome Week Reps. WW Reps dedicated a week of their summer, as well as numerous other hours in training and event planning, to create a welcoming orientation for first year students. In recent years, the MSU has made an impact on lowering the financial barriers of volunteering as a WW Rep. From food to sunscreen to rep suits to lost hours at a summer job, the cost of being a rep is often hundreds of dollars.</p> <p>I plan to continue the MSU's work, by creating a rep support program through the Welcome Week Advisory Committee. This program will dedicate funding to equipping reps with food, sunscreen, water, subsidized meals and other essentials during Welcome Week. I will also explore opportunities to collaborate with external companies and on campus departments to support Welcome Week Reps.</p>
Benefits	<ul style="list-style-type: none"> <li>Lowered financial barrier to participate as a Welcome Week Rep</li> <li>Increased access to food and essentials during Welcome Week for our volunteer representatives</li> <li>Lowering the experience of malnourishment, exhaustion, thirst and sunburns during Welcome Week</li> <li>Decreasing financial ineffectiveness in the Welcome Week Levy</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>Collaborating with the Welcome Week Advisory Committee to support this project</li> <li>Finding external groups with which to explore venues of collaboration</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordination of fair and equitable resource sharing during WW</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• After a successful first year, I plan to ensure that this project has guaranteed long term continuity. To do this, I will coordinate a letter writing campaign from residence, off-campus and faculty reps to the WWAC. I will also be a strong advocate for the readjustment of the WW Levy, and will work to include the Rep Support program in the 2019-20 Welcome Week Memorandum of Understanding.</li> </ul>
How?	<ul style="list-style-type: none"> <li>• In May, I will present a proposal to the Welome Week Advisory Committee, asking for the allocation of the 2017-18 Welcome Week surplus to support a Rep Support pilot program.</li> <li>• Following a successful vote from the WWAC, I will begin working on implementing the project plan. This will include purchasing food &amp; sunscreen, renting water refill stations, coordinating a subsidized meal program, and working with external groups to explore in-kind sponsorships.</li> <li>• Throughout the summer, I will coordinate with the WW Faculty Coordinator, the Off-Campus Orientation Planner, the Residence Orientation Planner and the Vice-President (Administration) to create an equitable distribution plan.</li> <li>• Throughout Welcome Week 2018, goods will be distributed and the subsidized meal program will run successfully.</li> <li>• Following Welcome Week 2019, I will coordinate with above groups to assess the impact of the program. Should the project be deemed a success, I will continue to work with the WWAC to ensure the longevity and continuation of the program.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Welcome Week Advisory Committee</li> <li>• Vice-President (Administration)</li> <li>• Welcome Week Faculties Coordinator</li> <li>• Off-Campus Orientation Planner</li> <li>• Residence Orientation Planner</li> <li>• Food &amp; Beverage Manager</li> <li>• Associate Dean of Students &amp; SSC Director</li> <li>• Campus and Commercial Partnerships Coordinator</li> </ul>

	<ul style="list-style-type: none"> <li>• All Reps</li> </ul>
--	--

Objective 9	New Programming at Homecoming
Description	Recent years have seen significant changes to the MSU's involvement in the Homecoming experience. We've hosted incredibly successful concerts, amazing expos and programming to expand the Homecoming experience. Following the successes and lessons from last year, I'm looking forward to making Homecoming 2018 an incredible weekend.
Benefits	<ul style="list-style-type: none"> <li>• Programming that better fits the desires of students during Homecoming</li> <li>• Ensuring that student safety is a top priority during the planning process</li> <li>• Enhanced relationships with the University and surrounding neighborhoods</li> <li>• Amazing experience, at which many students will make long-lasting memories</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Collaboration with numerous campus partners as well as the surrounding communities</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Facilitate communication between Campus Events, the Board, the Alumni Association, Athletics &amp; Recreation and the Campus Store to ensure that all parties are working together towards a cohesive vision</li> <li>• Work with the Campus Events department to improve the Friday Homecoming Expo</li> <li>• Work with the Campus Events department to introduce a new event on the Saturday. This event will be a street festival in Westdale, in which we will have vendors, entertainment and drink options available</li> <li>• Ensure that student safety is a top priority in all discussions</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Campus Events</li> <li>• McMaster Alumni Association</li> <li>• Athletics &amp; Recreation</li> <li>• Campus Store</li> <li>• Westdale BIA</li> <li>• Clubs, Faculty Societies and Services</li> </ul>

Objective 10	Clubs Training Workshops
Description	With almost 350 clubs in the MSU Clubs Department, we are so

	<p>lucky to have a diverse set of student leaders who are passionate about improving student life. As the MSU, it is our responsibility to equip these leaders with the resources and skills necessary to be successful within their club. Throughout my consultation period, I found it to be evident that there is a lack of support and training for clubs around specific key subjects. I plan to implement focused training workshops around important areas such as Sponsorship &amp; Fundraising, Effective Promotions and Event Planning.</p>
Benefits	<ul style="list-style-type: none"> <li>• Club executive members will learn the skills and procedures necessary to be successful in their missions.</li> <li>• Through the Sponsorship &amp; Fundraising Workshop, we will see more clubs with the knowledge to be successful, which will in turn lead to more money for clubs to spend on enhancing the student experience.</li> <li>• In the Effective Promotions workshop, clubs will learn how to successfully engage their members and outreach to new potential members. This will in turn allow for more students to engage with our clubs system.</li> <li>• Within the Event Planning workshop, club executives will learn the proper procedures and practices to be successful in their event planning for the year.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
How?	<ul style="list-style-type: none"> <li>• I will work closely with the Clubs Department to plan effective and successful workshops. To ensure it's success, these workshops will be held in the first quarter of the year, so that clubs can be equipped early with the skills and knowledge necessary to be successful. I will work with the Clubs Department, as well as the MSU's Communications Department to ensure that club executive members are informed and aware of the workshops.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Clubs Administrator</li> <li>• Clubs Assistants</li> <li>• AVP Finance</li> <li>• Communications Officer</li> <li>• EOHSS Office</li> <li>• Workshop Facilitators</li> </ul>

Objective 11	Financial Affairs Council Revitalization
Description	Collectively between all of the faculty societies, close to a

	<p>million dollars is collected through student fees annually. These groups are completely student run, with year-over-year turnover of their executive teams. It is important that faculty societies retain their autonomy, while also ensuring that this large sum of student money is managed effectively. I will reinvigorate the Financial Affairs Council, which encompasses the VP Finances or Treasurers from each society. Within this council, we will share best practices, discuss current issues and collaborate on large scale projects.</p>
Benefits	<ul style="list-style-type: none"> <li>• Ensuring the effective spending of close to a million dollars of student money</li> <li>• Sharing best practices between individuals with similar projects and problems</li> <li>• Encouraging collaboration between faculty societies</li> <li>• Fostering a positive relationship between faculty leaders and the MSU</li> <li>• Collaboratively solve current campus issues</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• It will likely be difficult to coordinate these very busy student leaders, and encourage them to attend and participate in the council. To avoid this, I plan to introduce the council early on into the academic year, while individuals are still in their transition and learning stage.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Similar to Benefits</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Communicate with the VP Finance's or Treasurers of the faculty societies early into their term. Introduce myself, and extend an arm for support</li> <li>• Coordinate a council meeting in the second week of September, and provide a space to create a collaborative agenda</li> <li>• Following the first meeting, foster stronger individual relationships, and coordinate meetings of the council as the group deems useful</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• VP Finance's or Treasurers from each faculty society</li> <li>• Comptroller (advisor)</li> <li>• McMaster's Financial Affairs Senior Manager (advisor)</li> </ul>

Objective 12	Strengthening the Clubs Department
Description	I plan to take an active role in continuing to improve our

	<p>extensive clubs department. With close to 350 clubs, the MSU oversees the largest university clubs system in the country. Within this department, we have hundreds of passionate and driven students working towards enhancing student life on campus. I will ensure an effective transition of the clubs reimbursement process to the centralized accounting department, which will allow for our full time staff to spend a lot more time focusing on improving the clubs experience. I will also expand the storage system so that more clubs will have access to more effective storage space. Finally, I will initiate a program through which clubs executive members can give direct feedback and submit comments and new ideas to the clubs department administrators.</p>
Benefits	<ul style="list-style-type: none"> <li>• A better clubs experience for the close to 350 groups which are engaged in our clubs system</li> <li>• Transitioning the reimbursement process to the accounting department will allow for the Clubs Administrator and team a lot more time to focus on the betterment of the clubs experience</li> <li>• More storage spaces for clubs to access</li> <li>• A direct line through which clubs executive members can submit feedback, new ideas and comments to the clubs department. This information will allow the department to make strategic and proactive changes to improve the clubs experience</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• We may need to hire an additional accounting clerk to ensure that the reimbursement process can be effectively administered through the MSU's accounting department.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• More effective storage space for clubs to utilize</li> <li>• More efficient reimbursement and accounting process</li> <li>• An avenue to receive input from student leaders who are directly on the ground within the clubs experience. This will allow the department to make informed and educated decisions on what projects to take on in the future</li> </ul>
How?	<ul style="list-style-type: none"> <li>• I will work diligently with the clubs department and accounting department to ensure that the transfer of responsibility for clubs reimbursement is a smooth and effective process. This will take the form of numerous group meetings throughout the summer, and careful oversight in the first semester to ensure that the processes are effective.</li> <li>• Throughout the summer, I will investigate opportunities to</li> </ul>

	<p>improve the clubs storage system. Currently, our large and medium lockers have large demand, with very little demand on the small sized lockers. This project could take the shape of a clubspace locker renovation, amalgamating numerous small lockers into fewer larger ones. Should that prove to be too costly or ineffective, another possible solution would be working with the campus store and reserving lockers in the arts quad basement for clubs to use.</p> <ul style="list-style-type: none"> <li>• Execute successful consultation programs between the clubs department and clubs executive members. This will likely take the shape of online surveys which focus around specific topics and areas for growth in clubs support. The first will be introduced in the mid summer, with a second being released in November, and a third near the end of the clubs term.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Clubs Administrator</li> <li>• Clubs Assistants</li> <li>• Operations Coordinator</li> <li>• Comptroller</li> <li>• Accounting Clerks</li> <li>• Facility Services</li> <li>• McMaster Campus Store</li> </ul>

<b>Objective 13</b>	<b>Student Life Enhancement Fund Adjustments</b>
Description	<p>Every year \$100,000 is allocated to grants from the Student Life Enhancement Fund. This fund invited students to submit their ideas on how to improve McMaster, and then winners are determined through an online voting process. The money used in this fund is paid for by students, and I want to ensure that the program is utilized effectively. In recent years, we have seen declining engagement with this fund, with a small number of students submitting ideas and voting in 2017-18. I plan to reinvigorate interest in this opportunity, and involve more students in the opportunity to fund exciting new projects.</p>
Benefits	<ul style="list-style-type: none"> <li>• More students will be engaged in the project</li> <li>• The higher the number of voters, the more represented the result is of students true wishes</li> <li>• A large number of submissions ensures that the project receives good quality ideas from numerous student perspectives</li> <li>• Students will be aware of the opportunities provided through</li> </ul>

	<p>SLEF</p> <ul style="list-style-type: none"> <li>• Students will be more engaged in a project that is a direct result of their student fees</li> <li>• Timelines of SLEF will more actively reflect opportunities for student engagement</li> <li>• Higher number of idea submissions, larger number of votes → better SLEF</li> </ul>
<p>Difficulties</p>	<ul style="list-style-type: none"> <li>• Effectively engaging the student population at large during busy times</li> <li>• Ensuring that university partners are onboard with the changes</li> </ul>
<p>How?</p>	<ul style="list-style-type: none"> <li>• I will meet with the Dean of Students early into my term to discuss the historical challenges with SLEF. At this meeting, I will also propose an adjustment to the timelines to include Idea submission in October, idea vetting throughout November and December, and then idea voting in January.</li> <li>• Through the AVP Finance, the Finance Committee will engage in two promotional campaigns. The first to promote the idea submission opportunity in October, and the second to promote the voting in January.</li> <li>• I will work collaboratively with the Student Services Advisory Committee, as well as the AVP Finance and the Board of Directors to vet ideas and produce a preliminary costing for each vetted project</li> <li>• I will work with the MSU's elections committee to include a link to the SLEF voting portal in the SimplyVoting communications during the presidential voting period. This will provide a direct link for students to follow into SLEF, during the time when students are most actively engaged in our student government.</li> </ul>
<p>Partners</p>	<ul style="list-style-type: none"> <li>• Dean of Students</li> <li>• Student Services Advisory Committee</li> <li>• Board of Directors</li> <li>• AVP Finance</li> <li>• Finance Committee</li> <li>• Elections Department</li> <li>• Marketing &amp; Communications Director</li> <li>• Communications Officer</li> </ul>

Objective 14	Increasing the Union's Feedback Mechanisms
Description	<p>Hearing directly from students provides the MSU with strength in it's decision making. I will work to increase the MSU's ability to collect feedback from students in through multiple avenues. Our Campus Events department is one of the best in the country - providing students with incredible experiences throughout the year. I will institute post-event surveys that students can fill out to give feedback on their experience. This will allow us to continuously improve our events to enhance the overall experience.</p> <p>I will institute a feedback machine program, similar to HappyOrNot. These machines will be used for a multitude of purposes, and can be booked out by any MSU service, business, department or caucus.</p> <p>Finally, I will advocate to Metrolinx and the HSR to create a data sharing agreement for the student U passes. With the information of where and when students are using the services, we will be able to improve our transit advocacy efforts to match the needs of students.</p>
Difficulties	<ul style="list-style-type: none"> <li>• Advocacy towards Metrolinx and the HSR may be prove timely considering their multitude of additional projects</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Transit advocacy that better fits the desires of students</li> <li>• Continuous improvement on Campus Events with a direct voice from attendees and students</li> <li>• Ability for our departments to receive quick and easy feedback from the student body</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Develop an agreement with HappyOrNot or a similar company to utilize their feedback terminals</li> <li>• Institute surveys that will be emailed out to patrons after they attend events hosted by the Campus Events Department</li> <li>• In the summer, as the board meets with Metrolinx &amp; the HSR, we will advocate for a data sharing agreement in regards to student U passes. This effort will continue throughout the year.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Campus Events Department</li> <li>• HappyOrNot or a similar company</li> <li>• Metrolinx</li> <li>• Hamilton Street Railway</li> </ul>

	<ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Services, Departments and Business Units</li> </ul>
--	--

<b>Objective 15</b>	<b>The Grind Continued Development</b>
<b>Description</b>	<p>Following it's launch in early 2018, The Grind Café has been a clear success. It's products, atmosphere and service match what our research shows to be changing consumer trends on campus, and all of my consultations included glowingly optimistic views on the future success of The Grind.</p> <p>I plan to make improvements to the unit which will enhance the customer experience. I will expand the products offered at the grind, to include a more diverse range of items that customers can enjoy. In the summer, I will introduce Iced Coffee and cold beverages, and throughout the school year we will expand our food and drink offerings to meet the student needs.</p> <p>I will also take concentrated steps to ensure that the Grind's success is not limited by it's physical space or capabilities. A first step for this will be to expand the Grind's flooring across the entirety of the TwelvEighty event centre. This will allow for immense flexibility, should the MSU decide to one day expand the Grind into that space.</p> <p>Finally, I will lead a project to explore the opportunities for space expansion. This will encompass a cost benefit analysis of the revenue opportunities, the operational opportunities and the opportunities within the available space. This investigation will take place in the late fall of 2018.</p>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Increased revenue for the Grind &amp; MSU</li> <li>• More low-cost food and beverage items for students</li> <li>• Increased flexibility in the future for the TwelvEighty and Grind space</li> <li>• Increased seating and space for students to sit, socialize and study</li> </ul>
<b>Long-term implications</b>	<ul style="list-style-type: none"> <li>• Smart decisions on the future of the TwelvEighty space</li> <li>• The possible addition of more student space for socializing, studying and eating</li> <li>• Products that better fit student needs</li> </ul>
<b>How?</b>	<ul style="list-style-type: none"> <li>• Work with the Grind and TwelvEighty team to develop new products in the summer</li> <li>• Flooring project's "How" mentioned in Objective 3</li> <li>• Work with the Grind and TwelvEighty team throughout July</li> </ul>

	<p>and August to improve the Grind's available space</p> <ul style="list-style-type: none"> <li>• Conduct a review with the General Manager, Controller &amp; AVP Finance in the Fall to determine the success of the Grind, and develop a set of recommendations.</li> <li>• Gather a group of students from diverse perspectives to critically analyze the Grind, and to develop a set of recommendations for improvement</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Food &amp; Beverage Manager</li> <li>• TwelvEighty staff</li> <li>• Grind Staff</li> <li>• General Manager</li> <li>• Facility Services</li> <li>• AVP Finance</li> </ul>

Objective 16	Life After Mac Expansion
Description	As a pilot project last year, Life After Mac introduced programming to assist graduating students in their transition out of university. Following a successful pilot project, and with continued interest from partners such as the Alumni Association and Student Success Centre, I foresee immense opportunity to expand the Life After Mac program.
Benefits	<ul style="list-style-type: none"> <li>• Opportunities for students to learn and better prepare for their transition out of university</li> <li>• Initiate conversations around important topics for graduating students</li> <li>• Equip students with the skills and knowledge necessary for post-post-secondary life</li> <li>• Create enjoyable and memorable events and experiences for students</li> <li>• Grow relationships between the MSU, Alumni, Student Success Centre and the Hamilton Community</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Coordination of a centralized vision and scope. I plan to initiate full group meetings in early September to develop a cohesive vision for the growth of the program.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• A program that will become a staple of the McMaster experience, and help THOUSANDS of students transition into their post-McMaster life.</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Initiate conversations with previous collaborators (Alumni &amp; Student Success Centre) to develop a cohesive vision for the</li> </ul>

	<p>growth of the program.</p> <ul style="list-style-type: none"> <li>• Create a desired project plan including scope of events and project partners.</li> <li>• Collaborate with new partners to host events and involve themselves with the program. These partners could include, but are not limited to: The Forge, Hamilton Chamber of Commerce, City of Hamilton, McMaster Libraries, Mac Money Centre, Hire McMaster and more.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Marketing &amp; Communications Director</li> <li>• Communications Officer</li> <li>• Campus Events Department</li> <li>• McMaster Alumni Association</li> <li>• Student Success Centre</li> <li>• The Forge</li> <li>• Hamilton Chamber of Commerce</li> <li>• City of Hamilton</li> <li>• McMaster Libraries</li> <li>• Mac Money Centre</li> <li>• Hire McMaster</li> </ul>

Objective 17	Optimizing Student Space
Description	<p>Year after year, students place the lack of student focused space on campus as a top priority. In addition to my work regarding the Student Activity Building, I plan to initiate tangible one year projects that will enhance the student experience in regard to space on campus.</p> <p>I will work with the MUSC Board of Management to add moveable furniture to the MUSC Atrium. This will allow for additional seating which students can enjoy, especially during high traffic times such as Lunch of dinner, when it is difficult to find a space to sit in MUSC.</p> <p>I am also excited to work with the MSU President on her platform to increase the amount of plugs available in MUSC, and open the bookable rooms after hours for studying.</p> <p>Additionally, this year the University will begin design on the new 1,400 bed residence hall on Traymore ave. I believe it to be vital that undergraduate student voices are at the table when decisions on this building are being made.</p>
Benefits	<ul style="list-style-type: none"> <li>• Increased utility of the space currently available in MUSC.</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional spaces added for students to sit, socialize, study and eat in the MUSC Atrium.</li> <li>• More spaces for group study – a key priority which was noted in our recent student consultations regarding student space desires.</li> <li>• Student voices at the table in the discussions of the new residence – allowing smarter decisions to be made which better reflect student desires.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Operations of the MUSC Booking Room System</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• More useable space for students to enjoy</li> <li>• A better design for the upcoming residence and a better experience for 1400 students every year. 1400 students over 60 years means that this work will effect over 84,000 students residence experience :o</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Coordinate with the MUSC Board of Management, and create a proposal for moveable furniture for the MUSC Atrium</li> <li>• Coordinate with the MUSC BoM and Facility Services for the opportunities for new plugs in MUSC</li> <li>• Collaborate with the MUSC BoM and MSU President on a system to allow students to utilize the bookable rooms after hours</li> <li>• Gain seats on the design committee for student voices to be heard when designing the new residence</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• MUSC Board of Management</li> <li>• Facility Services</li> <li>• Housing &amp; Conference Services</li> </ul>

Objective 18	Investigation of OHIP+'s Effect on the MSU Health Plan
Description	On January 1 <sup>st</sup> , 2018, the provincial government increased it's coverage of the Ontario Health Insurance Plan to include over 4,000 new drugs for everyone under the age of 25. As this includes the large majority of the students we represent, it is important that we investigate how this new program effects the claims and services offered by the MSU Health Plan this year. With the results, we will have a better understanding of how the current fee matches with the services students receive. Should there be a discrepancy, I will look into either adding additional benefits or reducing the plan's fee.
Difficulties	<ul style="list-style-type: none"> <li>• Uncertainty for the future of the OHIP+ progam with a new</li> </ul>

	provincial government
Long-term implications	<ul style="list-style-type: none"> <li>The price students pay for the health plan will be more reflective of the benefits and services they receive</li> </ul>
How?	<ul style="list-style-type: none"> <li>Attend the ACL/We Speak Students annual information conference in July, to learn about the current state of our health plan, and the organizations plan for the year</li> <li>Work with the education team to review the new provincial governments plan for OHIP+</li> <li>Pending the work above, an evaluation of the current plans price to the services provided will take place</li> <li>Should the evaluation result in a discrepancy, we will look into either adding additional benefits or reducing the plan's fee</li> </ul>
Partners	<ul style="list-style-type: none"> <li>ACL/We Speak Students (Healthcare provider)</li> <li>Administrative Services Coordinator</li> <li>Education Team</li> <li>AVP Finance</li> </ul>

Objective 19	More Opportunities to Aid in the Graduate Transition
Description	<p>Hire McMaster is a new initiative from the co-op offices at McMaster. The program aims to attract new employers to hiring recent graduates. The VP Finance is a member of this initiatives steering committee, and I am looking forward to ensuring that student voices are at the forefront of conversations.</p> <p>Additionally, I am looking forward to collaborating with the SRA caucuses, the Alumni Association and faculty societies on faculty specific alumni networking nights.</p>
Benefits	<ul style="list-style-type: none"> <li>More opportunities for students to connect with employers</li> <li>Increased number of hiring opportunities from external employers to McMaster graduates</li> <li>Students will have the opportunity to connect with McMaster alumni from their faculty and program.</li> </ul>
How?	<ul style="list-style-type: none"> <li>Act as a lead member on the Hire McMaster steering committee, ensuring that the student perspective is at the forefront of our work</li> <li>Collaborate with the SRA Caucuses, the Alumni Association and faculty societies on faculty specific alumni networking</li> </ul>

	events
Partners	<ul style="list-style-type: none"> <li>• Hire McMaster Steering Committee</li> <li>• SRA Caucuses</li> <li>• McMaster Alumni Association</li> <li>• Faculty Societies</li> <li>• The Grind (venue)</li> </ul>

Objective 20	TwelvEighty Restaurant Revitalization
Description	TwelvEighty must be reinstated as a top destination on campus to enjoy an affordably priced meal with excellent customer service. In achieve this, I will work with the TwelvEighty team to conduct a Menu redesign. I will also work with multiple stakeholders to initiate a group sales strategy focused on first and second year students. Finally, I will redesign the TwelvEighty promotional strategy with the introduction of a new student management role focused solely on promotions.
Benefits	<ul style="list-style-type: none"> <li>• More students will benefit from the incredible food services that TwelvEighty has to offer</li> <li>• Increased revenue for TwelvEighty</li> <li>• Reinvigoration of a positive and hopping culture within TwelvEighty</li> <li>• Increased knowledge of the service available at TwelvEighty across campus</li> <li>• A menu that better reflects the desires on campus</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Coordination and sale of the group sales strategy.</li> <li>• Redesign of the student management positions job description and hiring.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Same as Benefits</li> </ul>
How?	<ul style="list-style-type: none"> <li>• I will collaborate with the TwelvEighty team on a menu redesign. This will involve eliminating slow selling items and introducing new specialty and diverse items. I plan to involve numerous students in the consultation process for this.</li> <li>• I will work with the TwelvEighty team and the Marketing &amp; Communications department to redesign a promotional strategy for TwelvEighty. This will involve edits to a student manager job description to focus on restaurant promotions.</li> <li>• I will take the lead on a group sales strategy throughout first semester focusing on first and second year students. I will first</li> </ul>

	<p>look to work with Residence Life, and have their first year floor dinners at TwelvEighty. It's closer than their previous events, it's cheaper, they take student card, and it's students serving students. This will introduce students to the restaurant and create return customers for many years.</p>
Partners	<ul style="list-style-type: none"> <li>• Food &amp; Beverage Manager</li> <li>• TwelvEighty Management Team</li> <li>• Marketing &amp; Communications Director</li> <li>• Communications Officer</li> <li>• Executive Board</li> <li>• Residence Life Managers</li> <li>• Residence Orientation Planner</li> <li>• Community Advisors</li> </ul>

Objective 21	Food & Beverage Long Term Strategy
Description	<p>Our Food &amp; Beverage Units (TwelvEighty, Union Market &amp; The Grind) are becoming increasingly connected. The Grind operates directly underneath the TwlevEighty team, and the Union Market manager is supervised by the Food &amp; Beverage Manager. Additionally, when the Student Activity Building opens, the MSU will own and operate a grocery store in the new building. It is imperative that we create a long term cohesive strategy for our food &amp; beverage units. We need to create a strategic plan for how each unit will differentiate itself, and a staffing structure that will best support for the growing department.</p>
Benefits	<ul style="list-style-type: none"> <li>• Proactive planning to ensure the success of the growing department</li> <li>• Each unit will strategically differentiate itself to best serve students</li> <li>• Build a staffing structure which will ensure long term continuity and success</li> <li>• Better overall campus experience for students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Built a long term cohesive vision which will drive the department forward for future growth</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Consult with each department and relevant full time and student staff to develop a cohesive understanding of the current Food &amp; Beverage Department.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consult with executives from other similarly sized student unions in Canada to learn about their strategies for success.</li> <li>• Collaborate with the Operations Coordinator and General Manager to develop a long term staffing structure for the growing department</li> <li>• Collaborate with the General Manager and our management staff to develop a long term plan for department differentiation and a cohesive vision for the MSU's food &amp; beverage experience.</li> <li>• Create an exhaustive report on the developed strategies, and present the report to the floor of the SRA.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• General Manager</li> <li>• Operations Coordinator</li> <li>• Food &amp; Beverage Manager</li> <li>• TwelvEighty team</li> <li>• Union Market Manager</li> <li>• Executives at other student unions (advisors)</li> </ul>

Objective 22	TwelvEighty Nightlife Development
Description	<p>Continuing the success of last year's TwelvEighty Nightlife programming, I am looking forward to further developing this project. Last year, the night time programming in TwelvEighty was shifted to being organized by Campus Events. The Campus Events Department took incredible steps to diversify their programming to meet a wider range of student interests. For example, they collaborated with groups such as the MacAfricans and the Latin American Students Association to develop events that appealed to their members.</p> <p>For many years, we have seen a decline in interest from students regarding weekly TwelvEighty club nights. Last year, they developed a new program which saw less frequent events, but more specialty and themed events. I plan to continue this success, and expand the opportunities within it. I will work with Campus Events to develop a vision for TwelvEighty Nightlife that encompasses numerous student interests and appeals to many different demographics of students.</p>
Benefits	<ul style="list-style-type: none"> <li>• Events that better match what students want</li> <li>• A diverse set of events that appeal to numerous</li> </ul>

	<p>demographics on campus</p> <ul style="list-style-type: none"> <li>• Increased success in the TwelvEighty Nightlife programming</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Last year as AVP Finance, I co-chaired the Programming Advisory Committee. The committee ran multiple campaigns to gather feedback from students surrounding what events they would like to see in the future. We will use the data collected from these campaigns to make informed decisions</li> <li>• Continue the work of the Programming Advisory Committee through this year's AVP Finance and Programming Coordinator.</li> <li>• I will work with the Campus Events and TwelvEighty teams to develop a schedule of TwelvEighty Nightlife events for first semester, and then critically analyze the success of the new programming + the new data collected to develop semester 2.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Campus Events Team</li> <li>• TwelvEighty Team</li> <li>• Programming Advisory Committee</li> </ul>

<b>Objective 23</b>	<b>Underground Customer Experience Upgrades</b>
Description	<p>As one of the MSU's most successful business units, the Underground Media + Design provides a number of professional quality services to the McMaster student body and to the external community. In recent years, there has been a lot of focus placed on the sales team and graphic design capabilities within the Underground. I plan to continue growing these units, while also focusing on the service that our students utilize the most. The printing service is our most student-facing service at the Underground. I plan to initiate tangible improvements to the printing service which include: A new layout which will make traffic flow much easier, a new Point-of-Sale system to increase the speed of individual transactions, and the addition of a quick-print lane for easy and fast print jobs to help eliminate the long lines during peak times.</p>
Benefits	<ul style="list-style-type: none"> <li>• A better customer experience for students</li> <li>• A new POS system, new layout and quick-print line will lessen the average wait times for service</li> <li>• Increased revenues for the Underground Media + Design</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Working with facility services to initiate the new layout project</li> </ul>

	<ul style="list-style-type: none"> <li>• Finding a POS System that has the capabilities to run the multitude of services that the Underground provides</li> </ul>
How?	<ul style="list-style-type: none"> <li>• After the funding is approved by the SRA in late April, I will provide support to the UG Management team in regards to their new layout and new asset purchases</li> <li>• Throughout the summer and early fall, I will work with the UG Management team to acquire a new POS system that better fits the needs of the service</li> <li>• In the fall, we will introduce a “quick print” lane for individuals who are just printing documents off a USB, Google Drive or similar system</li> <li>• In the winter, we will explore opportunities for online order submissions for products such as business cards or thesis posters</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Underground Management Team</li> <li>• Controller</li> <li>• General Manager</li> <li>• Facility Services</li> <li>• Underground Staff</li> </ul>

Objective 24	New January Programming
Description	Last year, the MSU shifted it’s focus away from the traditional “Frost Week” programming in early January. Instead, they introduced the program “Life After Mac” which received a widely positive response. While continuing to grow this new program, I believe it is also important that we develop social programming during this tie which is targeted to all students. I will work with numerous departments to coordinate social programming in early January.
Benefits	<ul style="list-style-type: none"> <li>• More opportunities for students to be social and enjoy new experiences early into the second semester. This is traditionally a time when students are more open to attending events or exploring new experiences.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Coordination of the various groups - however, I have consulted with each relevant stakeholder to ensure that there is continued interest in this project.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• I hope to see this project continued for many years.</li> </ul>

How?	<ul style="list-style-type: none"> <li>• Work with Athletics &amp; Recreation to host a FREE Pack-The-House Volleyball game</li> <li>• Work with the Clubs Department to bring back Clubsfest 2.0</li> <li>• Work with Campus Events to host a Welcome Back club night in TwelvEighty</li> <li>• Work with Campus Events to again host a big name speaker, comedian or entertainer</li> <li>• Work with the presidents of the faculty societies to bring back Frost Week Faculty Night</li> <li>• Explore opportunities for additional programs</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Athletics &amp; Recreation</li> <li>• Clubs Department</li> <li>• Campus Events Department</li> <li>• Faculty Society Executives</li> </ul>

<b>Objective 25</b>	<b>Increased Financial Transparency &amp; Better Budgeting Process</b>
Description	<p>As a democratic student union which collects significant fees from our members, it is imperative that we are open and transparent with how we are spending their money. It will be a priority of mine to ensure that our efforts in financial transparency are above the standards set in similar sized student unions in Ontario.</p> <p>Additionally, I believe that our current process for approving the operating budget can be improved. Currently, the newly elected SRA approves the \$2,900,000+ operating budget at their second meeting in April. Without any financial literacy training, and little provided information about the operations of the MSU, the newly elected SRA is expected to make an informed vote on the fate of this important document. I will make tangible steps to improve this process.</p>
Benefits	<ul style="list-style-type: none"> <li>• Students will have a better understanding of where their money is being spent.</li> <li>• Students will have clearer access to financial information</li> <li>• Students will have access to updated financial infographics and financial documents</li> <li>• Experienced elected representatives will have an opportunity to provide comments to the following years operating budget</li> <li>• Newly elected SRA members will be better equipped to make an informed vote on the fate of the operating budget for the</li> </ul>

	following year
Difficulties	<ul style="list-style-type: none"> <li>• Meticulous number crunching will take additional time</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Building upon efforts to open up the union and ensure it's transparency</li> <li>• Comments from the outgoing SRA will ensure that elected student voices are heard</li> <li>• A better informed incoming SRA will have the knowledge and skills available to them to make an informed vote on the operating budget</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Work with the Communications Officer to update the /Your-Money tab on the MSU website, continuing my work as AVP.</li> <li>• Work with the Communications Officer to update all other relevant sections of the MSU website, and ensure that all relevant information is available.</li> <li>• Work with the Finance Committee to critique and improve on our online financial transparency</li> <li>• In collaboration with the Accounting Department, Comptroller, AVP Finance and the Finance Committee, we will host in-person financial transparency fairs across campus throughout the year.</li> <li>• Work with the Communications Officer to promote relevant infographics to students</li> <li>• During the 2019-20 budgeting process, I will invite outgoing SRA members to critique the draft budget, and provide suggestions and comments.</li> <li>• During the newly elected SRA's training in March, I will ensure that the training well equips them with organizational knowledge of the MSU.</li> <li>• Following the VP elections in April, I will host multiple sessions for new SRA members to learn about financial literacy, and how to understand the proposed operating budget.</li> <li>• At my final SRA meeting in April, I will host a delegation to the floor in which I thoroughly explain the proposed budget and the important changes.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Communications Officer</li> <li>• AVP Finance</li> <li>• Finance Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• Comptroller</li> <li>• Accounting Department</li> <li>• Speaker</li> <li>• Student Representative Assembly Members</li> </ul>
--	--

Objective 26	Supporting the SRA
Description	<p>As a former SRA member, I understand the important role that a board member can play in the success of SRA platform points. I am committed to being a resource and collaborator on any relevant projects. It is important to me that the SRA feel as though I am open to any comments, suggestions or critiques, and that they feel as though I am approachable and helpful.</p> <p>Through the AVP Finance, we will reevaluate the recent changes to the SRA Special Projects budget line, and may choose to expand this fund if there is a need from the assembly.</p>
Benefits	<ul style="list-style-type: none"> <li>• Additional support to assembly members</li> <li>• Assembly members will be better connected to resources, support and guidance</li> <li>• The SRA Special Projects Fund will better fit the needs of the assembly</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Reestablishing a strong culture in which SRA members are able to accomplish their platform points by accessing the necessary resources and supports</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Create and execute effective financial training at the SRA Training in the summer. This will include an overview of the MSU's finances, as well as an introduction to the SRA Special Projects Fund.</li> <li>• Ensure that the SRA knows I am available to help them with their platform points.</li> <li>• In advance of the July SRA meeting, I will review all of the caucuses year plans, and highlight areas where I think I can be helpful. I will then ensure that the caucus leaders are aware that I am open to helping them.</li> <li>• I will conduct a voluntary SRA financial literacy training workshop in September. This will allow assembly members to acquire a better understanding of the MSU's</li> </ul>

	<p>finances, and the financial position of the organization.</p> <ul style="list-style-type: none"> <li>• Collaborate with the VP Admin, AVP Internal Governance, and other board members + AVPs to check in with assembly members and offer support.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Assembly members</li> <li>• AVP Finance</li> <li>• Board of Directors</li> <li>• AVP Internal Governance</li> <li>• VP Administration</li> </ul>

## GOALS to strive for

---

### List 6 things that you would like to have completed for the beginning of September

- TwelvEighty Event Centre Renovations Complete
- Welcome Week Rep Support Program Execution
- Clubs External Partnership Program Launch
- Underground Layout Finished as part of the Customer Experience Upgrades
- Clubs Accounting and Reimbursement Process Transition to Accounting Team
- Digital Promotions Strategy Underway with new Instagram, Promo Training for Services & Summer Board Update Video

### List 6 things you would like to have completed during the fall term (1<sup>st</sup>)

- Student Activity Building Interior Design Consultation Campaign
- New Programming at Homecoming 2018
- Clubs Training Workshops
- Student Life Enhancement Fund Adjustments
- TwelvEighty Promotional Reinvigoration and Sales Strategy
- Student Assistance Program Awareness

### List 6 things you would like to have completed during the winter term (2<sup>nd</sup>)

- Life After Mac Expansion
- Food & Beverage Long Term Strategy
- Online Ticketing System Utilization

- OHIP+ and the MSU Health Plan Evaluation
- Alumni Networking Opportunities
- New SRA Training and Budget Process

## Master Summary

---

(calendar and checklist)

May	<ul style="list-style-type: none"> <li>• AVP Finance Training &amp; Year Plan</li> <li>• Welcome Week Rep Support Program Funding Acquired</li> <li>• Launch MSU Instagram with new strategies</li> <li>• Student Life Enhancement Fund Discussions on Adjusted Timelines</li> <li>• Part-Time Managers Financial Training</li> <li>• Sit Down with each Business Manager to Discuss Plans for the Year</li> <li>• Hiring of Residence Support Case Manager</li> </ul>
June	<ul style="list-style-type: none"> <li>• TwelvEighty Flooring Project Begins</li> <li>• Online Ticketing Advancement</li> <li>• The Grind Products Expansion</li> <li>• Clubs Feedback 1</li> <li>• Student Assistance Promotions Begin</li> <li>• Student Representative Assembly Training</li> <li>• Campus Events Department Year Planning</li> </ul>
July	<ul style="list-style-type: none"> <li>• New Bagels at Union Market</li> <li>• Underground Layout Redesign</li> <li>• Union Market Painting and New Signage/Iconography</li> <li>• Feedback Machines Agreement</li> <li>• MSU Retreat</li> <li>• Clubs Reimbursement System Movement to Accounting Team Plan</li> <li>• TwelvEighty Menu Redesign</li> </ul>
August	<ul style="list-style-type: none"> <li>• Clubs External Business Partnership Launch</li> <li>• Board of Directors Summer Update Video</li> <li>• Welcome Week Rep Support Program Execution</li> <li>• TwelvEighty Promotional Strategy</li> <li>• HSR Bus Pass Online Integration with Presto Pass</li> </ul>
September	<ul style="list-style-type: none"> <li>• New Programming at Homecoming</li> <li>• Clubs Training Workshops</li> </ul>

	<ul style="list-style-type: none"> <li>• Clubs Reimbursement System Movement to Accounting Team</li> <li>• Clubs Presidents Training</li> <li>• Post Event Surveys</li> <li>• Financial Affairs Council Meeting</li> <li>• Student Activity Building Consultation</li> </ul>
October	<ul style="list-style-type: none"> <li>• Programming Advisory Campaign</li> <li>• Student Assistance Program Promotions</li> <li>• Student Life Enhancement Idea Submission Campaign</li> <li>• Moveable Furniture in MUSC</li> <li>• TwelvEighty Group Sales Strategy</li> </ul>
November	<ul style="list-style-type: none"> <li>• Clubs Executive Feedback 2</li> <li>• Conference Fund Launch</li> <li>• Board of Directors Video 2</li> <li>• The Grind Evaluation</li> <li>• Transparency Fair</li> </ul>
December	<ul style="list-style-type: none"> <li>• Online Ticketing Strategy</li> <li>• Catch Up</li> </ul>
January	<ul style="list-style-type: none"> <li>• Underground Online Intake Forms</li> <li>• January Programming</li> <li>• Life After Mac Expansion</li> <li>• Student Life Enhancement Fund Voting Campaign</li> </ul>
February	<ul style="list-style-type: none"> <li>• Food &amp; Beverage Long Term Strategy</li> <li>• Board of Directors Video 3</li> <li>• OHIP+s effects on the MSU health plan</li> <li>• Alumni Networking Opportunities</li> <li>• Programming Advisory Campaign</li> </ul>
March	<ul style="list-style-type: none"> <li>• Clubs Executive Feedback 3</li> <li>• Transparency Fair 2</li> <li>• New SRA Training</li> <li>• Operating Budget Procedure Improvements</li> </ul>
April	<ul style="list-style-type: none"> <li>• Final Board of Directors Update Video “The State of the Union”</li> <li>• Transition New Board</li> <li>• Finish Existing Projects and Set the Stage for a New Awesome VP</li> <li>• Goodbye party for me - you’re all invited.</li> </ul>



# YEAR PLAN

**MSU SRA ARTS AND SCIENCE**

**TASNEEM WARWANI**

**2018-2019**

(submitted *Tuesday, July 10, 2018*)



# OFFICE OF THE **ARTS AND SCIENCE CAUCUS**

## INTRODUCTION

---

Dear ArtScis, Board of Directors, and fellow SRA Members,

Welcome to the Arts and Science 2018-2019 year plan. This year, the unifying theme for the Arts and Science caucus is **a more cohesive and inclusive community**.

For the past two years, I've seen the great work that my SRA representatives and Faculty Society Presidents have accomplished. What continues to be a challenge for each, however, is bridging the gap between the MSU and ArtScis (cohesion) and making the ArtSci educational experience a more accessible space (inclusive). This year, my priority is making sure ArtScis understand that the MSU is there **for them**, and that I, as their SRA rep, am someone they can go to with MSU concerns, faculty concerns, and university wide concerns. That's why it's been a priority for me to consult with and involve my SRA observer, Angel Huang, the Arts and Science Society President (SASSex), Balie Tomar, and my ArtSci peers in the creation and revision of my platform and year plan.

---

To my fellow ArtScis, I mean it when I say that I want you to know and feel like the MSU and I are there for you. This year plan should reflect what would make **your** experience better. All I can ask is for you to have a little faith in me, and for you to reach out and engage with me. If you go through this document and I hit the mark, let me know what you're excited for, and if you want to work with me on it. If I missed the mark completely, let me know. This year plan's not set in stone, and my goal is to adjust it until we're all happy. This is **our** year, not just mine, so I hope this year plan does you all justice.

---

As you read through this document, you'll find that I've outlined **eight major goals** for the Arts and Science Caucus. Some are a continuation of past projects, and others are new. They can be broken down into the major themes of a cohesive and inclusive community as shown below:

### Cohesive Community

- ❑ **Creating a more engaging SRA presence** through the revamp of online content and presence at Student Society events
- ❑ **Collaborating with other faculty societies** to integrate ArtScis who are double majoring, or interested in career paths within those faculties as a **means of increasing networking opportunities**

- ❑ **Revamping the Arts and Science Society website** to feature **academic resources** tailored to Arts and Science students as well as a section on **resources and opportunities available within the MSU**

### Inclusive Community

- ❑ Lobbying for **Arts and Science students to have a space** they can **book in advance**, and a space that's **open after 5pm**
- ❑ Advocating for a **student voice in ArtSci professor meetings** to ensure **better midterm planning** and communication of student needs
- ❑ Lobbying for ArtSci specific **courses to be podcasted or recorded**, and for professors to make their **lecture slides or notes available online**
- ❑ Advocating for the **Arts and Science supplementary application to be name-blind**
- ❑ Participating in the **implementation of programs** in response to the **ArtSci Health and Wellness survey results**

I know year plans can seem ambitious, and we don't always see the fruition of our efforts in the year we're "in office." However, with the support of my observer and collaboration with our Student Society, I'm hopeful of being able to achieve these goals, or at least set a strong foundation for them to be achieved in the future.

I welcome anyone reading this to engage with me, critique me, and reach out to me both now and throughout the year. Whether you have any questions about the Arts and Science year plan, or just want to chat about life, I'm always an email or message away. That being said, I can't wait to work with all of you, and I have a feeling that we'll make this year monumental.

Faithfully Yours,



Tasneem Warwani

**SRA Arts and Science Caucus Leader, 2018-2019**

[sraartsci@msu.mcmaster.ca](mailto:sraartsci@msu.mcmaster.ca)

---

P.S. You'll often see me using "ArtSci," "SASSex," and the "MSU." ArtSci is just an easier way to refer to the Arts and Science program/Arts and Science students (you can identify which it is via the context of the sentence), SASSex is the Society of Arts and Science Students, and the MSU is the McMaster Students Union. In addition, I sometimes refer to Sunny, last year's SRA ArtSci, and Pearl, the SRA ArtSci from two years ago. If any other words are unclear, please message me!

**P.P.S. For a tl;dr, read the introduction, the goals (p.g. 16), and the master summary (pg. 17-18).**

## GOALS

<b>Objective 1</b>	<b>Collaborating with other faculty societies for networking events and academic resources</b>
<b>Description</b>	<p>Last year, Sunny introduced the idea of ArtSci specific networking events. With no ArtSci career department, and students who typically have no idea what they want to do post-undergrad, navigating the real world can be overwhelming. However, Sunny struggled with this platform point because ArtScis have a plethora of interests, and with an interdisciplinary program as well as the opportunity to do a combined honours degree, hosting a networking event that appealed to everyone proved to be tough. In the past year, with the introduction of the ArtSci New World of Work forum, some good progress has been made, but it's not enough. There's a necessity to integrate better with other program societies and faculties that already host ArtScis as part of a combined honours degree. This will allow us to organize targeted networking opportunities, outreach to successful McMaster graduates who aren't just ArtScis for the World of Work forum, and help ArtScis feel included in the academic communities they're joining.</p>
<b>Benefits</b>	<p>The running joke in the Arts and Science program is that we don't know what we want to do – not now, nor in the future. As students with many interests who study many subjects, it can be hard to find our interests and to learn how to market ourselves. Both these tasks could be made easier if we had more opportunities to network, but there usually aren't Artsci targeted networking events because of the size of our program, and we're often unaware of networking events held by other faculties. Ideally, by hosting these co-faculty networking events, we can strengthen the relationships between faculties and help ArtScis feel more welcome on campus. Networking opportunities are great in helping students identify potential career pathways, and learn about new opportunities available. They can also be potential avenues to learn about internship opportunities and job applications. Furthermore, with the current push for experiential learning, exposure to different careers and opportunities is an integral part of the university experience that we should always be looking to improve, and this is one way to do so.</p>
<b>Difficulties</b>	<p>To integrate better with the other program societies on campus, and to host co-run networking events will prove to be logistically difficult. It'll require a lot of communication and planning. The work that is required</p>

	to host such events must also prove to be worth it for students (i.e., students must actually be engaged and learn from it), in order to solidify such events for the future and one day create a network that we can easily draw on.
<b>Long-term implications</b>	Integrating ArtScis into the faculties where they're completing a combined honours, and providing ArtScis with more networking opportunities helps better prepare ArtScis for the real world. This is a value proposition that is often overlooked in the ArtSci program, with no co-op program or career office; this is a step in the right direction towards establishing either one or both of those things.
<b>How?</b>	Collaborate with faculty societies that ArtScis often do a combined honours in as well as with the New World of Work Forum planners and ArtSci Director to identify ways in which we co-run and develop these networking opportunities.
<b>Partners</b>	<p><b>ArtSci Director</b>  <b>Faculty of Science</b>  <b>Faculty of Humanities</b>  <b>Faculty of Social Sciences</b></p> <p>The above faculties are the faculties in which ArtSci students typically double major.</p> <p><b>ArtSci New World of Work Forum planners</b> (the World of Work forum introduces current ArtScis to former ArtScis in an attempt to showcase different post-grad paths. It also introduces ArtScis to the changing workplace environment and jobs of tomorrow. More info can be found here: <a href="https://artsci.mcmaster.ca/new-world-work-forum/">https://artsci.mcmaster.ca/new-world-work-forum/</a>)</p>

<b>Objective 2</b>	<b>Revamping the Arts and Science Society website (sassweb.ca) to feature academic resources and an MSU Know How guide</b>
<b>Description</b>	In the past two years, sassweb (our ArtSci Society website) has been largely unused. We'll log into it to vote for our Student Society, and it's forgotten about for the rest of the year. If used effectively, it could be a really great resource for all ArtScis, with centralized information that takes away the pain of combing through the four different Facebook groups we're part of. It also presents a great opportunity to have an SRA platform that can be a little more detailed than the typical Facebook posts, and can include documents (like this year plan or an MSU How to Guide) that people can look at whenever they want.

	(An MSU How to Guide would identify acronyms often used in the MSU, how to get involved, where to find applications, how to run an election, etc.)
<b>Benefits</b>	By improving the website, we can create an online archive of all SRA documents. Rather than having to comb through all the Facebook posts or Tweets, people can go on the website and easily access anything they wish to see. Using sassweb rather than the MSU website also makes the accessing of information less daunting because of the fun humour sassweb uses. An MSU How to Guide on sassweb also reaches out to the students who typically aren't involved with the MSU, and helps them break down the information barrier that can exist in trying to be part of the MSU. Revamping the website to feature academic resources also helps with accessibility for students. This would be a centralized place students can choose to post their own class notes, elective recommendations etc., which helps foster a more tight knit and inclusive community.
<b>Difficulties</b>	Revamping a website is a lot of work, and might take longer than a year. Since I have no coding experience, it'll also require whoever is running the website this year to be on board with putting in extra work. In addition, we'll have to brainstorm new ways to drive traffic to the website because part of the problem is that people just don't use it or know about it. I think that making it a more useful resource might solve the people not wanting to use it problem, and effectively advertising the revamp could spark interest in visiting the website.
<b>Long-term implications</b>	Revamping sassweb gives ArtScis a place to call our own (one that isn't just a Facebook group). The ability to archive all the information posted, whether that's SRA related documents or academic related information, will come in handy for years. The other great thing is that it truly does foster a more inclusive community – not everyone has Facebook, sometimes people choose to deactivate, and it's not fair that they're missing out on information. Sassweb is available to all students enrolled in ArtSci, so it encourages a more tight knit community.
<b>How?</b>	Consult with the Faculty of Science and the Faculty of Health Sciences on how they designed their society specific websites. They each have great components in their respective websites that ArtSci can learn from. Using this information, and perhaps a survey to ArtScis to see what they want to get out of a website, I can work with the webmaster to redesign the website and the content available on it.

<b>Partners</b>	<b>SASSex</b> <b>Faculty of Science</b> (they have a great website) <b>Faculty of Health Sciences</b> (they have great academic resources on Learn Link)
-----------------	--

<b>Objective 3</b>	Lobbying for Arts and Science students to have a more student focused space
<b>Description</b>	<p>Before my time, the Arts and Science office was available for ArtSci students to use past office hours. However, that's no longer the case, and ArtScis have no place to call our own past office hours. Most faculties have rooms they can book in advance, and book outside of office hours (e.g., Engineers have Hatch, HealthScis have HSL and their lounge, iScis have their room in Thode, Humanities and SocScis have LR Wilson). ArtScis have their office in LR Wilson but are still turned away from booking LR Wilson study rooms (even if they're doing a combined honours in Humanities or Social Science). ArtScis deserve a space that they can access until at least 7pm (when the last class of the day starts), and it would be great if we could also get a space that we can book in advance.</p>
<b>Benefits</b>	<p>Having a place outside office hours (at least until the last class starts) and a place to book in advance helps foster a tight knit academic community. It gives ArtScis a place to go to bond, to ask for academic help, and to work on projects together.</p>
<b>Difficulties</b>	<p>The ArtSci space also features the offices of the academic advisors and director, so it may be a liability issue. However, steps can be made to regulate how the space is used and rules can be put in place. It may be hard to get access to LR Wilson study rooms due to the sheer number of people who than be using the rooms. However, there are very few ArtScis so it's not a drastic jump in number of people.</p>
<b>Long-term implications</b>	<p>In the long term, this helps foster a better community and academic environment. It's a small thing that will help ArtScis feel more attached to campus.</p>
<b>How?</b>	<p>Meeting with the ArtSci director to see if they're willing to keep the space open longer and the logistics of how that would work. Also meeting with the Humanities Office to see if it would be possible to include ArtScis in the students who can book LR Wllson rooms.</p>

<b>Partners</b>	<b>Director of ArtSci</b> <b>Faculty of Humanities</b> <b>Humanities Academic Advising Office</b> (they regulate the booking of LR Wilson Undergrad Study Rooms, where the ArtSci office is located) <b>SASSex</b>
-----------------	---

<b>Objective 4</b>	<b>Advocating for a student voice in ArtSci professor meetings</b>
<b>Description</b>	<p>Relative to most programs, the Arts and Science program is small. In first and second year, most of our courses are mandatory ArtSci specific courses. Yet, midterms tend to overlap, and there are no opportunities – except for an end of year written class evaluation – to express our academic concerns. ArtSci profs meet once a term, and in the past, there used to be a student voice at these meeting. However, there no longer is one. It's important that we advocate to bring this seat back for two major reasons. First, there should be no reason for ArtSci courses to have midterms on the same day. Many of our professors have expressed their apologies when they find out they've accidentally double booked us, and said they would have avoided it had they known earlier. If we have a student voice in professor meetings, we can remind professors to communicate midterm dates amongst one another, to avoid double booking midterms. If needed, the student can facilitate such a process. Second, there should be a way for students to express their academic concerns to professors in a collaborative way (not just via a written form). As a small program, there are so many opportunities for us to continuously improve the academic experience, and encouraging open communication is an easy first step to take.</p>
<b>Benefits</b>	<p>Encouraging professors to communicate and better plan midterm dates help reduce academic stress for students, which is important for better mental health. This also allows for students to express their concerns in a productive manner as the frustration with written evaluations is that it often seems like nothing's ever done. Meetings help with accountability and ensuring our professors are listening to what we have to say.</p>
<b>Difficulties</b>	<p>Sometimes, professors discuss private matters, so a student cannot be there. However, this concern can be mitigated by scheduling a portion of time in which the student can attend, and having the student leave after their scheduled time. Midterms also typically fall in the same weeks for the entire university just based on how course content is taught, but this should not mean that professors should not make the</p>

	effort to make student lives easier. If the pushback is that it creates too much work for professors, we can formulate a solution that involves a student helping facilitate the process.
<b>Long-term implications</b>	Encouraging for student voices at professor meetings sets the precedent that students should take charge of their educational experience. It encourages ArtScis to be more engaged in the way they learn. We're always taught to question everything, and look for ways to improve current processes, and this extends the classroom learning we do to real life. It shows that ArtSci cares about their students, and creates an environment that's more conducive to learning. It also helps with improving the program over the years. ArtSci may be a great program, but there's always new information, and changes to the way we learn, so it's important we're proactively keeping up with that.
<b>How?</b>	During the summer, I'll be emailing all first and second year professors to encourage open communication between them about midterm dates. The first step during the school year will be to set up a meeting with the program advisors (who currently aren't giving the jurisdiction to do much) to see their plans for the year and how they wish to execute them. Setting up a meeting with the Director of ArtSci to advocate for a student seat at professor meetings would be the next step.
<b>Partners</b>	<b>Director of ArtSci</b> <b>Program Advisors on SASSEx</b> <b>ArtSci specific professors</b>

<b>Objective 5</b>	<b>Lobbying for ArtSci specific courses to be podcasted or recorded, and for professors to make their lecture slides or notes available online</b>
<b>Description</b>	At the moment, most ArtSci professors fail to post lectures slides or notes online, so if you miss class, you're banking on someone being kind enough to share their notes with you. This is an accessibility and inclusivity concern; people can't always make it to class for various reasons. Sometimes, people need to revisit what was said in class. Podcasted or recorded classes, as well as lecture notes being posted online help with creating a more inclusive community.
<b>Benefits</b>	Students can revisit content their misunderstood or couldn't hear in class if it's recorded. If students miss a class due to unforeseen circumstances, they can still access the information they missed easily, without having to bug people to share their notes. In addition, people learn in different ways, and this helps ensure that for people who don't

	learn by being lectured at for three hours straight with no accompanying visuals are also being supported.
<b>Difficulties</b>	Professors sometimes push back with concerns of students not attending class. This can easily be solved by implementing a participation component to the class. However, this also has some accessibility concerns, so it cannot be the only solution they implement. Professors worried about academic property and copyright can go through the Legal and Copyright Office at McMaster who have previously expressed willingness to help professors add clauses in their course outlines regarding academic property.
<b>Long-term implications</b>	Podcasted and recorded classes foster a more inclusive environment. Students often face unforeseen circumstances, and they should not be punished academically for this. Podcasted/recorded classes and posted lecture notes will improve the academic experience, and will help ArtSci work towards being a program focused on having a positive and healthy environment.
<b>How?</b>	This project will be worked on with the AVP University Affairs and UA Committee as this is one of their goals for the year. There's also been lots of research done by the Science Caucus, and MacPherson that can also be drawn on. All this information can then be taken to the ArtSci Director and ArtSci professors.
<b>Partners</b>	<b>AVP University Affairs</b> <b>Science Caucus</b> <b>MacPherson Institute</b> <b>ArtSci Director</b>

<b>Objective 6</b>	<b>Advocating for the Arts and Science supplementary application to be name-blind</b>
<b>Description</b>	The Arts and Science program is one of three programs at McMaster that requires a supplementary application. These applications are read over by faculty administration as well as upper year Arts and Science students. Of the three supplementary requiring programs, the Arts and Science program is the only one that does not currently name-blind the application. While there are some measures in place to ensure a fair process, such as multiple scorers, in order to ensure that the application is completely equitable and fair, it is necessary for the application to be name-blind.

<b>Benefits</b>	With a name-blind application, we can ensure that the process is as equitable as possible. It reduces the risk of any nepotism or prejudice against culturally diverse names. A name-blind application also ensures that all the supplementary requiring programs are judged in a similar way, and provides the ArtSci program with greater legitimacy
<b>Difficulties</b>	This has been a project that many past SASSex presidents have tried to take on, but have been unable to accomplish. It may also be difficult for this goal to be accomplish for this year's application because of the length of time such a project may take.
<b>Long-term implications</b>	In the long run, this is a small step towards making the Arts and Science program as equitable as possible.
<b>How?</b>	In order to show that a non non-blind application can result in biases (whether intended or not), it'll be important to be present research. I also intend to consult with the Dean of HealthSci and Director of iSci to discuss why they chose to make their supplementary applications name-blind. All this information can than be presented to the Director of the Arts and Science program, and we can discuss how we collaboratively want to move forward.
<b>Partners</b>	<b>Director of ArtSci</b> <b>Provost</b> <b>SASSex</b> <b>VP Education</b> <b>Deans/Directors of HealthSci and iSci</b>

<b>Objective 7</b>	<b>Participating in the implementation of programs in response to the ArtSci Health and Wellness survey results</b>
<b>Description</b>	Last year, the ArtSci office formed a board to discuss the creation, deliverance, and implementation of Health and Wellness based projects. They released a survey, and intend to discuss the results of this survey and identify areas and ways in which the ArtSci program can improve. I hope to gain a seat on this board, and be able to bring ideas that the MSU or faculties currently use. With the provincial government's allocation of more money for universities to target mental health campaigns and projects, this will be a huge focus of the coming year.

<b>Benefits</b>	While there is currently a student who sits on this board, I think it's important to have an SRA presence as well to bring forward and discuss the ways in which the MSU is trying to help improve health and wellness on campus. Many ArtScis have spoken of struggles they've had within the university regarding health accommodations, so it's important to see how we can better improve the experience for our students. As a small faculty, the ArtSci program should be at the forefront of mental health initiatives and should be the model for other faculties in the support it provides for its students. This, however, can only happen with student voices on board.
<b>Difficulties</b>	It may be difficult to implement these programs or initiatives this year. The board, having been established last year, has already done a lot of work, so it may require an adjustment and catch up period as well. Lastly, there may be push back on including another seat on this board for fear of it becoming too large of a group. This push back may focus on the fact that there is already is one student seat on the board, but I think that the value and perspective an SRA presence brings outweighs these concerns.
<b>Long-term implications</b>	Health and Wellness has recently been a major focus of the government, as well as the university. We're slowly pushing for changes that reduce the unnecessary bodily and mental stress that university can sometimes cause. The survey that was released within ArtSci as a first step to addressing health concerns in the program was exactly that, a good first step. However, it's not enough, and the way that the survey results will be approached in the next year will set a precedent for how ArtSci values its students. If the initiatives implemented are strong and not just band-aid solutions, it'll help improve the ArtSci experience as a whole, creating a stronger community culture. This creates students who will maintain their connections with the program post-grad because they look back on their experience in it fondly.
<b>How?</b>	The first step is joining the board that discusses the implementation of initiatives to address health and wellness concerns identified from the survey. In order to ensure well thought out solutions, I think it's important to consult with groups like SHEC and Maccess who deal with health and wellness concerns on campus, and have research that identifies best practices. The MSU policy on health and wellness is another great resource to access as well. Other conversations can be held with Rosanne Kent from the Student Wellness Centre, to seek a professional view on best practices for health and wellness initiatives, as well as to identify if ArtSci concerns are similar to the concerns of

	the student body as a whole.
<b>Partners</b>	<b>SHEC</b> <b>Rosanne Kent - SWELL</b> <b>Director of ArtSci</b> <b>Maccess</b> <b>SASSex President</b>

## LONG-TERM PLANNING

<b>Overarching Vision</b>	<p>An ArtSci community who is more engaged with the Students Union accomplished through an increased and more engaging SRA ArtSci presence</p>
<b>Description</b>	<p>I put this as a long term goal because I think it encompasses what an increased online presence for SRA Arts and Science aims to accomplish. More engagement with the SRA and the Students Union as a whole has been a goal that many past SRA ArtScis have tried to work towards, and have identified as long term goals. While the primary way to accomplish this will of course be a more <b>engaging online presence</b>, I think both this year, and in the coming years, we need to re-evaluate whether an online presence for engagement is enough. That's why I think establishing different projects such as a precedent where the SRA ArtSci gets to talk to and meet incoming first years during Welcome Week, and an engaging with the MSU workshop are super important initiatives.</p> <p>For a more engaging online presence, I intend to continue past projects that Sunny began, such as SRA Facebook page contests. I think that re-evaluating the use of Twitter this year is extremely important, as it's often the forgotten social media account. For the Facebook page, the use of GIFs and pictures has already helped with increased engagement, but it's definitely not enough. This is where brainstorming new social media tactics will come in handy.</p>
<b>Benefits</b>	<p>Social media is the easiest way to reach the student body. It should be used to break the barriers that currently exist in trying to be involved with student governance or student life on campus by simplifying and streamlining information. If re-vamped and used correctly it ensures that:</p> <ol style="list-style-type: none"> <li>1) We're outreaching to as many students as possible</li> <li>2) Students know what decisions are being made and know how to have their opinions heard</li> <li>3) Arts and Science students will be more involved and engaged in the Students Union, diversifying the type of students we have applying to service and governance positions</li> </ol>

<b>Year 1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consistent posting advertising every meeting + livestream links</li> <li><input type="checkbox"/> Presence at ArtSci Welcome Week</li> <li><input type="checkbox"/> Re-introduction of SRA ArtSci Twitter</li> <li><input type="checkbox"/> Increase Facebook likes to 550 people from 397 people</li> <li><input type="checkbox"/> Anonymous feedback forms</li> <li><input type="checkbox"/> MSU Know How guide on ArtSci website</li> <li><input type="checkbox"/> Establish a “How to Participate in the MSU” workshop</li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue Year 1 Initiatives</li> <li><input type="checkbox"/> Improve the MSU Know How guide</li> <li><input type="checkbox"/> Centralize SRA information on SRA Website</li> <li><input type="checkbox"/> Encourage students to “rate” the SRA ArtSci Facebook page</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue Year 1 and Year 2 Initiatives</li> <li><input type="checkbox"/> Consistently put out engaging video content</li> <li><input type="checkbox"/> Boost Facebook likes up to 1000 people</li> <li><input type="checkbox"/> Have comments on every post made</li> <li><input type="checkbox"/> Introduce an all faculty SRA event at Welcome Week</li> </ul>
<b>Partners</b>	<p>Angel Huang – <b>SRA Observer</b>  Kajaani Shanmugarajah &amp; John Cyfo – <b>Welcome Week Planners</b>  <b>SASSex</b>  Haley Greene – <b>Comms Officer</b>  Josh Marando – <b>WW Faculty Societies Coordinator</b>  (The people in these positions will change throughout the years, I’ve identified the people currently present in the positions)</p>

# GOALS

---

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

- Plan out new and creative social media engagement strategies (GIFs and pictures have already been helping, what else can we do?)
- Boost social media presence by having an active presence among first year students
- Have initial meeting to set up projects (i.e., with the Director of the Program, with the Dean of Science who has recently shown interest in podcast courses within the Faculty of Science)
- Be engaged with first years through a presence during Welcome Week and have a campaign prepared that encourages application to volunteer with and participate in services and governance
- Completed research for a podcast/recorded courses campaign

## List 5 things you would like to have completed **during the fall term (1<sup>st</sup>)**

- Create an MSU how to guide and push for an ArtSci Society website revamp that includes this guide
- Accomplish lobbying for a name-blind supplementary application
- Set up a process that allows for student voices in professor meetings, and better planning of assignments/midterms between ArtSci professors (especially in first and second year)
- Host a process/transparency fair type event to engage ArtScis with the work that's being done
- Ensure the projects being implemented to address concerns brought forth in the ArtSci Health and Wellness survey are supported by research from SWELL, SHEC, and other on campus organizations that promote health and wellness

## List 5 things you would like to have come mpleted during **the winter term (2<sup>nd</sup>)**

- Host a presidential debate
- Generate excitement and interest in SRA elections so several people run for the ArtSci seat
- Have encouraged more MSU participation through the implementation of a workshop that introduces opportunities + helps prepare students for applications and interviews
- Pushed ArtSci social media engagement up – have a min. of 550 Facebook likes (currently at 392 likes)
- Established an ArtSci space that can hopefully be booked in advance, and that is open later than 5:00pm

## MASTER SUMMARY

### (tentative calendar and checklist)

<b>July 2018</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review year plan</li> <li><input type="checkbox"/> Meet with SRA Observer, Student Society Present to decide timelines/plans of action</li> <li><input type="checkbox"/> Brainstorm new and exciting ways to implement initiatives</li> <li><input type="checkbox"/> Send out initial emails to 1st and 2nd year professors to encourage better first term midterm planning</li> </ul>
<b>August 2018</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send emails to set up meeting times with Director of the program and any other university admin to discuss initiatives</li> <li><input type="checkbox"/> Presence at ArtSci Welcome Week</li> </ul>
<b>September 2018</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Circulate an MSU how to guide to first years during 1st week of class, have the guide put up on the website for the rest of the ArtSci cohort</li> <li><input type="checkbox"/> Run first contest via the Facebook page</li> <li><input type="checkbox"/> Meet with other faculty society presidents/caucuses to discuss collaboration during faculty-specific events             <ul style="list-style-type: none"> <li><input type="checkbox"/> Potential collaboration with ArtSci World of Work Forum</li> </ul> </li> <li><input type="checkbox"/> First year engagement campaign (encourage applications to volunteer with services, participation in governance)</li> </ul>
<b>October 2018</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up meeting with ArtSci professors to discuss midterm planning for second semester</li> <li><input type="checkbox"/> Run a podcast/recorded courses campaign within ArtSci</li> </ul>
<b>November 2018</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion regarding implementation of projects meant to address Health and Wellness survey results</li> <li><input type="checkbox"/> Work with SASSEx for website revamp</li> </ul>
<b>December 2018</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a mid-year transparency fair type event within ArtSci</li> <li><input type="checkbox"/> Run a potential campaign for ArtSci space if other efforts have been moot</li> </ul>
<b>January 2019</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host an MSU presidential debate (continued project from last year)</li> </ul>
<b>February 2019</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host a workshop that helps ArtScis apply to MSU opportunities</li> </ul>

<b>March 2019</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Begin advertising the SRA position via class talks and social media posts</li><li><input type="checkbox"/> Reflect on goals that have been accomplished and projects that are still in the works/didn't happen</li></ul>
<b>April 2019</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Write transition report and help transition the new SRA ArtSci</li></ul>

**YEAR PLAN**  
MSU *COMMERCE CAUCUS*  
SELENE DOMINGUEZ FLOREAN  
ARIANNA ESPIRITU  
TALHA IRFAN  
ARHEM RANA

**2018-2019**  
(submitted *July 10th, 2018*)



## OFFICE OF THE *COMMERCE CAUCUS* INTRODUCTION

---

The 2018-2019 Commerce Caucus is excited to present our plan for the upcoming school year. We feel that our goals will improve the lives of students at McMaster and will result in a more engaged and well-rounded community. Our caucus brings a wealth of experience, new ideas and diverse schools of thought to bring you our Commerce year plan. We are excited to build on what previous Commerce Caucuses have been working on, as well as implement our own unique ideas.

We have structured our goals into three broad categories, which we hope will keep us on track and focus on what really matters. These three sections are also similar to the previous years, as we want to continue building on the work done for the past years. These sections include: **Outreach, Events and Academics**. We will achieve these through advocating for pro-student policies that meet our goals. Outreach for Commerce student has been an issue in the past that we would like to address this upcoming school year. By strengthening our student outreach, students will know of the events that we have planned to provide them with a wealth of experiences and learning opportunities for commerce students. This year we will focus on creating events that teach students new skills and help them develop as a young professionals. We are looking to partner with many of DeGroot's clubs and administration to accomplish our goals.

We will be participating in committees, reaching out to our constituents, and always striving to improve the lives of DeGroot students. We look forward to receiving the input from constituents, and using their feedback to shape our decisions and plans for this upcoming year. We are very excited to make this year one for the books.

Sincerely,

Your Best Commerce Caucus Yet.

## GOALS

---

### OUTREACH

Objective 1	Social Media (Instagram, Facebook)
Description	<ul style="list-style-type: none"> <li>● Launch Instagram for SRA Commerce</li> <li>● Keep increasing Facebook outreach through posting important things that affect Commerce students. This includes reaching out to clubs to build a relationship where we can post about events that are happening within the Commerce faculty.</li> <li>● Further promoting MSU events and informing the Faculty of Commerce of any upcoming events that affect us as a whole (eg. continuing posts like SRA Commerce's coverage of Provincial Elections)</li> <li>● Goal is to ensure every member of DeGroote is following SRA Commerce on at least one social media platform</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Keeps constituents informed on what SRA, SRA Commerce, the MSU and many of the DCS clubs are up to.</li> <li>● Creates a strong partnership with other Commerce clubs and DCS.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Many students do not use Facebook anymore, and posting too much can lead to important messages getting lost.</li> <li>● Ensuring people are actually viewing content and reaches out to the right audience</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● We want to target first-year students so that they are connected with SRA and the MSU for all of their four years of university.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Create events during Welcome Week to get students to like our page and get something in return. For example, we want to do a give-a-way or a "like our page and get a candy" event.</li> <li>● We will talk to Michael Wooder to see what the best course of action is.</li> <li>● Have a major prize where people can be entered if they take a picture and share it to the instagram story.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● The MSU and DCS, Michael Wooder, and Underground</li> </ul>

<b>Objective 2</b>	<b>Recap Videos</b>
Description	<ul style="list-style-type: none"> <li>● Throughout the year, Selene, Arianna and Talha ran for transparency within the MSU. Recap videos were very successful last year and we look forward to continuing it this year with other interested caucuses.</li> <li>● Set a schedule time for the interested parties to meet for the whole year</li> <li>● Create a story plan and see if Hayley Greene can help create the 60 second videos.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● A sixty second video is a great way to summarize what is happening within a meeting and informing our constituents of changes.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Last year, our main problems were time constraints and scheduling all the people than were interested in filming.</li> <li>● Another difficulty is the time invested into editing the video and uploading it.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● This will increase transparency with constituents as well as make information more accessible to students. It will also allow us to establish a stronger base of students who are involved and interested in student affairs.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Arianna, Talha and Selene are spearheading this objective and we are thinking of setting a time that works for people interested every time we meet for SRA. These times will be agreed upon beforehand to ensure that interested parties are free during these times.</li> <li>● Meeting on a week night for an hour to ensure recap videos are made</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Haley Greene, other caucuses, and SRA Commerce members</li> </ul>

<b>Objective 1</b>	<b>Club Fest booth &amp; DCS Cookout Exposure</b>
Description	<ul style="list-style-type: none"> <li>● We are looking into creating a strong relationship with DCS to get invited to their events so we can have more exposure as SRA Commerce.</li> <li>● This allows us to promote our platform and tell DeGroote students about upcoming events</li> <li>● Get a booth at Clubfest with any other SRA members interested and promote people following the SRA through giving swag things (like water bottles, string bags, etc) for liking SRA facebook pages.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Increase our outreach and exposure within Commerce</li> </ul>

	<ul style="list-style-type: none"> <li>● Allowing DeGroote students to learn more about MSU and how SRA can benefit them</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Organizing booth at Club Fest can be time consuming and draining.</li> <li>● Getting DCS to agree to give us the exposure at Cookout.</li> <li>● There are a few logistic difficulties such as attracting students to our booth, encouraging questions, and inciting interest among first year students.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● This will allow us to establish a good relationship with DCS as well as increase exposure to new students who are eager to participate in their community</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Meeting with the DCS President and execs for an introduction and to present our ideas, and see if they would like to collaborate on a year plan with us.</li> <li>● Have a major prize where people can be entered if they take a picture and share it to their instagram story.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● SRA Commerce and DCS</li> </ul>

Objective 1	<b>Welcome Week Exposure</b>
Description	<ul style="list-style-type: none"> <li>● Our main priority is to give our incentives (candy, sunglasses) hoping that we can mass order it (if other caucuses are interested) and give them out during Welcome Week, upon liking a social media platform.</li> <li>● Allows us to promote our platform and tell DeGroote kids about upcoming events</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Interacting with eager first years is beneficial because it allows for them to learn about the services that SRA can provide them with.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Most students are usually not interested in student governance, and are thus reluctant to seek out opportunities and information.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Connection between MSU and DCS as this lacks currently.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● We want to have giveaways (raffle online and in the booth) to get tractions to our social media sites. Then, shortly after when there is high number of traffic on our social media sites, we will release a survey online for some of our year plan points.</li> </ul>

Partners	● MSU, Talha, Arhem and Selene
----------	--------------------------------

Objective 1	<b>Calendar for Commerce clubs</b>
Description	<ul style="list-style-type: none"> <li>● Having many clubs and events that happen throughout the year, many students miss out on these opportunities because they are not aware that they are happening.</li> <li>● We want to centralize a calendar system on a webpage, we are considering using DCS's already existing page, to have the calendar that shows all of the clubs' events that students can attend.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Increase attendance to many of the events that clubs host, as well as provides us with an opportunity to spread awareness about our own events.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● This falls more under the jurisdiction of the DCS (Student life), but bringing this to their attention would also allow us to put events that we organize on to the calendar as well.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● It would be a great place to increase the traction to one centralized place, where students can get all of their information about events.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Reach out to DCS and see if this is something they are interested in.</li> <li>● If not, then coming up with other already existing platforms that we can use for this initiative.</li> <li>● Currently DCS website has nothing under events, propose a calendar for events</li> </ul>
Partners	● DCS, Talha, and Selene

## Events

Objective 1	<b>Networking Night</b>
Description	<ul style="list-style-type: none"> <li>● Get professors, recent graduates, industry professionals to come to McMaster to talk about their experience within the job field.</li> <li>● It can be done at Life at Mac in conjunction with Scott to create a Commerce Networkship Night.</li> <li>● The venue can be in the Grind, the Phoenix or 1280.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Students can network with people within their field that can provide them with field knowledge.</li> </ul>

Difficulties	<ul style="list-style-type: none"> <li>● It is difficult to ask all these people to give out time on one night to come out and support the event.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Establishing better connections with alumni and industry professionals will improve the reputation of DeGroote as a business school. This will lead to more work opportunities for current DeGroote students as well as increasing the number of applicants to the program.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Reaching out to professors, recent graduates, industry professional for a night of networking and mingling to create better opportunities for constituents to further develop as an individual</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Alumni, DeGroote's Experience Office ~600</li> </ul>

Objective 1	<b>Mentorship Program</b>
Description	<ul style="list-style-type: none"> <li>● Ask professors and/or business professionals if they would be interested in creating a mentorship program for students and professors. In which, professors would be asked to give one hour of their time to meet one-to-one with a student and share some of their experience. Foster students with developmental skills, resume critiquing, interview tips</li> <li>● Coordinate with DCS to see if this is something that they work in together.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Better prepares students on what to expect when finishing university.</li> <li>● Gives selected candidates the ability to learn from an industry professional to be mentored into a young professional</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● It is difficult to get professors to begin agreeing with all these expectations and plans that we are asking them to do.</li> <li>● Logistical issue of connecting successful candidates to mentors</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● It would be very beneficial to have a mentor within school who can better guide you on things like resume critique, interview prep, etc.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Reaching out to our current professors to see if any of them are interested in pursuing this</li> <li>● Having an application for students to partake in such mentorship</li> <li>● These applications would be based on the fields of</li> </ul>

	<p>interest and they would be match with a professor on that field.</p> <ul style="list-style-type: none"> <li>● This would run for a month, an hour each week.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● DeGroote’s professors, SRA Commerce</li> </ul>

Objective 1	<b>Internships Night</b>
Description	<ul style="list-style-type: none"> <li>● This is a two-part event, in which we first focus on creating an event where we invite past participants of internships to share more about their roles and positions within companies.</li> <li>● They would share more about the process and the skills that were used as interns within their companies.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Great way to prepare the upcoming third year students who are thinking about applying for internships.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● As a student, it can be hard to devote time to these particular events.</li> <li>● Finding past intern who are interested</li> <li>● Organizing an event with interns and logistical issues in regards to making this a successful event, such as proper organization, successful turnout, location.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● It greatly helps students apply for internships that they are interested in and can give them a headstart on the application process.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Contacting DeGroote’s Experiential Office to arrange this with them and contacting our past friends who have gone on internships.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● DeGroote’s past interns and DeGroote’s Experiential Office</li> </ul>

Objective 1	<b>Skills Night (Internship Night 2)</b>
Description	<ul style="list-style-type: none"> <li>● This is the second part to our event, in which we focus on the skills that the past interns talked about and provide a workshop to go over the basics. This would probably be around using Microsoft’s Excel.</li> <li>● Excel being a Commerce kid’s most treasured skill, this is an opportunity to learn before starting an internship to make DeGroote’s name more prestigious among companies.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Students can have a stronger application when they say</li> </ul>

	that they have taken all these initiatives to work on the skills that are required for the job.
Difficulties	<ul style="list-style-type: none"> <li>● Finding a qualified individual to lead the workshop. We also may have difficulty getting students to attend the event if we are not mindful of scheduling the event at a time where students are not too busy.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● If successful, this is something that we can recommend upcoming and next year's SRA to do.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Finding an experienced professional or past graduates who have been on internship to give a workshop for basic to intermediate excel skills.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Past interns or anyone who is really skilled at it.</li> </ul>

Objective 1	<b>Case Study Seminar</b>
Description	<ul style="list-style-type: none"> <li>● This is a seminar around how to do case studies for interviews or for competition. This would be in the beginnings of the year to give students the chance to apply to extra-curriculars.</li> <li>● Partner with JDCC to see if they are interested in holding a session teaching other students how to do case studies.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Can help a student learn the skills that will be needed when looking and applying for jobs.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● We are still trying to figure out how this would look like and who will lead it.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● It can be something that we look into expanding or doing over the winter term as well.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Reaching out to other external parties to see if they are interested in coming and hosting a workshop.</li> <li>● As well as asking professors if they are willing to help us out</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● JDCC and professor.</li> </ul>

## Academics

Objective 1	<b>Group Study Courses First Year / second</b>
Description	<ul style="list-style-type: none"> <li>● In business and jobs in general, group work is a fundamental part of how most companies operate. Employees are often working together with one another</li> </ul>

	<p>or clients, and in business group work is very common. We should foster an academic environment where students are exposed to more group work to build networks and be prepared for working with others in the real world</p>
Benefits	<ul style="list-style-type: none"> <li>● Prepared for jobs, build network with peers, prepared for interacting with others (good for networking, building relationships).</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Some courses cannot implement group work very easily, some students prefer to not work in groups, makes academic rigor easier, potential for social loafing</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Create lasting relationships and networks.</li> <li>● Better prepares students for work.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Talk to professors, Dean of Commerce, and determine if most students would prefer a group work focus academic environment.</li> <li>● Look at courses known for group work and see if the rating of those courses is high/low (can potentially provide information of if students want group study courses).</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Arhem</li> </ul>

Objective 1	<b>Exam Schedule</b>
Description	<ul style="list-style-type: none"> <li>● In Commerce, there are many courses that get their exams scheduled during the same days as other required courses. It would be a lot more beneficial if there was a centralized system for the registrar to be aware of other exams that were happening around the same date as their own.</li> <li>● We are aware that this is something that is currently happening, but we feel that we can have conversations to improve it in regards to the Commerce faculty.</li> <li>● Get pictures of exam schedules and midterms, to show the registrar that many Commerce students have high weighted examinations within 12 hours of each other.</li> <li>● Potentially enforcing a policy of not being allowed a multiple midterms weighting 65% within 12 hours.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Gives students more time to better prepare for midterms without having to worry about having multiple exams/midterms back to back.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Commerce is a big faculty and this requires more work</li> </ul>

	from professors and the registrar, however, we hope that they see the value that this will give students.
Long-term implications	<ul style="list-style-type: none"> <li>● If this works, there will now be a system that gives students a break from a bad midterm schedule that can hurt their grades, because of lack of time in between examinations.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Ask the registrar's office to see if this is something that they can implement to prevent further conflicts.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Registrar's Office, Selene, Talha, Dean of DeGroote</li> </ul>

Objective 1	<b>Innis Booking only for Commerce</b>
Description	<ul style="list-style-type: none"> <li>● This is something that Selene ran and was elected for.</li> <li>● Looking at the HSL study room booking system that prioritizes Health Science students when booking out study rooms and implementing something similar to Innis.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Innis is a Commerce library, therefore, we should prioritize our students to have space to study.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● It is a difficult process to approach McMaster Libraries after all the work that was done last year. Hopefully, they are open to new changes across the McMaster community this year as well.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Easier accessibility for Commerce kids to meet for group work and increased traffic at Innis library.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Create a survey to see if this is what Commerce students really want, and then present these findings to the University Librarian to see if this is something that is allowed to happen.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● University Librarian, and Talha and Selene</li> </ul>

Objective 1	<b>Saturday Midterms</b>
Description	<ul style="list-style-type: none"> <li>● In commerce, midterms are often scheduled on saturday mornings. Students have expressed the inconvenience for this format for many reasons (not being able to go home, studying on a friday night, etc.)</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Friday night cramming is more detrimental than beneficial, if we find a way around saturday midterms, students may end up doing better on midterms</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Size of faculty might prove difficult to avoid saturday</li> </ul>

	midterms (no alternatives).
Long-term implications	● Possibly better results on midterms, avoiding studying on a Friday night would keep most students happy and result in an overall satisfied student body.
How?	● Talk to Commerce Dean or academic faculty to see if it is possible to change this.
Partners	● Arhem

## Other

Objective 1	<b>Shuttle buses for business events</b>
Description	● In many events that are promoted by DeGroote's Experiential Office there is a lack of transportation to and from the event. This hinders the opportunity for many students who cannot get to and from the event during the school week.
Benefits	● Opens the opportunities to students who otherwise would not attend because the places are inaccessible to go without a car.
Difficulties	● It is a challenge to arrange transportation to and from an event with the amount of people that they allowed to the event.
Long-term implications	● This would give Commerce students the chance to attend these conferences and enhance their student experience.
How?	● Speaking to the DeGroote Experiential Learning office to see if there's anything that can be done to accommodate this concern.
Partners	● DeGroote Experiential Learning Office and Selene

## Long-term planning

---

Overarching Vision ( <i>what is the ultimate goal?</i> )	<b>To provide DeGroote students with enriched experiences and opportunities through innovative academics and purposeful events to develop each individual into a young professional.</b>
Description	We plan to accomplish this goal by breaking it into three parts. First, we will focus on building a stronger base of outreach through the

	<p>use of social media platforms (Facebook &amp; Instagram). The caucus will also increase outreach by focusing on marketing during high peak seasons (specifically Welcome Week) and by planning events. Once we have established a better connection to constituents, we hope that this will encourage more students to become more engaged with the MSU. The final step to completing our long-term plan is to maintain an open line of communication to constituents through transparency, allowing them to be fully informed of how they are being represented, and the decisions we make that affect them.</p>
Benefits	<p>Allowing DeGroote students to learn through events and academics that will help foster them into a young professional upon completion of undergrad.</p> <p>Creating outreach about DeGroote and its prestigious program across universities by ensuring all graduates are well equipped with the skills and knowledge that will allow them to excel in a professional environment.</p> <p>This goal will help foster a stronger culture that encourages students to actively engage with the MSU through student affairs.</p>
Year 1	<p>Provide events throughout the year that focus around these three themes:</p> <ol style="list-style-type: none"> <li>1. Outreach</li> <li>2. Events</li> <li>3. Academics</li> </ol> <p>These events range from networking events to SRA recap videos. All of these initiatives will provide a certain guideline for upcoming SRA Commerce members to follow as we share our successes and our improvements. Many of these ideas and connections that we are building with different university stakeholders are projects that take longer than a year. For example, looking at Innis booking for Commerce students and exam scheduling are projects that take longer than a year. Therefore, gathering feedback and beginning the conversations are vital within this year. This will give a start to the planning of the next upcoming years.</p>
Year 2	<p>During this year, the main focus should be around what are the projects that still need to be completed, or finalized. Not only that but to oversee if the projects worked to expectation and where they can be improved. For example, if Innis booking is successfully</p>

	<p>implemented during the first year, this second year would be around analyzing whether this is something that we should continue as a faculty.</p> <p>This will ensure there is continuity with the initiatives that the 2018-2019 Commerce Caucus have done, and make sure that they are fulfilled and new ideas are also implemented.</p>
Year 3	<p>Most of this year will be focused around ensuring that all the initiatives have come to fruition with the expected result. This means looking back at things like the club calendar and see if that is effective in reaching students with the events. As well as following last year's SRA commerce goals and year plans.</p>
Partners	<p>Most of the partners range throughout McMaster like the stakeholders, professors, past alumni, the University Librarian, etc. Every objective has different interested partners that will be beneficial to complete the process.</p>

## GOALS to strive for

---

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

1. Meeting with DCS President for an introduction and making a connection to discuss events outlined in the year plan
2. Schedule DCS meetings and possible SRA attendance on frequent executive meetings
3. Creation and promotion of Instagram to ensure outreach is booming
4. Welcome Week Exposure and Clubfest; planning and organizing everything in time for Frosh Week so we can engage incoming first years about SRA Commerce and upcoming events
5. Meeting with VP Admin to get more contact information so that we are reaching out to the correct people in order to accomplish our goals.

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

1. Create an Instagram account for SRA Commerce and have a following of at least 300 DeGroote students.

2. Produce recap videos of each meeting and receive at least 1000 views on each of them.
3. Host one event with successful student turnout and participation. (Internship event)
4. Meeting with Registrar and Dean of DeGroot to ensure exam scheduling is done efficiently without any stress on undergraduate students about close midterms
5. Possible creation of DCS Calendar for events on website to ensure students are up to date with events that are targeting Commerce students

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

1. Creating a Mentorship program to allow students the opportunity to be mentored by someone to develop and foster into a young professional at an earlier point during undergrad
2. Plan out a way to execute the innis library room booking (giving priority to commerce students)
3. Executing a skills night for DeGroot students to further their Microsoft skills and have a successful turnout
4. Explore the possibility of scheduling exams/midterms and determine if there is a way to avoid saturday midterms
5. Create a successful information session for interested Commerce students for the SRA position.

## Master Summary

---

July	<ul style="list-style-type: none"> <li>● Finish year plan and have clear individual tasks for each member as well as collective tasks for the caucus as a whole.</li> <li>● Administrative concerns (Schedule bi-weekly caucus meetings - possibly book a room &amp; decide on one day that we are all available to meet)</li> <li>● Plan for outreach survey (Must decide on content, incentive and release date)</li> <li>● Create a plan around who is in charge of what when dealing with recap videos, specify the interested parties and ensure we finish them in a timely manner.</li> <li>● Begin the plans surrounding welcome week to ensure that our giveaways are ready for this upcoming September (Welcome Week and Club Fest).</li> </ul>
August	<ul style="list-style-type: none"> <li>● Celebrate Selene and Arhem's BIRTHDAY!!!</li> </ul>

	<ul style="list-style-type: none"> <li>● Meet with the Dean of Commerce</li> <li>● Meet with VP Admin to obtain relevant contacts to reach out to in order to meet our goals.</li> <li>● Meet with the manager of the undergraduate student experience office (Greg Rombough) to discuss events being posted on the commerce bulletin</li> <li>● Meet with DCS President to propose events and possible collaborate, specially plan out to see if SRA can be part of the DCS cookout. <ul style="list-style-type: none"> <li>○ In this meeting also discussed the idea to create a calendar for commerce clubs and see if they are interested in hosting it on their website.</li> </ul> </li> </ul>
September	<ul style="list-style-type: none"> <li>● Create Instagram account</li> <li>● Talk about Innis hours with University Librarian</li> <li>● Start the planning process for our event (Mentorship/Internship event)</li> <li>● Meet with Registrar and Dean of Commerce for an introduction and pitch platform and changes that SRA Commerce would like to bring to the faculty.</li> <li>● Begin to explore different universities and how they trained their students to do case studies and begin the logistics around the case study seminar.</li> <li>● Talk to the registrar about the exam schedules concerns with commerce students.</li> </ul>
October	<ul style="list-style-type: none"> <li>● Successfully plan and execute Internship night in order to allow proper networking for students going on internships the following year <ul style="list-style-type: none"> <li>○ Create the event around the skills that are needed for an internship.</li> </ul> </li> <li>● Have the case study seminar to teach students the skills that are needed whenever it comes up in an interview or for case competitions.</li> </ul>
November	<ul style="list-style-type: none"> <li>● Ensure that goals from past months are accomplished so that we complete everything planned for the fall term</li> <li>● Finish bulk of the work for fall term in this month; as December is busier with exams and holidays</li> <li>● Talk with the Experience Office around the issues of transportation with their events and see any other alternative for that.</li> <li>● Creating an application process for Mentorship program</li> </ul>
December	<ul style="list-style-type: none"> <li>● Focus on planning for the winter term (specifically the Microsoft skills workshop)</li> </ul>

	<ul style="list-style-type: none"> <li>○ Find a well experienced individual to lead the workshop</li> <li>● Reaching out to professionals and professors for mentorship program</li> <li>● Exam survival package!</li> </ul>
January	<ul style="list-style-type: none"> <li>● Confirming with professors and professionals for mentorship program commitment</li> <li>● Promoting the mentorship program and having students apply for the program with the application</li> </ul>
February	<ul style="list-style-type: none"> <li>● GET LITTY FOR TALHAS BDAYYYYYY :P :) :D</li> <li>● Pick successful candidates for Mentorship Program and successfully pair them with a professor.</li> </ul>
March	<ul style="list-style-type: none"> <li>● Advertise elections and encourage those interested in running to reach out to us personally or through office hours</li> </ul>
April	<ul style="list-style-type: none"> <li>● Finalize any ongoing projects and advertise upcoming election</li> <li>● Exam survival package</li> <li>● Creating an event for people who are interested in running for SRA within Commerce.</li> <li>● Meeting with the new SRA Commerce caucus to create a progress report and tell them about our past year.</li> </ul>

# **YEAR PLAN**

**Student Representative Assembly**

**Engineering Caucus**

**2017-2018**

(submitted Tuesday July 10, 2018)

Liam Sykes (Caucus Leader)

Josh Arbess

Mitchell Adel

Nikhail Singh

Seraj Singh

Menatalla Ibrahim

## OFFICE OF THE SRA Engineering Caucus

### INTRODUCTION

Dear members of the Assembly, and fellow engineering students,

On behalf of my caucus, thank you for giving us the opportunity to prepare this plan for the year, we hope that the objectives within it will help improve your day to day life as McMaster students. The overarching goal of this plan is to lay the groundwork so that future engineering students will be more knowledgeable about the MSU, and will hopefully become involved with it in some way.

This year, we are striving for transparency and awareness of our progress. This will be accomplished by using a promotional plan to increase both in-person and online outreach to engineering students. We will also be requesting feedback periodically, and are more than happy to receive your questions, comments, or concerns at any point through the year.

We are also hoping that we will be able to strengthen relationships with other groups and departments, particularly the MES. For too long, our groups have worked separately towards similar goals. It's time for us to come together and create a plan to best represent, advocate for, and improve the lives of our fellow engineering students.

Additionally, each member has various individual projects they will be working on this year, with input from the rest of the caucus.

Once again, thank you for entrusting us with this opportunity. If you ever have anything that you would like to see us work on, don't hesitate to email [sraeng@msu.mcmaster.ca](mailto:sraeng@msu.mcmaster.ca).

Sincerely,



Liam Sykes,  
Caucus Leader  
SRA Engineering

## CAUCUS GOALS

Objective 1	<b>Advocating for improvements to Engineering Co-op and Career Services (ECCS)</b>
Description	This year, we hope to work with the co-op office to ensure transparency around fees, and to ensure that students still enjoy the benefits of being full-time students at McMaster.
Benefits	<ul style="list-style-type: none"> <li>● Students on co-op will have access to the MSU health and dental plan which will help remove financial barriers to participating in the co-op program</li> <li>● Students will know exactly how their money is being spent and will be able to provide feedback through the SRA or MES.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● The co-op office has their own plans for the year and could be resistant to changes. Specifically, they may be reluctant to adjust fees based on our advocacy.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Future students can go on internships knowing that they will still be supported by the McMaster Student's Union</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Work with the VP Education to collect best practices from other universities</li> <li>● Work with the VP Administration to change MSU bylaws so that students on co-op are considered MSU members</li> <li>● Work with the MES to collect feedback from students and advocate based on that feedback.</li> <li>● Work with ECCS and the full-time finance staff to reach an agreement so that students on internship are covered on the health plan.</li> <li>● After reviewing the fee structure, advocate to the ECCS on any changes we feel will positively impact engineering students.</li> </ul>

Partners	<ul style="list-style-type: none"> <li>● ECCS (specifically the manager, Kathryn Leistner, the manager of the service)</li> <li>● Liam McDermott, MES President</li> <li>● Ian Currie, MES VP Academic</li> <li>● Melissa Cusack, MES VP External</li> <li>● Scott Robinson, MSU VP Finance</li> <li>● Kristina Epifano, MSU VP Administration</li> <li>● Stephanie Bertolo, MSU VP Education</li> <li>● Victoria Scott, Administrative Services Coordinator</li> </ul>
----------	---

Objective 2	<b>SRA Engineering Promotional Plan</b>
Description	Create a plan to use a combination of in-person contact and social media to maintain transparency, and to better connect and engage with engineering students.
Benefits	<ul style="list-style-type: none"> <li>● Students will be more aware of our work through the year, and how the MSU is adapting to better serve them</li> <li>● Our caucus will be better able to collect feedback from engineering students and thus be better able to represent them</li> <li>● Students will increased knowledge of the support and services offered to them by the MSU</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● This has been on many year plans before, and past iterations of SRA eng have been mostly unsuccessful with engagement</li> <li>● It's difficult to find new avenues to connect with students that haven't yet liked the page</li> <li>● Will have to get a budget approved from the special projects fund to run a follower campaign</li> </ul>

Long-term implications	<ul style="list-style-type: none"> <li>● Increased likes/followers on pages will help keep the pages relevant year after year</li> <li>● Feedback can be obtained regarding the MSU's long-term goals</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Speak to SRA science about best practices for promotion</li> <li>● Make an Instagram account and ensure it is used regularly</li> <li>● Develop a strategy that will include a mix of both in person and social media promotions.</li> <li>● Run some joint promotions with the MES</li> <li>● Run a follower/like campaign in the fall, and if it's successful then another one in the winter.</li> <li>● Better advertise our office hours.</li> <li>● Be included in the SRA meeting recap videos</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Haley Greene, Communications Officer</li> <li>● Graeme Woods &amp; Alex Moica, MES Directors of Public Relations</li> <li>● Alexandria Johnston, AVP Finance</li> <li>● SRA Science</li> </ul>

Objective 3	<b>Improve relationship with the MES</b>
Description	<p>Previously, there has been very little communication between the MES council and the SRA. We will ensure that we are aware of each others' projects and will work cohesively to make the greatest possible impact on engineering student life. This will include attending all MES council meetings, co-hosting events, and regular meetings with their Exec team to work jointly on projects.</p>

Benefits	<ul style="list-style-type: none"> <li>● Will allow us to pool ideas and resources to complete larger projects</li> <li>● Will increase awareness of what the other group is doing</li> <li>● Working together, we can hopefully increase engagement with both groups</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● The rift between the two groups goes back a long way, and long-held opinions are hard to change</li> <li>● We have to find a way to create a lasting partnership, as there is a high turnover from year to year in both groups</li> </ul>
Long-term implications	Creating a lasting relationship will help us work together in the long term, hopefully allowing us to tackle larger, long-term projects in future years.
How?	<ul style="list-style-type: none"> <li>● Have an initial meeting with the MES Exec soon after the caucus is formed</li> <li>● Have SRA members at all MES council meetings, and try to join the discussion, especially when an issue affects the MSU or when there is something the MSU can offer.</li> <li>● Present at both Semi-Annual General Meetings (SAGMs)</li> <li>● Run at least one joint event and work jointly on other projects as they arise (eg. Valedictorian OP change, see below)</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● MES Council, and particularly the MES exec team</li> </ul>

Objective 4	<b>Remove Grade cut-off for Engineering valedictorian candidates</b>
-------------	--

Description	<p>The current operating policies require that candidates for valedictorian have at least a 7 average to be considered. However, our caucus realises that sometimes the best candidates are those who were heavily involved in Engineering student life, and whose grades were a little lower as a result. In collaboration with the MES, we are looking to remove this cut off for engineering to give everybody a shot. We hope to make the change so that grades are still looked at subjectively by the committee, but do not stop great candidates from applying.</p>
Benefits	<ul style="list-style-type: none"> <li>● Makes applying to be valedictorian more accessible for all engineering students</li> <li>● Allows the selection committee to pick a candidate based on who made a difference in the McMaster community, and who will give a strong speech</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Since it's only engineering that we want to change, complications may arise if other academic divisions also want to remove the minimum grade</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Since it's an operating policy change, this will have a lasting impact on how engineering valedictorians are selected</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Consult Max Lightstone, who began this initiative during his term on the SRA</li> <li>● Obtain letters of support from the MES, Faculty of Engineering and potentially others who support the motion</li> <li>● Write a memo to the SRA rationalizing the change</li> <li>● Bring a motion to the assembly to change OPERATING POLICY - VALEDICTORIAN SELECTION</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Liam McDermott, MES President</li> <li>● Ian Currie, MES VP Education</li> <li>● Dr. Ken Coley, Associate Dean (Academic), McMaster Engineering</li> <li>● Max Lightstone (former SRA Engineering Caucus leader)</li> <li>● Stephanie Bertolo, MSU VP Education</li> <li>● Raquel Deperasinski, MSU AVP Internal Governance</li> </ul>

Objective 5	<b>Advocate for increased OER use</b>
Description	As we all know, textbooks are expensive. Open Educational Resources are online textbooks, software and other materials that can be used free of charge. This year, we will work with various partners to increase the use of these books in engineering courses, and hopefully within other faculties as well.
Benefits	<ul style="list-style-type: none"> <li>● If even some courses switch to OERs, student costs will be cut heavily as they will not have to buy textbooks for the course</li> <li>● Since the books are online, they are easier to take from place to place</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Many times, professors based their courses around a specific textbook/software, so it could be difficult to convince them to adjust their courses to use OERs</li> <li>● Some specialized courses may not have a good OER that reflects what is being taught</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● OER databases are growing. Future SRA engineering caucuses will have to monitor this, or convince the faculty to, because as more books become available, more classes can switch over.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Meet with Ian and Stephanie to work out best practices for advocacy efforts</li> <li>● Research available OERs and match them with course outlines to see which courses should be targeted</li> <li>● Work with the MES and MSU to run campaigns to increase student awareness of OERs</li> <li>● Reach out to the faculty and to professors to try and convince them to switch over to OERs in cases where one would provide a good substitute</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Stephanie Bertolo, MSU VP Education</li> <li>● Ian Currie, MES VP Education</li> <li>● Faculty of Engineering, and staff members</li> </ul>

## PERSONAL GOALS

Objective 1	<b>Promote Off-Campus Housing Resources</b>
Member(s) working on goal	Nikhail Singh, Liam Sykes
Description	We hope to promote and advocate for improvements to the McMaster standard lease, the soon to be released landlord rating system, the Student Community Support Network, and resources from the Student Success Centre.
Benefits	<ul style="list-style-type: none"> <li>● Students will be more aware of their rights when communicating with their landlords, and will be more aware of the resources available to them as off-campus students</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Many of these are external services to the MSU that we will have to communicate with</li> <li>● Will have to look into ways to get this information to international students, as many of them live off campus in first year</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● As the landlord rating system and other services improve, students will be able to make better and better decisions about off-campus housing</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Work with the University Affairs committee to reach out to these departments and help them promote their services</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Tasneem Warwani, AVP University Affairs</li> <li>● University Affairs Committee</li> <li>● SCSN</li> <li>● SSC</li> <li>● McMaster Off-Campus Resource Centre</li> </ul>
Objective 2	<b>Bylaw Cleanup</b>

Member(s) working on goal	Liam Sykes, Nikhail Singh
Description	<ul style="list-style-type: none"> <li>• With many changes to the structure of the MSU, many of the Bylaws and Operating Policies have become outdated. I will go through these documents, and work with the Internal governance committee to update them to reflect the current structure of the MSU</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Clean bylaws and operating policies make it easy for students to understand the procedure for any issue or improvement that they would like to bring within the MSU</li> <li>• Students will better understand the benefits of being MSU members</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Some of the bylaws are very outdated, and discussions will have to occur to determine what the best change is</li> <li>• The bylaws and particularly Operating Policies will have to be monitored regularly to ensure that they still reflect the current state of the MSU</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• As the MSU continues to change to better serve the needs of its members, these policies will also have to change. This action will bring us up to date moving forward.</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Read through every MSU Bylaw and Operating Policy, making notes of changes that need to be made</li> <li>• Compile all changes into an easy-to-read format, and send to Kristina and Raquel</li> <li>• Ensure that these changes are made in a timely manner, and bring changes to the SRA when necessary</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Raquel Deperasinski, AVP Internal Governance</li> <li>• Kristina Epifano, VP Administration</li> <li>• Internal Governance Committee</li> </ul>

Objective 3	<b>Improve Elections</b>
-------------	--------------------------

Member(s) working on goal	Liam Sykes
Description	Last year, elections were a bit of a mess. Specifically, the online voting system used malfunctioned, and some of the rules negatively impacted the accessibility of elections. This year I will be working on the Elections committee to increase accessibility, and to ensure that everybody who wants to vote, can vote
Benefits	<ul style="list-style-type: none"> <li>• Every student will be able to have a say</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• We are currently locked in a contract with Simply voting so switching systems is likely not an option</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Creating a strong set of guidelines now will help ensure future elections and referenda run smoothly</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Obtain a seat on the elections committee and work with relevant parties to ensure that election rules are improved</li> <li>• Talk to Scott to see what the contract with simply voting is, and to explore other options</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Elections committee</li> <li>• Scott Robinson, VP Finance</li> </ul>

Objective 4	<b>Advocate for Affordable Tuition</b>
Member(s) working on goal	Mitchell Bishara
Description	Tuition is constantly on the rise, which is quickly making post-secondary education even more unaffordable. This year, I hope to advocate to the Provincial government to increase tuition with inflation
Benefits	<ul style="list-style-type: none"> <li>• Tuition will not skyrocket from year to year</li> <li>• Easier for students to budget knowing tuition can only increase by so much</li> </ul>

Difficulties	<ul style="list-style-type: none"> <li>• With a new government for the first time in over 14 years, past advocacy techniques will have to be adjusted to appeal to the current leadership</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Creating a long-term agreement will improve the financial accessibility of post-secondary education for years to come</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Work with the Provincial and Federal Affairs committee to advocate for this goal</li> <li>• Ensure that this is a priority for the Ontario Undergraduate Student Alliance</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Stephanie Bertolo, VP Education</li> <li>• Urszula Sitarz, AVP Provincial, and Federal Affairs</li> <li>• Provincial and Federal Affairs committee</li> </ul>

Objective 5	<b>Experiential Learning</b>
Member(s) working on goal	Menatalla Ibrahim, Mitchell Bishara
Description	In engineering, courses teach a lot of theoretical information, without giving any hands on experience. We hope to run monthly workshops, at little or no fee, to give students a better idea of what they will actually be doing as engineers when they join the workforce.
Benefits	<ul style="list-style-type: none"> <li>• Students will get some hands on experience with various material taught in courses</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• May be difficult to find experts willing to come in and lead the workshops</li> <li>• May be difficult to successfully promote these workshops to students</li> <li>• There are many specializations within engineering, so it will be hard to create workshops that will appeal to a wide audience</li> </ul>

Long-term implications	<ul style="list-style-type: none"> <li>● If the program is successful, it could be run again in years to come</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Find industry experts willing to come in and teach students a hands-on skill. Speak with Engineering Co-op and Career Services as well as individual program societies about this</li> <li>● Work with the MES to plan and host the event</li> <li>● Obtain funding from the SRA Special Projects fund</li> <li>● Run monthly, if it's successful</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Melissa Cusack, MES VP External</li> <li>● Various industry partners</li> <li>● Program Societies</li> <li>● ECCS</li> <li>● Alexandra Johnston, AVP Finance</li> </ul>

Objective 6	<b>Grade Redistribution</b>
Member(s) working on goal	Mitchell Bishara
Description	There's a lot of weight put onto midterms and exams, creating stress for some students. I hope to advocate to professors to change course breakdowns to be more assignment based.
Benefits	<ul style="list-style-type: none"> <li>● Will help relieve some stress during midterm and exam periods</li> <li>● If students don't do well on one component of the course, it won't bring down their mark as much</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Grade distribution is a divisive issue, and some professors may be reluctant to change their course</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Future students will take the course in this new format</li> </ul>

How?	<ul style="list-style-type: none"> <li>● Speak to Stephanie and Tasneem about best practices when advocating to the faculty</li> <li>● Meet with Ian to create a hard plan on what to ask the faculty to do</li> <li>● Advocate to various members of the engineering faculty</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Stephanie Bertolo, MSU VP Education</li> <li>● Tasneem Warwani, MSU AVP University Affairs</li> <li>● Ian Currie, MES VP Education</li> <li>● The Faculty of Engineering</li> </ul>

Objective 7	<b>Improved Mental Health Strategy</b>
Member(s) working on goal	Menatalla Ibrahim
Description	In engineering, there is a constant push to do well, which can be detrimental to mental health. This year, I hope to raise awareness about mental health issues, and the services available to students on campus
Benefits	<ul style="list-style-type: none"> <li>● Increased mental wellness will result in less stressed students and hopefully even higher grades</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● This is a very sensitive topic, and is difficult for some to talk about.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Any improvements now will benefit future students as well</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Work with the MES Wellness committee to see how this problem can best be addressed, and to investigate where changes to existing programs should be made</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● The MES Wellness committee</li> <li>● Student Wellness Centre</li> </ul>

Objective 8	<b>Improve Municipal Transit Security</b>
Member(s) working on goal	Josh Arbess
Description	The HSR has been plagued with problems, and these have been very evident the past year. Late buses cause students to miss classes, and other events within the McMaster and Greater Hamilton community.
Benefits	<ul style="list-style-type: none"> <li>• Students will have a greater confidence in Municipal transit, and won't miss out on the important things</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Since the HSR is an external organization, we can't just solve the problem, any changes made will have to be the result of advocacy efforts</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• Since the MSU will continue providing an HSR bus pass into the future, ensuring that transit is reliable will make sure that future students are also able to get where they need to go.</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Work with the Municipal Affairs committee to advocate to the HSR for more buses and to get a guarantee that buses will run on time</li> <li>• Encourage student involvement in the Hamilton Transit Riders' Union</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Shemar Hackett, AVP Municipal Affairs</li> <li>• Municipal Affairs committee</li> </ul>

Objective 9	<b>Engineering First Years Mentorship Program</b>
Member(s) working on goal	Seraj Singh, Menatalla Ibrahim
Description	Coming to McMaster is a big jump from high school, both in terms of academics and other responsibilities. It would be useful to create a mentorship program to help first years find their footing in their new courses, and to feel more at home at McMaster

Benefits	<ul style="list-style-type: none"> <li>• Students will have an older student to get help from on schoolwork and with student life</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Relies on older students being willing to mentor first year students</li> <li>• Have to find a way to fund the program (either through the MES or the faculty)</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• If it's successful, the program can run year after year to help students from many years</li> <li>• If mentee students found it useful, they would be likely to give back and become mentors in future years</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Investigate similar programs in Science and other faculties</li> <li>• Find mentors and pilot the program</li> <li>• Work with MES to structure the program</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Alyssa Burrows, MSS Mentorship Program Coordinator</li> <li>• Ian Currie, VP Education</li> </ul>

Objective 10	<b>Reduce MSU Fees</b>
Member(s) working on goal	Josh Arbess
Description	<ul style="list-style-type: none"> <li>• Last year, students paid \$128.09 into the MSU Operating Fund. I hope to take a critical look at where these fees are going, and to cut them down where possible</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Students will pay less money for their studies</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• The MSU already operates pretty efficiently, so it will be hard to find places to meaningfully adjust the budget</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>• MSU fees will stay lower for future students</li> </ul>
How?	<ul style="list-style-type: none"> <li>• Work with Scott to go through the budget, and give advice on where changes should be made</li> </ul>

Partners	<ul style="list-style-type: none"> <li>• Scott Robinson, VP Finance</li> </ul>
----------	--

**Long-term planning**

Overarching Vision	<b>Increase Engineering engagement with the MSU</b>
Description	<p>Engineering is one of the largest academic divisions on campus. However, this isn't proportional to involvement in the MSU. Over the next few years, we hope to increase awareness of what the MSU has to offer through its clubs and services, and to increase involvement within these services by engineering students. This will be accomplished by targeting each years incoming first years and encouraging them to become involved within the MSU.</p>
Benefits	<ul style="list-style-type: none"> <li>• Will increase engineering student's engagement with the MSU over the long term.</li> <li>• Engineering students can bring a unique perspective to various MSU services.</li> <li>• Engineering students will be more aware of the services available to them</li> </ul>
Year 1	<ul style="list-style-type: none"> <li>• Promote Horizons and Spark on the Engineering Class of 2022 Facebook page</li> <li>• Do class talks at the beginning of the year in first year classes. Encourage students to take a look at the MSU's online postings for volunteer opportunities for various services</li> <li>• Meet with the PTMs of a variety of services to ensure that they are doing first year hiring</li> <li>• Target first years with the promotional plan</li> <li>• Do more class talks in second term, and maintain a presence on first year facebook pages to keep them aware of involvement opportunities for their second year</li> </ul>

Year 2	<ul style="list-style-type: none"> <li>• Do essentially the same thing as the previous year</li> <li>• During transition, discuss with the incoming SRA Engineering caucus what worked, and what needs to be improved, so that we can refine the strategy over the year</li> <li>• Begin doing class talks in second year classes as well, to continue having a presence with the first years from the previous year</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Put out a survey to see how the MSU can better engage McMaster Engineering students</li> <li>• Start working on an updated long term plan to ensure continuity of engagement</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Various PTMs</li> <li>• Incoming SRA engineering</li> </ul>

## GOALS

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

- Update the Facebook page, MSU webpage, and caucus leader email to reflect the new caucus.
- Meet with the MES Council's exec team to begin forging a relationship, and to discuss how we can work together this year.
- Obtain letters from the MES and hopefully the faculty supporting changes to the Valedictorian selection Operating Policy, with relevant parties to discuss solutions to provide health coverage to students on internships.
- Create a promotional plan to increase awareness throughout the year

### List 5 things you would like to have completed during the fall term (1<sup>st</sup>)

- Co-host an event with the MES
- Bring proposed Valedictorian Operating Policy change to the assembly with a motion to be voted on
- Begin rolling out the Promotional Plan
- Reach an agreement with relevant parties to provide engineering students on internship with Health Care coverage

- Give a presentation at SAGM detailing what the SRA/MSU can do for students and what are plan is for the year

**List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

- Meet with ECCS and McMaster’s Financial Services office to discuss where our fees are going and to advocate for greater transparency.
- Give a presentation at SAGM to detail our progress on the year plans
- Run a second like/follower campaign
- Run a campaign to engage first years as MSU services positions for the following year become available
- Ensure a smooth transition for the incoming SRA caucus

**Master Summary**

May	<ul style="list-style-type: none"> <li>• Complete transition with Previous SRA Engineering caucus</li> <li>• Have introductory meeting with the MES Exec</li> </ul>
June	<ul style="list-style-type: none"> <li>• Reach out to the MES and Faculty of engineering for letters of support for the Valedictorian Operating Policy change</li> <li>• Meet with the co-op office and the MES Executives to find short term and long term solutions to get students on internships health coverage.</li> <li>• Update the SRA Engineering Facebook page, and email to reflect current information</li> <li>• Begin reviewing all MSU Bylaws and Operating Policies</li> </ul>
July	<ul style="list-style-type: none"> <li>• Finish writing year plan</li> <li>• Meet with various MSU partners to discuss solutions to get engineering students on internship covered by the health plan, and explore options for doing so.</li> <li>• Send list of proposed bylaw and operating policy changes to Kristina and Raquel</li> <li>• Begin working on improvements to elections</li> </ul>

August	<ul style="list-style-type: none"><li>● Reach out to SRA Science and Hayley Greene to discuss best practices for promotions</li><li>● Finalize promotional plan</li><li>● Speak with Alexandria to get funding for September like/follow campaign</li><li>● Create an instagram</li><li>● Meet with Stephanie and Ian to determine best practices for advocating for OERs</li><li>● Reach out to other faculty societies to see how they handle experiential education</li><li>● Reach out to Alyssa Burrows and Ian Currie to discuss the formation of a mentorship program for the 2019-20 year</li></ul>
September	<ul style="list-style-type: none"><li>● Do class talks in first year classes</li><li>● Meet with PTMs to find out who is doing first year hiring this year, and to encourage them to add this for future years if they aren't doing it this year</li><li>● Run first like/follow campaign of the year</li><li>● Follow up and ensure bylaw changes are made</li><li>● Meet with Provincial and Federal Affairs committee to introduce idea of advocating for limited tuition increases</li><li>● Research other universities to see how they distribute marks in engineering courses</li><li>● Start working with the Municipal Affairs committee to increase transit security</li><li>● Review the 2018-19 budget and see where improvements can be made moving forward</li></ul>

<p>October</p>	<ul style="list-style-type: none"> <li>● Present at Engineering SAGM</li> <li>● Bring forward memo and motion to change the Valedictorian Operating Policy</li> <li>● Begin gathering information on resources for off-campus students</li> <li>● Work with the MES to begin planning workshops for experiential education</li> <li>● Attend meetings of the Hamilton Transit Riders Union</li> </ul>
<p>November</p>	<ul style="list-style-type: none"> <li>● Co-host event with the MES</li> <li>● Finalize agreement with ECCS and MSU to ensure intern students in the 2019-20 year receive health care coverage</li> <li>● Reach out to industry professionals to see if any are available to help with the workshops</li> <li>● Begin reaching out to the faculty to advocate for changes to course mark distributions for the 2019-20 year</li> </ul>
<p>December</p>	<ul style="list-style-type: none"> <li>● Meet with the MES Exec to see how their year is going, and to see how we can work together for second term</li> <li>● Plan OER awareness campaign</li> <li>● Request funding from the SRA Special Projects fund for Experiential Education workshops</li> <li>● Work with Scott to provide feedback on the previous year's budget, to improve the budget for 2019-20</li> </ul>
<p>January</p>	<ul style="list-style-type: none"> <li>● Meet with ECCS to discuss how co-op fees are being used and to promote transparency</li> <li>● Run OER awareness campaign</li> <li>● Promote resources available to students moving off campus</li> <li>● Run a promotional campaign (share posts, class talks) to promote MSU Services positions coming available for the next year</li> <li>● Run first experiential education workshop</li> </ul>

February	<ul style="list-style-type: none"><li>● Collect feedback from OER awareness campaign and begin reaching out to the faculty</li><li>● With the MES and ECCS, promote new health coverage to engineering students</li><li>● Finalize mentorship program operating policy and hire a coordinator (volunteer position)</li></ul>
March	<ul style="list-style-type: none"><li>● Present Progress at SAGM #2</li><li>● Publicise Valedictorian Nominations</li><li>● Create a transition report for the new SRA Engineering caucus</li><li>● Recruit volunteers for the mentorship program, and prepare to transition this program to the incoming SRA caucus and MES exec</li></ul>
April	<ul style="list-style-type: none"><li>● Have a transition meeting with the new engineering caucus, fill them in on the long term plan</li></ul>

**YEAR PLAN**  
MSU SRA HEALTH SCIENCES  
*DEVIN ROSHAN & TUSHAR TEJPAL*  
2017-2018  
(submitted July 10, 2018)



---

## **OFFICE OF THE SRA HEALTH SCIENCES CAUCUS LEADER**

### **INTRODUCTION**

---

Dear Members of the Assembly, and fellow Health Sciences constituents

For everywhere we look, there is work to be done. We must act today to preserve for tomorrow and let there be no misunderstanding—Tushar and I are humbled to initiate and continue change. We acknowledge that we are in our positions today because of your support and trust in our capabilities. As your elected representatives, we must open ourselves to being critiqued and challenged. As a constituent, you must open yourself to being represented by those who you must trust to embody your concerns. Together, we can embrace this mutual vulnerability as an opportunity to strengthen each other and the community we share. I hope we can challenge ourselves to connect with each other, not despite, but because of our vulnerabilities.

As a united front, Tushar and I have identified key priorities for the 2018-2019 calendar year. We hope to continue our focus on promoting the McMaster Students Union (MSU) and integrating the MSU into the Health Sciences community. To this end, we will break down barriers impeding involvement in MSU services, for instance, by facilitating inter-faculty mentorship programs that share insights from navigating hands-on experiences. We will extend our advocacy efforts for student life; specifically through discussions with Health Sciences Library stakeholders, we hope to fulfill our vision of increased study space and extended hours. We hope to harness the elections committees' promotional efforts to demystify the process of running in elections. We also want to promote engagement and transparency by incentivising office hour attendance, posting bi-weekly updates on Learnlink, and releasing responses from Health Sci student feedback Google Forms before formulating our stance and vote on salient student issues. Lastly, we hope to partner with professors in support of podcasted lectures that can improve the pedagogic culture for accessible education in Health Sciences courses.

This report is provisional, and it will naturally evolve as we participate in more than four standing committees, engage with our constituents, and continually strive to enhance student life for the Health Sciences community. With that being said, we are looking forward to strengthening and extending the foundation that David and Francis have provided. Of course, our vision must not remain simply words on paper; this year, our ideas—guided by our passion and our knowledge—will translate into effective action, change, and growth;

Regards,

**Devin Roshan**  
**Health Sciences Caucus Leader**  
**McMaster Students Union**  
**[srahealth@mcmaster.ca](mailto:srahealth@mcmaster.ca)**

## GOALS

---

Objective 1	<b>MSU Service Involvement</b>
Description	Students are eager to contribute to MSU services but are often unsure of how to get involved. In response to their concerns over the difficulty of navigating through the application process, we will create a resource (brochure) that centralizes information about each MSU service. BHSc students already involved in them will share takeaways from their own experiences with the services, provide information pertaining to when and how to apply, and offer their contact information for students to ask personalized questions regarding the application process.
Benefits	<p>BHSc students will become more exposed to and familiarized with MSU services.</p> <p>Students will be able to find communities of care, support, and a sense of belonging, particularly with identity-based services. They will also meet people from other faculties and disciplines. They will have the opportunity to continue giving back to the McMaster community, while further developing their interpersonal skills.</p>
Difficulties	Recruiting members of MSU services and encouraging them to share their experiences as resources available for other students may prove challenging. To overcome this difficulty, we will incentivize this initiative by formalizing this position as a “service involvement mentor.”
Long-term implications	We will see more BHSc students involved with MSU services. As a result, BHSc students will take on greater leadership roles within the MSU. This will also further create a community of support in which BHSc students are willing to support one another in their endeavours.
How?	<ol style="list-style-type: none"> <li>1. Create a google form that identifies which students have experience on various MSU services.</li> <li>2. Recruit students and explain the opportunity.</li> <li>3. Release questions to these mentors and begin designing and creating the brochure.</li> <li>4. Have each mentor provide preferred contact information for students to reach out and ask further questions.</li> <li>5. Release the brochure to the community.</li> </ol>
Partners	BHSc students with MSU service experience

	<p><b>Sarah Figueiredo</b> - Associate Vice-President Services  <b>Kristina Epifano</b> - Vice President Administration  <b>Haley Greene</b> - Communications Officer  <b>Ahmed Abdelaal</b> - Bachelor of Health Sciences Society (BHSS) Chair</p>
--	---

Objective 2	<b>Advocate for Improvements and Upgrades to the Health Sciences Library</b>
Description	The Health Sciences Library (HSL) is used by the majority of BHSc students and has become an integral part of their student life here at McMaster. Through first hand experiences and an overwhelming number of anecdotes from BHSc students, it is clear that there are serious concerns regarding the availability of study space and operational hours. We aim to advocate for more study spaces so students do not have to sit on the floor during stressful exam periods. We also hope to advocate for extended hours, specifically for Saturdays past 5:45pm. We recognize the limitations that our predecessors had with extended hours, hence why our goal for focusing on extending Saturday operation hours is more feasible.
Benefits	More accessible and accommodating study spaces can help reduce students' stress, particularly during exam periods. Extended hours on Saturdays will provide students with not only more space, but also more time, to study comfortably and conveniently. Lastly, our efforts will enhance student life, not only for BHSc students, but also for nursing and medical students.
Difficulties	Previously, extended hours were deemed infeasible due to the location of the library within the Hamilton Health Sciences Centre. However, we believe there is value in engaging with HSL stakeholders to find compromises, for instance, piloting extended hours once a week (e.g. Saturdays) and rethinking spatial arrangement in at least one section of the library. With these goals, we have initiated conversations with the HSL Director Jennifer McKinnell, and our next meeting on July 16th will flesh out our ideas in more concrete detail.
Long-term implications	We hope that our advocacy efforts will lead to the necessary changes needed to enhance student life beyond our term.
How?	During our election campaign, we initiated conversations regarding the feasibility of our vision for HSL. Through continued meetings with the HSL Director, we will finetune our ideas in depth and find ways to

	expand study space and extend the operational hours on Saturday. As plans develop, we will conduct surveys to validate our concerns and to guide our advocacy efforts.
Partners	<b>Jennifer McKinnell</b> - Director of Health Sciences Library <b>Sheryl Derry</b> - Operations Manager of Health Sciences Library <b>Smith, Denise</b> - Education Liaison Librarian <b>Tasneem Warwani</b> - Associate Vice-President University Affairs

Objective 3	<b>Promoting BHSc Involvement in Elections - FYC</b>
Description	This past year, we noted a great degree of student engagement for the Health Sciences SRA election. Historically, a year with high engagement is followed by a year of low engagement. For instance, in the 2015-2016, SRA Generals Health Sciences had over six candidates; in contrast, the 2016-2017 Generals had only two acclaimed candidates. To prevent this trend from continuing, our caucus leader, as a member of the elections committee, will aid the Deputy Returning Officer (DRO) in better promoting the SRA Generals. In addition, we will also strive for stronger representation of BHSc students elected onto the First Year Council (FYC) by promoting these positions through the creation of various resources that demystify the process of running in MSU elections.
Benefits	BHSc student involvement in MSU governance is imperative for sustainable change. For one, the aim to introduce more first year BHSc students to FYC is aiming to plant a seed that will incite students to join and continue further leadership roles within the MSU.
Difficulties	Maintaining promotional efforts for elections throughout our term will likely prove challenging. Accordingly, we will work with the DRO in August to proactively plan for action items that will ensure that our commitment to student civic engagement is upheld and prioritized during the school year.
Long-term implications	A commitment to student engagement and representation ensuring has immense long-term implications, which include (but are not limited to): student involvement, reputation of the MSU, development of student leaders, and sustained passion for enhancing student life.
How?	<ol style="list-style-type: none"> <li>1. Oversee the production and promotion of a video that demystifies FYC elections.</li> <li>2. Continuously promote the SRA Generals.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Host drop-in sessions for students to ask questions about running for SRA Generals and FYC.</li> <li>4. Serve as a constant resource for students interested in running for positions in governance.</li> </ol>
Partners	<p>Fellow elections committee members</p> <p><b>Iku Nwosu</b> (And future CRO) - Chief Returning Officer</p> <p><b>Uwais Patel</b> - Deputy Returning Officer</p> <p><b>Haley Greene</b> - Communications Officer</p>

Objective 4	<b>Increase Outreach</b>
Description	The role of each Student Representative Assembly (SRA) member is to represent the opinions of their constituents. To do so, we must keep BHSc students informed and aware of MSU issues and decisions. Considering the importance of political representation, we have a 7-pronged approach to ensure that we are fully engaging with and listening to our constituents.
Benefits	With our aim to uphold utmost transparency, we will ensure that our decisions are accountable to and representative of our faculty.. This commitment will allow students to understand the rationale behind our decisions and the different perspectives and considerations underlying eachs. By keeping our constituents involved throughout the decision-making process, we will be able to better reflect their needs and interests.
Difficulties	We may have difficulty encouraging student attendance at small-scale events. Nonetheless, we can address this challenge by providing incentives, for instance, giveaways and food deliveries.
Long-term implications	Historically, we have achieved immense improvements in strengthening the connection between the BHSc community and the MSU, as evinced by growing participation in student governance. Nonetheless, we need to continue extending this connection and encouraging more students to engaged with improving student life.
How?	<ol style="list-style-type: none"> <li>1. Meeting Minutes will be recorded during SRA meetings and uploaded onto LearnLink immediately afterwards. In addition, post-meeting summary infographics will be posted onto Facebook to detail important decisions and their implications.</li> <li>2. Media posts via Learnlink, Twitter, and Facebook will be released regularly to engage students using a myriad of mediums (e.g photos, videos, documents, infographics).</li> </ol>

	<ol style="list-style-type: none"> <li>3. Class talks will be held to feature upcoming events and pressing issues, such as referendums, presidentials, and special guest visits.</li> <li>4. SRA office hours will include cookies and coffee as incentive for attendance, and we will also offer deliver for students studying nearby.</li> <li>5. We will continue to be official observers of the BHSS. By attending their meetings, we will stay informed on faculty specific issues and events.</li> <li>6. Google Forms will be released to survey BHSc student opinions on salient student issues.</li> <li>7. We will include a section about the SRA/MSU in the BHSc First Year.</li> </ol>
Partners	<p>Bachelor of Health Sciences Society</p> <p><b>Stephanie Kay, Nitish Dhingra</b> - BHSc Welcome Week Coordinators</p> <p><b>Alexandrea Tamara</b> - Associate Vice-President Finance</p>

Objective 5	<b>Advocate for Accessible Education: SAS Note Repository, Podcasting, Pedagogy Award</b>
Description	<p>University is an inaccessible place for folks who are not able-bodied. We need to do better on all fronts, beginning with the development and implementation of a pragmatic note-taking system. Specifically, we would like to advocate alongside the Vice President Education for a note repository system that compiles all lecture notes from past and present note-takers. Simultaneously, we would urge Student Accessibility Services (SAS) to offer incentives, such as course participation marks, for note-takers. With regards to lecture podcasts, we would emphasize their benefits to professors and students alike. Lastly, we would like to support the VP Education in advocating for an Accessible Pedagogy Award that encourages professors to strive for accessible education.</p>
Benefits	<p>Creating a note repository system will ensure that students needing accommodations can receive comprehensive notes. Currently, a shortage of note-takers renders some courses inaccessible. Therefore, incentives for note-takers (e.g. participation marks) and a repository system can help resolve this problem.</p>

	Partnering with the HTH SCI 2A03 professor to podcast the course will ensure that BHSc students have better access to the lecture material. In addition, creating an award hinging on a metric of course accessibility as well, we can celebrate our efforts in promoting more accessible education and inspire even more progress to come.
Difficulties	Professors may be reluctant to podcast their lectures, given the potential for a subsequent decline in class attendance. To address this concern, we will emphasize the overall value of empowering students with accessible learning opportunities and tools.
Long-term implications	By encouraging accessible teaching practices, we can better accommodate all students at McMaster, ultimately in hopes of ensuring that they feel welcomed and equipped with the opportunities and tools to succeed.
How?	We will meet with the VP Education and key stakeholders to discuss how to best support their efforts in fostering an inclusive, accessible educational environment. We will also schedule meetings with the HTHSCI 2A03 professor (in the fall) to determine the feasibility of podcasting lectures in the following winter term when the course is offered.
Partners	<p>HTHSCI 2A03 Professor</p> <p><b>Arshad Ahmad</b> - Vice-Provost of Teaching and Learning MacPherson Institute</p> <p><b>Tim Nolan</b> - Director of Student Accessibility Services</p> <p><b>Angel Huang</b> - Macademics</p> <p><b>Hilary Zorgdrager</b> - Maccess Coordinator</p>

Objective 6	<b>Support BHSc Events - Continue to fortify ties with the BHSS</b>
Description	Our predecessors were official observers on the Bachelor of Health Sciences Society; by participating in their meetings, they served as a liaison between the faculty and the MSU when needed. Continuing in their footsteps, we will sit in on BHSS discussions and support their planning and decision-making for BHSc-led events, such as our annual Fashion Show and Musical. Despite their immense value and contribution to the BHSc program, these events have historically struggled to acquire adequate funding. To ensure that students within BHSc can continue such enriching opportunities to find and express a

	sense of community, we will support their projects using a proportion of our allocated special project fund budget line.
Benefits	The SRA-BHSS partnership will empower Health Sciences students to organize large-scale events that can help foster a sense of community without the stress of soliciting external sponsors.
Difficulties	In the past, the determination of an appropriate budget has been difficult for both the Musical and Fashion Show. To address this challenge, we will meet with the AVP Finance to refine funding proposals, and we will consult both the Fashion Show Chair and the Health Sciences Musical Director to allocate funds proportionally.
Long-term implications	With annual reviews of the funding allocation to BHSc events and initiatives, the SRA can continue to offer financial supports and resources as a liaison between the BHSS and the MSU
How?	By regularly consulting relevant stakeholders throughout the year, we will discuss any financial constraints they anticipate and brainstorm ways to support them. We will also consult the VP Finance on cost-effective solutions to these issues.
Partners	<b>Judy Kim, Eva Liu</b> - Charity Fashion Show Co-Chairs <b>Judy Kim</b> - Health Sciences Musical Director <b>Ahmed Abdelaal</b> - BHSS Chair <b>Alexandrea Tamara</b> - Associate Vice-President Finance <b>Scott Robinson</b> - VP Finance

Objective 7	<b>Improving MSU Services: Outreach &amp; Impact</b>
Description	With a vote on the services committee, our caucus can enhance BHSc student life by improving the services that contribute to it. We will support the AVP Services in carrying out workshops for service part-time managers (PTMs) to refine their training, promotions, and hiring practices. Simultaneously, we will identify and implement strategies for better outreach to students, in particular for service review surveys; by partnering with on-campus and off-campus businesses, for instance, we can organize giveaways and other incentives to improve response rates. With more feedback from students, we can better understand the reasons driving the underutilization of our services.

Benefits	This initiative will provide incoming PTMs with opportunities to share any concerns or challenges regarding their responsibilities and their services' hiring/training. The ensuing discussions will foster a sense of community among the PTMs, as they collectively enter and embrace their roles. From exchanging perspectives and feedback with each other, they will be encouraged to establish a support network with and for themselves.
Difficulties	One barrier we may face is the expected difficulty of establishing a schedule that can accommodate all individuals. To identify the best dates and times, we will use easily accessible tools, such as polling applications, to encourage PTM turnout and engagement. This is a conversation to have with Sarah Figueiredo, the AVP Services.
Long-term implications	By identifying the barriers that hinder BHSc students from joining or using MSU services, we can better improve the outreach and value of our organizations and resources.
How?	Early planning, particularly during the summer months, will best ensure the fruition of this initiative. Proactive, open communication with all stakeholders—including the AVP Services and Services Committee that our caucus leader is a part of—will support our efforts in successfully instituting this project and evolving it in accordance to collected feedback.
Partners	Services Committee <b>Sarah Figueiredo</b> - Associate Vice-President Services Part-Time Managers

Objective 8	<b>Food Security</b>
Description	The unnecessary financial burdens students experience as a result of food insecurity necessitates more accessible options on campus. With increasing concern over the cost of nutritious meals, it is essential to open the floor for discussion and improvement. By collecting research on the McMaster Hospitality Services and providing businesses with accurate data, we can work towards more accessible food options for everyone on campus.
Benefits	<ul style="list-style-type: none"> <li>● Improved access to both healthier and cheaper food options on-campus.</li> <li>● Reduced financial burden on students.</li> </ul>

	<ul style="list-style-type: none"> <li>● Decreased food waste on-campus.</li> </ul>
Difficulties	<p>Corporations might be reluctant to decrease the price of food options. However, by voicing the increasing concerns of issues regarding food insecurity, we can bridge the gap between food security and insecurity.</p> <p>Data collection may be challenged by traditionally low student response rates. Nonetheless, by advocating for these issues within the community and incentivizing survey participation, we can help spark meaningful discussions and improvements, both among and for students.</p>
Long-term implications	<ul style="list-style-type: none"> <li>● Improvement in student health and wellness</li> <li>● Bridges the gaps between the food insecure and the food secure</li> <li>● Promotion of a more sustainable and accessible campus</li> </ul>
How?	<ol style="list-style-type: none"> <li>1. Collecting relevant data regarding issues of food insecurity amongst students</li> <li>2. Providing food coupons and gift certificates to students.</li> <li>3. Working on the creation of cheaper food places/options on campus.</li> <li>4. Working closely with the financial committee and the VP Finance to further reduce prices at 1280 and Union Market.</li> <li>5. Working closely with on- and off-campus organizations to promote healthy, accessible food</li> </ol>
Partners	<p>Bachelor of Health Sciences Society  <b>Ahmed Abdelaal</b> - BHSS Chair  <b>Alexandrea Tamara</b> - Associate Vice-President Finance  <b>Scott Robinson</b> - VP Finance  NoLunchMoney  Union Market  TwelvEighty Bar &amp; Grill  Businesses within the Hamilton community</p>

## Long-term planning

---

*Below is an example of something that you could plan for longer than one year. This is quite a simple example, but you can choose to use this for simple tasks (such as increasing Facebook likes) or for broader visions (planning a multi-school conference for example)*

Overarching Vision ( <i>what is the ultimate goal?</i> )	<b>Improvements to the Health Sciences Lounge</b>
Description	<ul style="list-style-type: none"> <li>● The Health Sciences lounge is a space that many students use for meetings and small-scale functions, such as event ticket sales. In the long term, we hope to maximize effective utility of the space by introducing more tables for studying and finding a way to have custodial services maintain the area.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Students will feel more inclined to use the space when HSL closes.</li> <li>● We will be able to foster a more cohesive community with a comfortable home base.</li> <li>● There will be more nursing students using the space and students will be able to meet folks outside of BHSc.</li> <li>● This goal will serve to provide a safe and welcoming area for students to meet and destress with their peers.</li> </ul>
Year 1	<p>Submit a survey assessing students' thoughts on needed improvements for the lounge</p> <ul style="list-style-type: none"> <li>● Create a Google Form</li> <li>● Release the form to students and collect feedback</li> <li>● Review the feedback and accordingly develop action plans               <ul style="list-style-type: none"> <li>○ Collaborate with SRA Nursing to plan for new whiteboards</li> </ul> </li> </ul>
Year 2	<p>Work with the Dean of Health Sciences to discuss funding options</p> <ul style="list-style-type: none"> <li>● Consult the VP Finance on avenues for additional funding from the university in case we exhaust funds from the BHSS Finance.</li> </ul>

	<ul style="list-style-type: none"> <li>Consult the VP Education on strategies for lobbying to the dean for funding.</li> </ul>
Year 3	Implement renovations <ul style="list-style-type: none"> <li>Ideally, the renovations will be completed over the summer of year three.</li> </ul>
Partners	<b>Marina Gandzi</b> - SRA Nursing <b>Stacey Ritz</b> - Dean of Health Sciences Program <b>Scott Robinson</b> - VP Finance Future VP Finance Future VP Education Bachelor of Health Sciences Society

## **GOALS to strive for**

---

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

- Write the MSU section in the BHSc Welcome Week Handbook.
- Update the cover photo for our SRA Health Sciences Facebook page to a photo with Tushar and I.
- Hash out concrete plans with the HSL Director.
- Work with the DRO to create a promotional video for FYC.
- Create a brochure to introduce the MSU Service mentorship initiative.

### **List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

- Successfully launched multiple office hours, complete with incentives, to increase student attendance and engagement.
- Sent out survey(s) for student feedback on BHSc lounge renovations.
- Launched a survey to guide plans for HSL (if needed).
- Attended all BHSS meetings.
- Met with the professor of HTH SCI 2A03 to discuss the possibility of podcasting lectures in the winter term.

### **List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

- Developed a concrete plan for the course note repository system and the pedagogy award in partnership with the VP Education.
- Exhausted all avenues for extending HSL hours and maximizing study space.

- Piloted initiatives for the food security platform point and analyzed the collected data assessing their success.
- Advertised the SRA General election and hosted an engaging information session with refreshments.
- Finalized meetings for funding BHSS student-run initiatives.

## **Master Summary**

---

**(calendar and checklist)**

May	<ul style="list-style-type: none"> <li>● Create a Google Form to assess Health Sciences students perception of Vice President candidates.</li> <li>● Update the Facebook page to inform students of the VP candidates' platforms.</li> <li>● Initiate conversations with HSL staff regarding library hours and study spaces.</li> <li>● Produce an infographic congratulating BHSc students elected onto MSU committees.</li> </ul>
June	<ul style="list-style-type: none"> <li>● Consult relevant stakeholders about Year-Plan ideas.</li> <li>● Reach out to the WW Coordinators to discuss the inclusion of a section on the MSU/SRA in the BHSc First Year Handbook.</li> <li>● Begin conversations with the CRO regarding the FYC promotional video.</li> <li>● Touch base with the BHSc Fashion Show Chairs and Health Sci Musical Director to start planning for finances.</li> </ul>
July	<ul style="list-style-type: none"> <li>● Begin writing the MSU/SRA section of the First Year Handbook.</li> <li>● Continue brainstorming for the FYC video</li> <li>● Meet with the HSL Director (on July 16th) to discuss further details regarding logistical challenges.</li> <li>● Recruit "service involvement mentors".</li> </ul>
August	<ul style="list-style-type: none"> <li>● Work with the DRO to develop and finalize the promotional video for First Year Council.</li> <li>● Begin finalizing the MSU Service Involvement brochure after collecting insightful responses from recruited mentors.</li> <li>● Complete writing for the First Year Handbook.</li> <li>● Work with the AVP Services to ensure the smooth running of workshops for PTMs.</li> </ul>

	<ul style="list-style-type: none"> <li>● Meet with the VP Education on accessible education platform.</li> </ul>
September	<ul style="list-style-type: none"> <li>● Release the MSU Service Involvement brochure to the community.</li> <li>● Give a presentation on the MSU and SRA to the incoming BHSc class of 2022 during welcome week.</li> <li>● Release a survey regarding HSL space and hours to the community; use student responses as an advocacy tool.</li> <li>● Educate the community on the First Year Council election using the created video and other promotional materials.</li> <li>● Host SRA office hours with refreshments; publish minutes and infographics as needed.</li> <li>● Be present at all BHSS meetings for term one.</li> <li>● Contact the HTH SCI 2A03 professor to discuss podcasting lectures.</li> </ul>
October	<ul style="list-style-type: none"> <li>● Release the survey regarding BHSc lounge renovations.</li> <li>● Continue supporting workshops for PTM's as a member of the Services Committee.</li> <li>● Meet with the HTH SCI 2A03 professor to discuss podcasting.</li> <li>● Continue promoting SRA office hours and engaging students in matters pertaining to the MSU and BHSS.</li> <li>● Work with SRA Nursing to enact plans for new whiteboards in the lounge.</li> </ul>
November	<ul style="list-style-type: none"> <li>● Continue to promote SRA Office Hours, to publish biweekly minutes, and to remain active on all social media platforms.</li> <li>● Continue attending BHSS meetings.</li> </ul>
December	<ul style="list-style-type: none"> <li>● Solidify plans for podcasting lectures with the HTH SCI 2A03 professor.</li> <li>● Analyze the responses from the survey for the HSL space and hours. <ul style="list-style-type: none"> <li>○ Present the results as a lobbying tool to the HSL Director.</li> </ul> </li> <li>● Continue promoting SRA office hours and engaging students on matters pertaining to the MSU and BHSS.</li> <li>● Meet with the Co-Chair of the Fashion Show and Director of the Musical to discuss finances and to determine their standing at this point in time, i.e. a few months leading up the events.</li> </ul>

January	<ul style="list-style-type: none"> <li>● Release the food security survey and find a partner to offer incentives for higher response rates.</li> <li>● Continue our role as official observers of all BHSS meetings in term 2.</li> <li>● Promote the MSU presidential election.</li> </ul>
February	<ul style="list-style-type: none"> <li>● Gather data from the food security survey and analyze the results, prepare them for presentation.</li> <li>● Continue supporting workshops for PTM's as a member of the Services Committee.</li> <li>● Continue attending BHSS meetings.</li> <li>● Continue promoting SRA office hours and engaging students on matters pertaining to the MSU and BHSS.</li> <li>● Update logistics for the BHSc lounge renovation plans.</li> </ul>
March	<ul style="list-style-type: none"> <li>● Heavily promote the SRA Generals; consider creating another promotional video with the DRO.</li> <li>● Promote MSU seats on committees.</li> <li>● Serve as a resource for students interested in running for positions in governance.</li> <li>● Continue attending BHSS meetings.</li> </ul>
April	<ul style="list-style-type: none"> <li>● Continue promoting SRA office hours and engaging students on matters pertaining to the MSU and BHSS.</li> <li>● Begin transitioning the newly elected SRA's.</li> </ul>

**A special thank you to BHSc alumni Valerie Kim for editing the entirety of this document. Good luck at UofT.**

# **YEAR PLAN**

**MSU Student Representative Assembly**

**Hargun Grewal, Martino Salciccioli, and Andrew Bonk**

**2017-2018**

(Submitted 07/10/2018)



---

## OFFICE OF THE SRA HUMANITIES CAUCUS

### INTRODUCTION

---

Dear Humanities students,

It is with great pleasure that we, the SRA Humanities Caucus, bring forth to you our year plan for the 2018-2019 academic school year. It is truly an honour to be on the MSU SRA representing such an amazing faculty. We are very excited to work with you and hope to achieve great things for our faculty together. Our year plan was devised with immense care and took many things into account, such as problems humanities students brought to our attention and initiatives students would like to see implemented. We strive to represent our faculty in the best way possible so if there are any concerns you have, feel free to reach out to us either through email or visit us during our office hours.

The vision we would like to create this year incorporates both leadership and empowerment. We look forward to promoting student leadership positions and opportunities to students in our faculty. We want humanities students to feel empowered, involved, and heard throughout the McMaster community. Our faculty contains a vast array of skill sets we should seek to incorporate into the services and governance aspects of the MSU as well as other clubs on campus. Increased representation in these aspects can have a tremendous impact on how our faculty is seen and heard in many areas of student life.

The empowerment we aim to achieve in our faculty does not only take place through involvement in the extra-curricular part of student life but also the academic side. Many incoming first-years may feel lost when arriving at McMaster and being apart of a faculty with 500 new students every year and over 20 academic paths to choose from can feel especially overwhelming. We are going to work to increase awareness on degree options, specializations, and major/minor requirements to students in first year in order to tackle this problem. Providing students with as much information and support regarding their options in first year will ensure they feel empowered when making decisions regarding their academics.

These are a few but not all of the goals we wish to accomplish this year. In addition, we would like to strengthen relationships with the McMaster Humanities Society (MHS) and our Academic Office while also working with these two groups to improve welcome week for future humanities students. This plan was built on the foundation of student voices in our faculty and a vision of leadership and empowerment. We believe this year plan strongly represents humanities students to the fullest and are looking forward to a great year ahead filled.

All the best and thank you for your support,

Hargun Grewal, Martino Salciccioli, and Andrew Bonk  
SRA Humanities Caucus  
McMaster Students Union  
[srahuman@msu.mcmaster.ca](mailto:srahuman@msu.mcmaster.ca)

## GOALS

Objective 1	<b>Promote Student Leadership Initiatives Across the Faculty</b>
Description	In recent years, we have seen a lack of interest from and representation of Humanities students getting involved with student life on campus. This was seen significantly in the 2018 Winter term when all three of the SRA seats for humanities were left unclaimed for multiple days after the deadline. We are going to advertise and promote student leadership initiatives across our faculty in order to get students excited about being involved. This can range from getting first years excited about and involved in First Year Council (FYC) as well as other clubs to promoting advocacy and research positions to upper years students in the faculty.
Benefits	This would actively showcase the impact and presence humanities students have on campus while also ensuring the concerns and voices of our faculty are being heard on important issues.
Difficulties	There is no doubt that reaching out to students and getting them excited will have its challenges. Multiple Facebook posts aren't merely going accomplish this goal which is why there need to be face-to-face interactions occurring with students throughout the school year to get them excited about being involved.
Long-term implications	This would have significant long-term implications because not only would it encourage students to get involved but this involvement would most likely continue with them into their future years at McMaster. Seeing students in the same faculty getting involved in clubs and services would only motivate other students in the same faculty to do the same.
How?	We will achieve this through continuous Facebook posts/videos of opportunities available to humanities students as well as face-to-face interactions during prominent events on campus.
Partners	We would like to work with the McMaster Humanities Society (MHS) to help extend our reach to an even larger following and outreach from Part-Time Managers when promoting service positions would be a great help.

Objective 2	<b>Increasing Awareness on Degree Options and Specializations Available to First Year Humanities Students</b>
Description	The first year of university is a big transition for students in any faculty and this change can be very overwhelming. The faculty of humanities gains around 500 new students every year and with a vast amount of specializations to choose from, being uninformed can feel scary. A lot of first year students remain in the dark about what they can specialize in within their program and the opportunities available to them, this can limit their future potential. In addition to this, with the high number of electives the first year humanities program offers, many students stray away from pre-

	<p>requisites they don't know they need for some specializations. This is why one of the main goals for this SRA is to increase awareness on the degree options and specializations available to first year humanities students such as the specialized minor in commerce, the social science and humanities double major, the humanities and science double major, and the prerequisites required for all the humanities specializations. All this information should be made easily accessible to first year humanities students as early as possible, either during first year course selection or in the first month of their first year.</p>
Benefits	<p>The benefits of increasing awareness of degree options and specializations available to first year students allow them to make more informed decisions regarding their academics. Increasing awareness can also help make first years feel more empowered because they will feel confident in their chosen path, rather than doing something because it's their only option.</p>
Difficulties	<p>Difficulties we see in this is getting the idea started and obtaining support from our faculty and academic advising office. We would have to get help from these offices because all the content would need to be created from scratch. We would have to ensure all the information in the email and leaflet are accurate as well as visually appealing. However, seeing as most of this information is available online and we would have access to MSU Underground for design, we find that all the difficulties we may face can be overcome. We would only need the faculty office to send the email and the MHS to put the leaflets in their faculty bags.</p>
Long-term implications	<p>After achieving this goal once, repeating it for future first years would be fairly easy to do. This goal can only have a positive long-lasting impact because there is no downside to ensuring everyone is well informed regarding their academic options.</p>
How?	<p>There are multiple ways increasing awareness can be achieved but three of most prominent ways we see is by sending emails, including leaflets in faculty bags, and setting up an information booth in September. Sending emails to first year students two weeks before their course selection date informing them about all of their options would be a great way to get them prepared. Leaflets in faculty bags would be a great way to reach out long with an information booth set up in September.</p>
Partners	<ul style="list-style-type: none"> <li>• Faculty of Humanities Office</li> <li>• MHS</li> <li>• Humanities Academic Advising</li> <li>• MSU Underground</li> </ul>

Objective 3	<b>Strengthen Relationships between MHS and SRA</b>
Description	<p>Strengthening relations between the MHS and the SRA is an initiative aimed to improve collaboration amongst both groups to create a stronger sense of community in the Faculty of Humanities. Having a stronger relationship would create a cohesive</p>

	leadership platform enabling us to reach as many Humanities students as possible for a variety of things such as events, campaigns, elections, and opportunities.
Benefits	<ul style="list-style-type: none"> <li>• Increased communication and awareness</li> <li>• Increased voter turnout in SRA and MHS elections</li> <li>• Increased student turnout at events</li> <li>• Increased number of Humanities students involved in clubs</li> <li>• Greater faculty to student relationship</li> </ul>
Difficulties	With any relationship, disagreements are inevitable. It may be difficult to tackle problems or create opportunities if both parties disagree on an approach. However, disagreements are also opportunities to strengthen bonds and create compromises which can sometimes lead to even better ideas being formed.
Long-term implications	By improving the connections between the MHS and SRA now, future generations will be able to foster and grow this relationship. This will allow future students to have a cohesive Humanities community which encourages the student body to participate in events and other opportunities. A stronger relationship between these two organizations will allow students to nurture their growing interest in the Humanities and foster a community of inclusivity.
How?	Organize MHS and SRA Humanities events together throughout the year to keep in touch with our constituents while also showing collaboration between the two groups.
Partners	<ul style="list-style-type: none"> <li>• MHS</li> </ul>

Objective 4	<b>Work with MHS to Improve Welcome Week for Future Humanities Students</b>
Description	The Faculty of Humanities, in comparison to others, is much smaller and consists of a fewer amount of students. Due to this, welcome week events for the Faculty of Humanities have been scarce in previous years. This absence of events can cause first year Humanities students to feel alienated or secluded in their new homes. In an attempt to increase student engagement during welcome week, the SRA will work alongside the MHS to create more events facilitated by Welcome Week Representatives. This will allow first year students to better connect with the community and motivate them to try to connect with other Humanities students throughout the year.
Benefits	<ul style="list-style-type: none"> <li>• Increased student engagement during Welcome Week and throughout the year</li> <li>• More inclusive environment for students</li> <li>• Better outreach events to connect with more students</li> <li>• Increased bond/relationship with the MHS</li> <li>• More student interest with different positions in the Humanities community</li> </ul>
Difficulties	Regardless of an increase in Welcome Week engagement, there is no guarantee that students will feel any less alienated. The events may not appeal to the diverse range of

	students entering the Humanities program and there is no way to ensure the success of these events. As previously stated, it is also possible that relations with the MHS may bring about disagreements that we will need to overcome.
Long-term implications	As the visibility of the Humanities community increases during Welcome Week, it will be more likely that students will seek out more events throughout the year. This enthusiasm can follow students throughout their years at McMaster, allowing Humanities to develop a strong Welcome Week and overall presence for years to come.
How?	This will be achieved through a collaboration between the SRA Humanities, MHS Welcome Week, and Welcome Week Planners. An in-depth planning process will be required to ensure that (needs to be finished)
Partners	<ul style="list-style-type: none"> <li>• MHS Vice-President Internal Affairs</li> <li>• Welcome Week Humanities Representatives</li> </ul>

---

### Long-Term Planning

---

Overarching Vision	<b>Continuation of previous SRA goal of Humanities student recognition – Achieving this through implementing a plan for an Arts Tavern</b>
Description	The goal of last year’s SRA to increase Humanities Student Recognition is an extremely important initiative we want to be continued in order to have a lasting impact at McMaster. The goal of Humanities Student Recognition aims to “motivate the SRA, MSU and the University to take deliberate steps to better recognize the contributions of Humanities students on campus and in our community.” (SRA Humanities Year Plan 2017-2018) We would like to follow their implementation process regarding on campus programming as well as space allocation by creating a plan for an Arts Tavern, a room for humanities students to hang out. Space allocation would not solely solve the recognition problem Humanities students face but it would be a step forward in creating a McMaster community where all faculties can feel proud and welcome.
Benefits	This goal and designated area will give Humanities students a sense of belonging and community. It would also allow them to have a central place to meet-up and work or just relax.
Year 1	<ul style="list-style-type: none"> <li>• Create a formal proposal for the Arts Tavern</li> <li>• Discuss the plan with MHS to gain more views, perspectives, and support</li> <li>• Create a survey for students to see what they would like inside of the area</li> <li>• Discuss the plan with the Humanities Faculty Office and talk about the plan’s feasibility, funding, space allocation, and design.</li> </ul>

Year 2	<ul style="list-style-type: none"> <li>• Discuss Plan with L.R. Wilson Director</li> <li>• If the plan for the Arts Tavern has enough approval and support then start the implementation of it</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>• Start physically designing the allocated room for the tavern with decorations and furniture</li> <li>• Have the project completed hopefully within 3 years</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• L.R. Wilson Director</li> <li>• Faculty of Humanities Office</li> <li>• MHS</li> </ul>

Overarching Vision	<b>Continuation of last year SRA support of Art Matters Week</b>
Description	Art Matters Week is an important initiative for Humanities students to feel encouraged and supported for their art work. It fosters an environment where artists are able to motivate others and receive support from their fellow students. This event allows students to gain recognition from their work and promotes the talents within the Humanities community.
Benefits	<ul style="list-style-type: none"> <li>• Encourages more artists to showcase their talents</li> <li>• Promotes visibility of the Humanities faculty on campus</li> <li>• Fosters a more supportive Humanities community</li> </ul>
Year 1	<ul style="list-style-type: none"> <li>• Aim to increase artist participation</li> <li>• Aim to increase the number of attendees</li> <li>• Aim to increase social media presence revolving around Art Matters Week</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Helping to Increase the number of partners and sponsors involved with running Art Matters Week</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• MHS</li> <li>• Other SRA Caucuses such as SRA Social Science and SRA Arts &amp; Science</li> </ul>

Overarching Vision	<b>Increase Social Media Presence</b>
Description	A large proportion of students use Social Media as a platform to receive updates and news. Due to this, social media is currently the easiest way to get a message across to the largest number of students. By increasing social media presence, the number of

	students made aware of events, opportunities, and initiatives led by SRA Humanities will increase. This will, in turn, strengthen relations between Humanities student and SRA Humanities while also increasing Humanities student engagement within the Faculty of Humanities.
Benefits	Increasing the outreach of SRA Humanities will allow students to be more engaged and aware of events and other information surrounding their faculty and university. This will allow the SRA to also receive more communication and feedback from the student body to enable future events to be catered towards the students.
Year 1	<ul style="list-style-type: none"> <li>• Aim to get 600 likes on the SRA Humanities Facebook page</li> <li>• Aim to get 400 followers on the SRA Humanities Twitter account</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Aim to get 700 likes on the SRA Humanities Facebook page (an increase of 100 likes)</li> <li>• Aim to get 500 followers on the SRA Humanities Twitter page (an increase of 100 followers)</li> </ul>
Partners	<ul style="list-style-type: none"> <li>• Other SRA Facebook/Twitter Pages help share SRA Humanities Page and we do the same in return</li> </ul>

---

**GOALS to strive for**

---

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

1. Update all social media accounts (Facebook and Twitter)
2. Connect with the MHS to establish an early relationship and plan ahead for the school year
3. Meet with MHS to discuss welcome week plans and try to help out if not too late, discuss what we would like to see happen in next year’s welcome week
4. Discuss with MHS and Academic Office if it would still be possible to design and put leaflets in faculty bags for incoming students
5. Worth with entire caucus to create a solid plan, presentation, and proposal for the Arts Tavern.

**List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

1. Work with Humanities Academic Advising office to discuss sending out information on degree options and specializations to first years by email and by setting up an information booth for first years in September.
2. Meeting with Faculty of Humanities Office and L.R. Wilson Director to discuss plans for Arts Tavern.
3. Meet with AVP Services and some Part-Time Managers to discuss the promotion plans for some leadership positions available.
4. Work with MHS to run at least one event in coalition with them this term.
5. Remain Active on Social Media throughout the semester and make sure outreach is growing.

**List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

1. Be involved in the creation of and support the Arts Week initiative as much as possible.
2. Work with MHS to run at least one event in coalition with them this term.
3. Make sure SRA Humanities hits social media (Facebook and Twitter) target for the year.
4. Work with Humanities Academic Advising office to setting up an information booth on specializations before second year program application deadlines.
5. Discuss suggestions for welcome week with MHS when they start planning it (near the end of the second term)

---

**Master Summary**

---

May	<ul style="list-style-type: none"> <li>• Brainstorm and gather constituent ideas for SRA Year Plan</li> </ul>
June	<ul style="list-style-type: none"> <li>• Work on and develop SRA Year Plan</li> </ul>
July	<ul style="list-style-type: none"> <li>• Submit SRA Year Plan</li> <li>• Update All Social Media Accounts (Facebook and Twitter)</li> <li>• Connect and Meet with MHS to discuss Welcome Week and leaflets about specializations in faculty bags idea</li> </ul>
August	<ul style="list-style-type: none"> <li>• Work with the caucus to create plan and proposal for Arts Tavern</li> <li>• Reach out to Academic Office to see if we can send emails regarding second year programs to first years and if we can set up a booth in September</li> </ul>
September	<ul style="list-style-type: none"> <li>• Set up an appointment with MHS to discuss Arts Tavern</li> <li>• If Arts Tavern gets enough support, launch a survey to see what students would like to see in it</li> <li>• Promote Leadership Positions on Social Media</li> </ul>
October	<ul style="list-style-type: none"> <li>• Advertise SRA Office Hours</li> <li>• Promote Arts Tavern Survey</li> <li>• Brainstorm with MHS to run at least one event together this term</li> </ul>
November	<ul style="list-style-type: none"> <li>• At end of November Gather Data from Arts Tavern Survey and Analyze it</li> <li>• Update and Improve Plan for Arts Tavern based on Survey and Write a report summarizing all of its data</li> </ul>
December	<ul style="list-style-type: none"> <li>• Set up an appointment with the Faculty of Humanities Office as well as L.R. Wilson Director to discuss Arts Tavern</li> <li>• Try to get approval for the Arts Tavern</li> </ul>
January	<ul style="list-style-type: none"> <li>• Continue to promote leadership positions and get constituents involved</li> <li>• Brainstorm with MHS to run at least one event together this term</li> <li>• If obtained approval to more forward with Arts Tavern idea then start its implementation process</li> </ul>
February	<ul style="list-style-type: none"> <li>• Work with MHS to help promote, support, and be involved in Arts Week</li> <li>• Make sure we are on track to hit our social media target for the year</li> </ul>

March	<ul style="list-style-type: none"><li>• Arts Week occurs in March so have to prepare for it</li><li>• Work with Humanities Academic Office to set up booth regarding second year specializations</li></ul>
April	<ul style="list-style-type: none"><li>• Set up a meeting with MHS to discuss future Welcome Week Plans like more events as well as leaflets in faculty bags</li><li>• Continue to Promote Leadership Opportunities and SRA Office Hours</li></ul>

# YEAR PLAN

MSU *Kinesiology Caucus*

*Ushwin Emmanuel & Ryan McIver*

2018-2019

(submitted July 10<sup>th</sup>, 2018 )



---

**OFFICE OF THE *Kinesiology Caucus Leader***  
**INTRODUCTION**

---

*Dear Friends,*

*It is with my great pleasure and excitement to provide you with the Kinesiology Caucus' year plan for 2018-2019. We are incredibly thankful for our constituents for electing the two of us and we are looking forward to the year ahead of us and what we can accomplish as representatives of the MSU.*

*This upcoming year we really want to focus on 4 main ideas; academics, , outreach, student space and working coherently with the McMaster Science Society and the Kinesiology Society. There are a few gaps internally that we as the Kinesiology Caucus also need to fill due to the multiple transitions that had occurred last year, but we are aware of these problems and we are confident that we will be able to accomplish our goals. The plan set out of the 2018-2019 year brings organic ideas from our constituents who have personally contacted us and ideas brought forth from our own caucus members to help enhance the student experience academically and socially. We also aspire to accommodate the wishes of our faculty to the best of our ability and bring forth any arising issues that could have an impact on the future of the MSU.*

*We hope that this year plan below best fits the vision of all our constituents as well as the rest of the assembly. This is the best representation of our goals that we strive to accomplish for the upcoming year. However, this is just a snapshot of our vision. If you have any questions, ideas, or contributions, we are here to listen and can be reached via email. With enthusiasm we are extremely proud to be presenting this and are looking forward to a new and innovative year.*

*All the best,*

*Ushwin Emmanuel  
SRA Kinesiology Caucus Leader 18'-19'  
emmanueu@mcmaster.ca*

## GOALS

---

Objective 1	<b><i>Bring OER's to Kinesiology Programs</i></b>
Description	<i>To work closely with the McMaster Science Society to help bring open educational resources to courses under the department of Kinesiology.</i>
Benefits	<i>Accessibility of educational resources to everyone so that the financial burden of textbooks can be mitigated.</i>
Difficulties	<i>Since the concept is relatively new, approaching professors and getting them on board.</i>
Long-term implications	<i>Once established, the first time it will be able to be in effect for quite a long time as long as course content is not changed or altered, but also making sure that if further changes are to be made that there is information being passed down accordingly.</i>
How?	<i>Through the advocacy of student needs to professors and doing research on other institutes that have implemented this concept.</i>
Partners	SRA Science, McMaster Science Society, MSU and Kinesiology Society

Objective 1	<b><i>Student Space for Kinesiology Students</i></b>
Description	<i>We would like to continue the project of introducing a space for Kinesiology students to lounge, do textbook swaps, get upper year help and hold society events.</i>
Benefits	<i>This would help bring the faculty closer as a whole, creating a comfortable environment to network and even collaborate when studying for midterms and exams.</i>
Difficulties	<i>Space on campus is very limited so being able to find a space that is available.</i>
Long-term implications	<i>Allow for a space to continue being available for kin students as an academic and social hub.</i>
How?	<i>Through student advocacy and getting numbers of people in the program who would be interested in the space and using those numbers to approach the department and other members in the MSU to show the demand.</i>
Partners	Kinesiology Society, Kinesiology Department, MSU

Objective 1	<b><i>Conference/Career Opportunities</i></b>
Description	<i>Bringing in both Kinesiology alumni and graduate students, to talk about their experience in their undergraduate degree, and how they figured out what they wanted to do as a career.</i>
Benefits	<i>Help facilitate the and present the many paths that one as a kinesiology student may walk along.</i>
Difficulties	<i>Connecting with Alumni who are well established and willing to do a presentation while also finding a space of the event and getting enough volunteers to assist with executing the event.</i>
Long-term implications	<i>Enable students to be exposed to different career options so that they may plan their future and establish a yearly event.</i>
How?	<i>Through resources available in the Kinesiology department to get in contact with established individuals and working coherently with the Kinesiology department.</i>
Partners	<i>Kinesiology Department, Kinesiology Society</i>

Objective 1	<b><i>Regaining the Kinesiology Caucus email and all social media platforms</i></b>
Description	<i>Through the multiple transitions over the past few years, the email made for the Kinesiology Caucus was lost through the disorganized transitions.</i>
Benefits	<i>Being able to access or twitter platform and be able to use this email to re-establish a space in which constituents and others can email their concerns and ideas.</i>
Difficulties	<i>Arranging a meeting time with the head of communications that has access to the email information.</i>
Long-term implications	<i>Future Kinesiology Caucus members may be able to reach constituents more appropriately so that there may be better communication</i>
How?	<i>By expressing our problems with the MSU and making sure that we are directed to the right person who has access to all of this information,</i>
Partners	<i>N/A</i>

Objective 1	<b><i>Updating our social media and increase constituent exposure</i></b>
Description	<i>Since the past SRA members have not been given access to a multitude of our social media platforms, our social media has</i>

	<i>been outdated for quite a while so we want to increase constituent exposure and improve branding.</i>
Benefits	<i>Being able to actively engage our constituents on the changes that are happening so that we may be able to get more feedback and input.</i>
Difficulties	<i>Finding way in which to primarily engage them and finding a resource to use so that we may improve our branding.</i>
Long-term implications	<i>It would help our future caucus be able to reach more constituents more easily and efficiently.</i>
How?	<i>Through collaboration with the Kinesiology Society in giveaways of Kinesiology merchandise and contents to increase the amount of followers and those who “Like” the Facebook page.</i>
Partners	Kinesiology Society

Objective 1	<b><i>Facilitate transition with incoming caucus, and attend meetings 16A, B, and C</i></b>
Description	<i>In support of those who will be filling in our seats for the year to come and enabling them to feel comfortable in the environment since they can sometimes be taxing.</i>
Benefits	<i>To make everyone feel comfortable for the year ahead!</i>
Difficulties	<i>Organizing a transition meeting with a time that works best for everyone</i>
Long-term implications	<i>Healthy relationships between the new Kinesiology Caucus members and the McMaster Student Union.</i>
How?	<i>Through a transition meeting to share our knowledge and pass down information and project accordingly so nothing gets lost through the transition.</i>
Partners	Incoming Kinesiology Caucus members.

**Long-term planning**

---

Overarching Vision ( <i>what is the ultimate goal?</i> )	<b><i>Finding a Kinesiology student space or Kinesiology Lounge</i></b>
--	---

Description	<ul style="list-style-type: none"> <li>• Many people complain about not having a comfortable study space for Kinesiology students and all unofficially congregate at the hard, uncomfortable, and loud IWC entrance and therefore if we were to find an official space it would be able to create a hub to foster a social and academic learning space</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Students can enjoy their time studying in comfort and won't have to worry about wobbling tables or uncomfortable chairs</li> <li>• More people within the program can come and interact with one another, passing down knowledge, textbooks and advice</li> <li>• Gives a new space in which the Kinesiology Society may be able to run events and programming to bring the program together</li> </ul>
Year 1	<p>All data regarding the needs/wants of a Student Space will be collected and reviewed in order to show constituent interest</p> <ul style="list-style-type: none"> <li>• We will work on collecting the data for a survey based on people's interests in creating a student study space</li> <li>• Share all information via Kinesiology Society to work together and see how they can assist with money allocation</li> <li>• Make a plan with the MSU to discuss how we can receive funds to start such a project</li> </ul>
Year 2	<p>Working more closely with BOD members in order to properly set a time for conducting this idea and allocate money to this project:</p> <ul style="list-style-type: none"> <li>• All data will be given to the new Kinesiology Society and SRA representatives to continue finding a space or planning for the space</li> <li>• Continue discussions with BOD members and the MSU to start setting a time as to when the room plans will be finished by</li> <li>• Have old representatives facilitate the first meeting in order to have them carry out the goals that we had set out to achieve</li> </ul>
Year 3	<p>Finalizing the project's ideals and hopefully executing the changes alongside the MSU:</p> <ul style="list-style-type: none"> <li>• Transition documents must be sent over to new SRA members and BOD in order to carry out the project</li> <li>• Make the arrangements to start renovating the space within the school year</li> <li>• Ensure that if any help is needed from previous members of the Kinesiology Society or SRA that they are available to help</li> </ul>
Partners	<p><b>Members of the Kinesiology Society</b>  <b>VP Finance and MSU President</b>  <b>Department of Kinesiology</b></p>

---

## GOALS to strive for

---

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

1. Establish good relationship with the Kinesiology society and Science Caucus and express our wish to work coherently with them.
2. Set up SRA Office hours with the Kinesiology Society so that constituents are able to engage with us in person.
3. Formalize a weekly meeting time with the caucus as well as potentially attend the Kinesiology Society.
4. Obtain the Kinesiology Caucus email information so that we may set up our social media before the year begins.
5. Assign the main roles and responsibilities between the SRA Members

### List 5 things you would like to have completed during the fall term (1<sup>st</sup>)

1. Promote our social media outlets to gain more followers and likes
2. Set up our general survey for the interest of study space/lounge
3. Begin planning the necessary steps needed to introduce OERs to professors
4. Begin contacting alumni and asking for their availability to give a talk/speech
5. Ensure that all preparations are made for the upcoming winter term.

### List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)

1. Implementing the survey made in the previous term and encouraging people to complete it
2. Plan and execute the “Career day” event with the help of the Kinesiology Society
3. Update our branding on social media so that it may be more attractive to constituents
4. Hopefully have meetings with a few professors to talk about the implementation of OERs
5. Facilitate transition with the new Kinesiology caucus and provide a transition report to ease this transition.

---

## Master Summary

(calendar and checklist)

---

May	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
June	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
July	<ul style="list-style-type: none"> <li>• Attend the MSU Retreat and provide feedback to the VP Admin</li> </ul>
August	<ul style="list-style-type: none"> <li>• Regain our email and log into our social media platforms</li> <li>• Establish communication with the Kinesiology Society</li> <li>• Determine weekly meeting times for our Caucus</li> </ul>
September	<ul style="list-style-type: none"> <li>• Finalize office hours and times</li> <li>• Have a rough draft of the survey with in collaboration with the Kinesiology Society</li> </ul>
October	<ul style="list-style-type: none"> <li>• Social media outreach push to gain followers and like from new constituents</li> </ul>
November	<ul style="list-style-type: none"> <li>• Work on the introduction of OER's</li> <li>• Meet and talk about the efficacy of the SRA office hours set in place</li> </ul>
December	<ul style="list-style-type: none"> <li>• Start contacting Kinesiology Alumni so that we can see their availability for "Career day"</li> </ul>
January	<ul style="list-style-type: none"> <li>• Implement and carry out the survey to gauge interest for a study space</li> </ul>
February	<ul style="list-style-type: none"> <li>• Finish collecting data and record it accordingly</li> <li>• Carry out meetings with professors to talk about OER implementation</li> </ul>
March	<ul style="list-style-type: none"> <li>• Plan and execute "Career day" with the Kinesiology Faculty</li> <li>• Carry out further preparation needed for the Kinesiology space/lounge</li> </ul>
April	<ul style="list-style-type: none"> <li>• Prepare a transition report and plan a transition meeting with the new Kinesiology Caucus members so no information is mishandled</li> </ul>

**YEAR PLAN**  
**MSU SRA NURSING**  
***MARINA GANDZI***  
**2018-2019**  
(submitted July 4<sup>th</sup>, 2018)



---

## OFFICE OF THE *SRA NURSING CAUCUS*

### INTRODUCTION

---

Dear Members of the Assembly and fellow Nursing students,

To begin, I would like to thank you for providing me with the opportunity to represent the interests of nursing students to the MSU. Advocacy is essential to the nursing profession, so I am very excited to make small but significant contributions towards enhancing the student experience here at McMaster.

The nursing program is one of the most unique and dynamic programs on campus. This past year, we saw student engagement within the MSU as well as in our faculty society decrease to unprecedented lows. As such, the overarching goal of this year plan is to increase both the presence and understanding of the SRA among nursing students, with a greater focus placed upon new undergraduate students.

This year plan has been divided into four key objectives which include: improving the engagement of first year students, collaboration with the McMaster University Nursing Student's Society (MUNSS), revitalizing the Health Sciences Lounge, and increasing advocacy relating to tutor evaluations.

The caucus will build upon successful events from last year and continue to gather student feedback. Through genuine interactions that build connections with students, I hope to help build awareness of services on campus and in the Hamilton community.

I am looking forward to the events I have planned this year and the continued growth of SRA Nursing in the years to come. Should you ever have any questions or concerns please feel free to reach out to me at [sranursing@msu.mcmaster.ca](mailto:sranursing@msu.mcmaster.ca) or via the SRA Nursing Facebook page.

Kind regards,



Marina Gandzi  
BScN Level III

## GOALS

Objective 1	<i>Improve engagement of first-year nursing students with the MSU through engaging events.</i>
Description	The past year has seen low nursing student engagement with the MSU. This disconnect is largely due the fact that many students do not know about the role of the SRA as well as the services that are available on campus. First year students will be able to derive the greatest benefit from an early introduction to the MSU, as this will promote greater engagement within the McMaster community.
Benefits	<ul style="list-style-type: none"> <li>• Better nursing student engagement with the MSU in the future</li> <li>• Engaging events that enhance student life</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Potential hesitancy to show up to events</li> <li>• Scheduling conflicts from clinical days/important tests</li> <li>• Ensuring enough advertising through appropriate channels</li> </ul>
Long-term implications	Building a strong foundation of knowledge of the MSU by first attracting students with interesting events. This will promote a greater understanding and hopefully increased engagement with other MSU events and services.
How?	<ul style="list-style-type: none"> <li>• Having an SRA Nursing presence at Welcome Week, working with the Planners to have an engaging event scheduled (i.e. Polaroid photo booth to promote on social media)</li> <li>• Including SRA social media on Welcome Week promotional materials</li> <li>• Launching a first year “nursing hub” out of the Health Sciences Lounge which offers tutoring services so students can form study groups</li> <li>• Continuing the successful <i>Nurses of McMaster</i> initiative on the SRA page, and advertising to first years</li> </ul>
Partners	<b>Kristen Anderson &amp; Alex Wilms-</b> 2018 Welcome Week Planners <b>Tracey Jewiss-</b> Level 1 Chair McMaster Site <b>Elaine Shuhaibar-</b> Clinical Instructor

Objective 2	<i>Collaborate with the McMaster University Nursing Student's Society (MUNSS) through education initiatives.</i>
Description	The McMaster University Nursing Student's Society represents students from all three sites of the McMaster nursing program. As such, the faculty society has a greater outreach to the nursing student body as well as a greater budget with which to work. By communicating effectively and finding common ground with MUNSS on their objectives for the coming year, this will enhance promotion for my events.
Benefits	<ul style="list-style-type: none"> <li>• Greater collaboration and efficiency to achieve similar goals</li> <li>• Enhanced promotion of events through different social media channels</li> <li>• Increased funding to plan better events</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Finding time to attend MUNSS meetings at Conestoga</li> <li>• MUNSS year plans are developed later in the year</li> <li>• Not being a voting member of MUNSS</li> <li>• More difficult to reach consensus on events to be planned as there are more perspectives to be considered</li> </ul>
Long-term implications	This will ensure greater outreach to nursing constituents while gaining more perspectives on engaging events to plan. Education-based initiatives will provide nursing students with relevant skills that increase job opportunities following graduation.
How?	<ul style="list-style-type: none"> <li>• Attending MUNSS meetings as a non-voting member to provide updates</li> <li>• Presenting my year plan to MUNSS</li> <li>• Establishing communication with VP Education to determine what events the society has planned</li> <li>• Plan another successful Nursing Career Panel and establish contact with the Student Success Centre early on in the year</li> <li>• Advertise planned education workshops on SRA social media channels (ECG interpretation, Naloxone workshop etc.)</li> </ul>
Partners	<b>Priyanka Jani-</b> MUNSS VP Education (McMaster Site) <b>Tracey Jewiss-</b> Level 1 Chair McMaster Site

	Anna Magnotta and Gisela Oliveira- Student Success Centre
--	---

Objective 3	<b><i>Revitalize the Health Sciences Lounge.</i></b>
Description	There is currently very little use of the Health Sciences lounge by nursing students. The whiteboards in place are very old and do not erase properly. There is also a lack of knowledge among nursing students that we have lounge access through our ID badges. By increasing this awareness and planning my first year “Nursing Hub” out of the lounge, this may become a highly-frequented spot among nursing students. In addition, by increasing the nursing presence within the Health Sciences Lounge, this will also promote greater inter-professional engagement with other programs such as Health Sciences and Midwifery.
Benefits	<ul style="list-style-type: none"> <li>• MUNSS has expressed interest in a similar initiative to promote the “Hole in the Wall” Lounge in the School of Nursing</li> <li>• Greater nursing student presence in the Health Sciences Lounge which will facilitate event promotion by forming personal connections</li> <li>• Increased student satisfaction and perceived support; less stress associated with difficult first-year course load</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Allocating funds</li> <li>• Setting a reasonable timeframe as I would like to have this completed in the first semester</li> </ul>
Long-term implications	Nursing students will become more engaged with the MSU and attend other events in the year as well as in the future. I have planned this initiative for the first semester to facilitate the formation of study groups, and will evaluate its success when before potentially extending it to second semester.
How?	<ul style="list-style-type: none"> <li>• Improve the whiteboards in the Health Sciences Lounge</li> <li>• Advertise the new improvements to the lounge</li> <li>• Create a video which shows nursing students how to access the Health Sciences Lounge</li> </ul>

	<ul style="list-style-type: none"> <li>• Launch the “Nursing Hub” study sessions in the Health Sciences Lounge once or twice a week and evaluate its success</li> </ul>
Partners	<b>Tushar Tejpal and Devin Roshan-</b> SRA Health Sciences <b>Alexandrea Johnston-</b> AVP Finance <b>Haley Greene-</b> MSU Communications Officer <b>MUNSS</b>

Objective 4	<i>Advocate for increased transparency related to education in the School of Nursing.</i>
Description	The current course evaluation structure is run on a different site that is separate from Avenue to Learn. As a result, nursing students often do not fill out their course evaluations which prevents further development and improvements to the curriculum. I would like to work with the School of Nursing to streamline the tutor evaluation process.
Benefits	<ul style="list-style-type: none"> <li>• More students will complete course evaluations which will provide the School of Nursing with greater feedback to improve the program for future students</li> <li>• Greater student satisfaction with program</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>• Hesitancy to change accepted practices in the School of Nursing</li> <li>• Inaccurate responses as students do not feel comfortable giving an honest evaluation</li> <li>• Belief that student feedback is not valuable</li> <li>• Time constraints placed upon students during the pre-exam period</li> </ul>
Long-term implications	Students will realize their feedback is valuable in driving changes to the program, and staff will implement certain changes into the curriculum. In turn, student and staff satisfaction will increase.
How?	<ul style="list-style-type: none"> <li>• Get in touch with the appropriate members of Nursing Faculty in order to advocate for these changes</li> <li>• Create a petition for nursing students to sign in order to show faculty that this change is supported by students</li> <li>• Collaborate with MUNSS and sit in during meetings as this is an advocacy priority for some members</li> </ul>

Partners	<p><b>Sandra Carroll</b>- Interim Associate Dean, Health Sciences &amp; Director, Nursing</p> <p><b>Pamela Baxter</b>- Assistance Dean, Undergraduate Nursing Education</p> <p><b>Stephanie Bertolo</b>- VP Education</p> <p><b>Priyanka Jani</b>- MUNSS VP Education (McMaster Site)</p>
----------	---

### Long-term planning

*Below is an example of something that you could plan for longer than one year. This is quite a simple example, but you can choose to use this for simple tasks (such as increasing Facebook likes) or for broader visions (planning a multi-school conference for example)*

Overarching Vision (what is the ultimate goal?)	<i>Improve engagement of first year nursing students with the MSU/SRA.</i>
Description	Executing the events planned in this year plan, particularly the “Nursing Hub” and gathering student feedback at the end of the semester.
Benefits	By establishing a good footing with first year students, this will strengthen the foundation for which future SRA Nursing caucuses can build upon.
Year 1	<ul style="list-style-type: none"> <li>• Engaging Welcome Week activity (to be discussed with Planners)</li> <li>• Inviting first year nursing students to follow the SRA Nursing social media pages, keeping them engaged by re-starting the <i>Nurses of McMaster</i> initiative on the page</li> <li>• Nursing Hub</li> <li>• End of year reflection/survey</li> </ul>
Year 2	<ul style="list-style-type: none"> <li>• Nurses of McMaster</li> <li>• Enhance social media presence with new students</li> <li>• Plan new events or re-create successful events based off of previous year reflection</li> </ul>

Year 3	<ul style="list-style-type: none"> <li>• Nurses of McMaster</li> <li>• Enhance social media presence with new students</li> <li>• Plan new events or re-create successful events based off of previous year reflection</li> </ul>
Partners	

## GOALS to strive for

---

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

1. Execute planned Welcome Week Event
2. Increase Facebook likes and Twitter followers by at least 5% from Welcome Week events
3. Post my approved year plan in the MUNSS Executive Facebook Page and make sure I am available to answer any associated questions
4. E-mail out my year plan to nursing faculty who will support and advertise the “Nursing Hub”
5. Get into contact with the Student Success Centre to recruit Peer Tutors for the “Nursing Hub”

**List 5 things you would like to have completed during the fall term (1<sup>st</sup>)**

1. Complete a video which shows nursing students how to access the Health Sciences Lounge and potentially the Nursing “Hole in the Wall” lounge
2. Install new whiteboards into the Health Sciences Lounge
3. Begin planning the Nursing Career Panel
4. Assist MUNNS with promotional efforts for their education workshops
5. Continue the *Nurses of McMaster* initiative

**List 5 things you would like to have completed during the winter term (2<sup>nd</sup>)**

1. Execute the Nursing Career Panel

2. Meet with faculty and gain a better understanding of why tutor evaluations are conducted with a different platform, relaying this information back to the nursing student body
3. Assist MUNNS with promotional efforts for their education workshops
4. Continue to post SRA updates on social media to newly engaged first year students
5. Reflect upon the events run during the year in order to plan effectively for the future

## Master Summary

### (calendar and checklist)

May	<ul style="list-style-type: none"> <li>• Provide constituent updates via social media</li> </ul>
June	<ul style="list-style-type: none"> <li>• Provide constituent updates via social media</li> </ul>
July	<ul style="list-style-type: none"> <li>• Get into contact with Welcome Week Planners after submitting my year plan to create an event</li> <li>• Ensure SRA social media are included in promotional efforts for Welcome Week</li> </ul>
August	<ul style="list-style-type: none"> <li>• Send out my year plan to certain Nursing Faculty and post it in the MUNSS Executive Facebook group</li> <li>• Execute Welcome Week event and ensure SRA presence at Welcome Week</li> </ul>
September	<ul style="list-style-type: none"> <li>• Re-start the <i>Nurses of McMaster initiative</i></li> <li>• Create the Health Sciences Lounge Video</li> <li>• Get new whiteboards for the Health Sciences Lounge</li> <li>• Advertise and launch Nursing Hub through class talks and social media</li> <li>• Get into contact with those at the SSC to establish a plan for the Career Panel</li> </ul>
October	<ul style="list-style-type: none"> <li>• Nursing Hub</li> <li>• <i>Nurses of McMaster</i> updates</li> <li>• Work with MUNSS to promote education workshops</li> </ul>
November	<ul style="list-style-type: none"> <li>• Nursing Hub</li> <li>• <i>Nurses of McMaster</i> updates</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with MUNSS to promote education workshops</li> </ul>
December	<ul style="list-style-type: none"> <li>• End of semester reflection on the Nursing Hub</li> <li>• Exam de-stressors with MUNSS</li> </ul>
January	<ul style="list-style-type: none"> <li>• <i>Nurses of McMaster</i> and MSU Presidential election updates</li> </ul>
February	<ul style="list-style-type: none"> <li>• Promotion of Career Panel</li> </ul>
March	<ul style="list-style-type: none"> <li>• Career Panel</li> </ul>
April	<ul style="list-style-type: none"> <li>• End-of-year reflection</li> </ul>



# **Year Plan**

## **SRA Science 2018-2019**

*July 10th, 2018*

*Prepared by:*

Raisa Ahmed

Vaishna Kumaran

Connor MacLean (Co-Caucus Leader)

Maryanne Oketch

Ashley Reddy

Sinthu Senthillmohan (Co-Caucus Leader)

Eric Shingleton-Smith

## INTRODUCTION

---

Hello!

Welcome to the SRA Science Caucus Year Plan! Throughout this document, you will find all of our objectives for the year along with plans on how we will accomplish each of them, a master timeline of the year, and some of our overarching goals. We believe that this year plan focuses on a variety of prevalent issues faced by science students including accessibility, communications, health & wellness, and more.

We are looking forward to a year of collaboration to ensure various students perspectives, ideas, and experiences are brought to the table. We have highlighted 17 primary objectives, along with the members who plan to push for these changes. Thank you taking the time to read through this document. Feel free to let us know if you have any questions, comments or concerns!

Yours in Governance,

**Connor MacLean & Sinthu Senthilmohan**  
Co-Caucus Leaders, SRA Science  
McMaster Students Union  
@: [maclec1@mcmaster.ca](mailto:maclec1@mcmaster.ca)      [senthils@mcmaster.ca](mailto:senthils@mcmaster.ca)  
#: (647) 971 3997      (647) 533 4111

## OBJECTIVES

---

<b>Objective 1</b>	<b>3AM Thode Wellness Partnerships</b>
SRA Members	Connor
Description	This platform point was created to continue the work done by the McMaster Science Society and the University Affairs Committee for the 2017-2018 year. The goal is to partner with University groups/offices and MSU Services to ensure that students are offered adequate support in stressful times aligned with the promotion of Extended Thode Library Hours.

Benefits	<p>Students will be healthier &amp; there will be more support in stressful times</p> <p>Better promotions of libraries &amp; facilitates better partnership with the MSU and university groups</p>
Difficulties	<p>Coordination with groups is hard - services are making their year plans now and may not partner with us</p> <p>Timeline is short, Extended Library Hours will start after reading week in October, so we have to get started</p> <p>Librarians should be consulted, and permission is needed for any events or initiatives we run</p>
Long-Term Implications	<p>Better standard of wellness at University, reduces students opposing the library hour extension as we promote wellness along with academic prowess. Not encouraging bad studying, rather being a support for whatever decisions students make and being proactive about situations</p>
How?	<p>Through consultations with the librarians and VP Admin of the MSU, implementation through planning and meeting with services, execution of events and initiatives through promotions &amp; funding, reflection for planning for long-term sustainability</p>
Campus Partners	<p>Libraries, MSS, MES, SRA Engineering, Mac Bread Bin, SHEC, SWHAT, Student Wellness Centre, Good2talk, etc.</p>

<b>Objective 2</b>	<b>Increasing Accessibility</b>
SRA Members	Sinthu, Raisa, Ashley, Vaishna
Description	<p>Accessibility can be further divided into three subgroups:</p> <ul style="list-style-type: none"> <li>● Increasing Podcasted Courses</li> <li>● Decreasing Unnecessary Textbook Costs</li> <li>● Improving the SAS Note taking Service</li> </ul>
Benefits	Every student who wants to do well in a class,

	<p>should be given the resources to do so. Students benefit from podcasted courses because they are able to learn content they may have missed and review important lecture materials. Many courses also have unnecessary and expensive textbook costs associated with them, which may discourage students from enrolling in a class. Decreasing these costs will remove a financial barrier. The classes that do have podcasts often times have glitches and the quality can be subpar, improving the available technology and resources would allow for an enhanced learning experience. Finally, the SAS note taking system can be improved to have more note takers, such that any student that requires notes will always have access to them.</p>
<p>Difficulties</p>	<ul style="list-style-type: none"> <li>● We still need to collect data for which classes would most benefit from podcasts that don't currently have it. This may be hard to collect for such a large and diverse faculty.</li> <li>● Some professors do not support having podcasts in their lectures for various reasons. E.g. they believe students will not attend class, or they worry about copyright infringements.</li> <li>● Some lecture halls or tutorial rooms do not have the technology for podcasts, and it is difficult to know where classes will be located ahead of time.</li> <li>● Promotion of the SAS services to potential note takers should be efficient and sustainable for future years</li> </ul>
<p>Long-Term Implications</p>	<p>Having more podcasts will be beneficial for students who are unable to attend class for accessibility, commuting, or other conflicting reasons. Moreover, it will allow students to review lecture content more effectively for tests and exams, leading to better student success. Decreasing textbook costs and improving our note taking service will allow more students to have access to education with fewer barriers.</p>
<p>How?</p>	<ul style="list-style-type: none"> <li>● "Action Potential" survey data</li> <li>● Consultations with SAS, UTS, the Dean of Science, and affiliated groups</li> </ul>

	<ul style="list-style-type: none"> <li>Working with the caucus to reach out to professors and students</li> </ul>
Campus Partners	<p>Dr. MacDonald (Dean of Science)  Dr. Cameron (Associate Dean of Science - Academic)  Professors from the Faculty of Science  Technology Services (UTS)  IT Student Advisory Committee  Student Accessibility Services (SAS)</p>

<b>Objective 3</b>	<b>Improve study spaces on campus</b>
SRA Members	Raisa
Description	This platform point was made to address the issue of students being unable to find effective study spaces on campus due to lack of space, broken outlets, etc.
Benefits	<p>Student success</p> <p>Optimized space</p>
Difficulties	There is only so much that can be done with the space that is available.
Long-Term Implications	Many students will have more spaces and better spaces to study, meet with friends, and spend time. This will be especially useful for commuter students and other students living far away from campus.
How?	Work with MSU president on her platform point of “more outlets” and ensure that the places where science students study have working outlets.
Campus Partners	MSU, tech services, etc

<b>Objective 4</b>	<b>Better Promotion within the Faculty of Science</b>
SRA Members	Connor, Sinthu, Eric

Description	This project will continue the research done in Connor's ISCI 3A12 Independent Project and see more follow through on the end deliverables. We will also try to adopt this strategy within the MSU by meeting with key stakeholders.
Benefits	Better promotions from the MSU means that students will be less overwhelmed with updates and they will be able to process and absorb necessary information from all facets of the MSU.
Difficulties	Communications is a hard thing to change, especially in the MSU and on the Faculty level where things move slowly. Trying to find talented people to produce content is also difficult.
Long-Term Implications	Less clutter on social media and more effective communication of important dates, opportunities, and events to all students.
How?	Through meetings with the Communications Officer and Marketing and Communications Director of the MSU, we can hopefully make some procedural changes to the way the MSU does promotions. We will also try to focus more on creating video and photo content and see if our own personal outreach changes.
Campus Partners	Haley Greene (Communications Officer), Michael Wooder (Marketing and Communications Director), Dr. Maureen MacDonald (Dean of Science)

<b>Objective 5</b>	<b>Career and Academic Resource Expansion</b>
SRA Members	Connor
Description	There is a gap in the resources available to science students pertaining to planning out their careers to relate to their academics. It is difficult to know what experiences students have coming out of their BSc. and where they can go with their degree. There are so many options available to them, but it is not portrayed in an easy-to-access manner. Let's work with the SCCE Office to

	ensure that the information is available to students and assist them with the projects they are currently working on (e.g. expanding the MAP, experience guides, etc.).
Benefits	Students will have more of an idea of what to do with their degree and the various roles in a variety of industries they are qualified for. It will also help students plan their course effectively to ensure that they are getting a number of experiential and abstract learning experiences that will be useful in the workplace.
Difficulties	The SCCE is difficult to get a hold of and we don't want to impose. As well, many of the resources that we would like to build cost money. This could be a point where students can help advocate for more funding for the SCCE in some way.
Long-Term Implications	Students will be more equipped to find jobs and to know what they can get out of their BSc before even starting.
How?	Working with the SCCE and their team of summer project assistants that they hired in May. Many of the projects were suggested by Connor to Vicki and Maureen in first semester last year and are now being worked on by this team.
Campus Partners	Dr. Vicki Lowes (SCCE Manager)

<b>Objective 6</b>	<b>SCIENCE 1A03 Review/Expansion</b>
SRA Members	Connor
Description	SCIENCE 1A03 could be an excellence resource for students to learn more about everything Science, including the SRA, MSS, SCCE, and so on. There are many resources that are available to students, but many don't know. Dr. Cameron has expressed interest in having SCIENCE 1A03 be expanded to more students and introduce them to everything in the faculty from departments to student groups to resources and more. Dr. Vicki Lowes has also mentioned that she thinks the existing SCCE component of the course could be

	improved.
Benefits	Students will be more informed about the Faculty of Science right from the get-go. This could lead to increased engagement, more people running in elections, better use of services, and greater overall academic success.
Difficulties	Changing courses is a difficult process and Dr. Cameron is only here until December when Mic Farquharson steps back into the role.
Long-Term Implications	Better engagement with students and a well-informed faculty.
How?	Holding meetings with Dr. Cameron and the course facilitators (likely Dr. Sarah Symons) to discuss some potential changes and how we can create that into modules for students to learn and engage. There is also a third year course that is tasked with creating modules for this course and this could potentially be a project for that.
Campus Partners	Dr. Cameron, Dr. MacDonald, Dr. Symons, MSS, SCCE

<b>Objective 7</b>	<b>Continued MSS Relationships</b>
SRA Members	Connor, Sinthu, Raisa, Vaishna, Ashley, Maryanne, Eric
Description	The SRA should work closely with the MSS. We are both representative bodies for the Faculty of Science and so our visions should align.
Benefits	More bodies helping to advocate for student needs is always a benefit.
Difficulties	The MSS is a large organization with their own agenda. If it doesn't align with ours, or there is insufficient action on either side, then nothing will get done effectively.
Long-Term Implications	We could have better relationships with the MSS and thus have more institutional memory when there is transition to a new team. This could be

	the start of joint advocacy that should've been more prominent before.
How?	This could take the shape of joint advocacy efforts and surveys, joint meetings with the Dean and Associate Deans of Science, or joint office hours held in the MSS Office. We could share our resources and help one another out in a way that complements our strengths and weaknesses.
Campus Partners	MSS Dean of Science Associate Dean of Science SCCE

<b>Objective 8</b>	<b>Research Information Hub</b>
SRA Members	Raisa, Ashley
Description	Work with the MSS to create a hub/database of professors who accept undergraduate student researchers and links to their websites. Also try to implement a "personal experience bio" where students from said labs can share what they learned and how they grew.
Benefits	Student success; make it easier/more straightforward to understand how to get these positions. Getting more students involved in research.
Difficulties	Efficiently compiling all the relevant professors who accept students. Efficiently finding students in the labs to share their stories and create an aesthetically pleasing database.
Long-Term Implications	By creating a "one-stop-hub" for students to access information, we hope to help them gain hands-on experience in their chosen discipline and enrich their educational experiences.
How?	Through consultation with the appropriate MSS Vice President(s) and executives (VP External, Volunteer and Research Coordinator, Year Reps, Webmaster), we hope to compile all the

	necessary data and create the hub on the MSS website.
Campus Partners	MSS, various professors and students throughout the faculty

<b>Objective 9</b>	<b>Foster Diversity in Leadership roles in Government Positions</b>
SRA Members	Maryanne
Description	It is important that the students that are representing their caucus are representative of their student body. As we are in a position of power, it should be our responsibility to provide opportunities for all members of the science community to know about ways they can get involved within the SRA.
Benefits	Helping facilitate a more diverse group of people in leadership roles, since it will be more representative of the students that are attending McMaster
Difficulties	Being able to connect with the specific groups that are stakeholders in the community, and to create events that cater to the specific goals of the clubs/initiatives
Long-Term Implications	We would be able to continue to have a diverse group of people in Government positions
How?	Running a meet and greet event early in the second semester to allow potential candidates to know about the SRA
Campus Partners	McMaster People Project, Various MSU Clubs

<b>Objective 10</b>	<b>Mosaic Improvements</b>
SRA Members	Sinthu
Description	Mosaic only shows the bare minimum when it comes to course descriptions. Things like whether

	the classroom will be wheelchair accessible or what we're being evaluated on are not listed. I hope to increase the information displayed on Mosaic, especially during course registration.
Benefits	This poses a barrier for students with disabilities who may require physical accommodations, or those who are restricted in a particular evaluation (such as an oral final presentation if you have a speech impairment). The incorporation of this information will allow students know exactly what they are signing up for and allow them to choose courses according to their strengths.
Difficulties	As we have seen over these past few years, students have asked for many different improvements to Mosaic. It will require a lot of consultations, data collection, and time, to get this done.
Long-Term Implications	Students will have access to more information during course enrolment, allowing for academic success.
How?	Our first steps involved getting more student feedback (through the action potential survey), and then presenting our findings to the aforementioned groups. We have already met with the Dean of Science and will be hearing back from her soon.
Campus Partners	UTS IT Student Advisory Committee Dr. MacDonald

<b>Objective 11</b>	<b>Master Events Calendar</b>
SRA Members	Sinthu
Description	This calendar would be able to have consistently updated information from SRA Science, the MSS, and other McMaster-affiliated science groups outlining future events and deadlines.

Benefits	This would allow you to click on a single link to access various application deadlines, formals, meet and greets, professional development, and any other events targeting science students.
Difficulties	It will require a lot of collaboration and continuous updates from groups to keep the calendar running throughout the year. Technological limitations may also be an issue.
Long-Term Implications	This would improve streamlined communication to science students and allow for better outreach. In the years to come, a filter function should also be a feasible addition to this calendar.
How?	This is a relatively simple tool that can be implemented after discussions with the relevant science groups and potentially the McMaster IT Team. At first this could even be a temporary google calendar shared by science groups, accessible to all, and later expanded to a more intricate system (e.g. Mosaic integration).
Campus Partners	Monish Ahluwalia (MSS President) IT Student Advisory Committee

<b>Objective 12</b>	<b>Reevaluating and Improving MSU Promotions</b>
SRA Members	Eric, Maryanne, Connor, Sinthu, Ashley
Description	The MSU for the past several years has seen poor engagement and turn out through several of its events and services. This poor engagement means that less students are aware and are unable to engage in the various opportunities and services the MSU provides to all full-time undergraduate students. The problem that many students collectively agree upon is that inadequate methods of promotions used by the MSU.
Benefits	<ul style="list-style-type: none"> <li>- Increased engagement to McMaster's large undergraduate student body</li> <li>- Students from all backgrounds and niches</li> </ul>

	<p>will be aware of all services provided by the MSU</p> <ul style="list-style-type: none"> <li>- Money spent by the MSU for promotions and to fund services will be properly used</li> <li>- Adequate usage of MSU services</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- Will take several months of consultation with various internal and external parties (VP Admin, VP Finance, Communications team, 3rd party marketing consultants, Michael Wooder, SRA Members)</li> <li>- May be difficult to agree upon a solution when working with several parties</li> </ul>
Long-Term Implications	<p>For the years to come, MSU members will be knowledgeable of all services offered to them and will be able to make the most out of their MSU membership.</p>
How?	<ul style="list-style-type: none"> <li>- Strike an Ad-Hoc committee meant to unite all parties that aspire to improve MSU communications.</li> <li>- This Ad-Hoc committee will be proposed by Eric after consultation with Scott Robinson.</li> <li>- The official members will be the chair, VP Admin, VP Finance, two SRA Members, and two MSU Members. The official observers will be the MSU Communications team.</li> <li>- A plan will be made for this Ad-Hoc Committee to first identify the primary issues in MSU promotions and then take steps to improve those.</li> <li>- A final solution will be agreed upon that will set the promotions standard for all volunteer and paid members that contribute to the MSU.</li> <li>- Consultation with 3rd parties can also occur such as a marketing consultant and the Degroote Marketing Association.</li> </ul>
Campus Partners	<ul style="list-style-type: none"> <li>- VP Finance, VP Administration, Michael Wooder, MSU Communications team, Degroote Marketing Association</li> </ul>

<b>Objective 13</b>	<b>Developing Academic Science Advocacy in partnership with the MSS</b>
SRA Members	Eric
Description	The MSS has created a new periphery position that is in charge of academic advocacy for science students. This position has a great amount of potential but is very undefined and needs guidance in developing itself. The goal of this point is to help set the foundation for this position so that it can take steps to improving academic aspects for science students.
Benefits	<ul style="list-style-type: none"> <li>- Development of an MSS position with great potential</li> <li>- Short term and long-term improvements to the academic lives of Science students</li> <li>- Improved relationships between the SRA and MSS</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>- The directions taken are entirely up to the MSS President and the advocacy member</li> <li>- Advocacy takes time and the role will take a few months to develop</li> <li>- The level of advocacy (federal, university, provincial, etc.) can change the amount of time it will take to see change</li> </ul>
Long-Term Implications	<ul style="list-style-type: none"> <li>- A developed role that if properly established, can improve academic lives for science students for years to come.</li> </ul>
How?	<ul style="list-style-type: none"> <li>- Meet with the MSS President and Advocacy position throughout the year</li> <li>- Within these meetings, determine the level of advocacy they wish to achieve (federal, university, provincial, etc.).</li> <li>- Offer knowledge of academic advocacy (policy writing, surveys, connect with education department, etc.)</li> <li>- Create year-long plan for advocacy role</li> <li>- Set defined role and projects for next advocacy member to take on</li> </ul>
Campus Partners	<ul style="list-style-type: none"> <li>- McMaster Science Society</li> </ul>

<b>Objective 14</b>	<b>Create Awareness Regarding Mental Health Resources</b>
SRA Members	Ashley
Description	Currently there is a lack of awareness within the student body pertaining to their access to mental health resources available on and off campus. With the help of our campus partners, we plan to create both a physical and online information campaign including all available helplines, counselors and groups that are open to students both on and off campus. Information pertaining to how to access these resources and locations may be included.
Benefits	Increase mental health on campus and raise student awareness on where to get help. Improves student success overall.
Difficulties	Outreach to students may prove difficult via e-mails as they are rarely checked
Long-Term Implications	By getting this information sorted and organized in order for distribution, it can be tweaked and edited as need be for use over the course of several years
How?	Implementation strategies include providing information during peak times of the year such as welcome week, midterm season and finals season. During these times, we will provide students this information through social media platforms, e-mail, possibly putting it up on various screens throughout campus, and a possibility of brochures or platforms with adequate information on where to get help, such as help lines, counseling services and groups.
Campus Partners	Welcome week advisory committee, Kristina (MSU VP Admin), MSS, Student Wellness Centre, Good2Talk, SHEC

<b>Objective 15</b>	<b>Advocate for Open Educational Resources</b>
---------------------	--

SRA Members	Ashley
Description	Textbooks costs, whether mandatory or elective are very high especially for science students. In our action potential survey, majority of students did not find them beneficial for student success and deemed them too costly. Open educational resources are freely accessible online textbooks and media that can aid professors in teaching.
Benefits	Students will be able to save money while still being able to utilize textbooks and other educational media for their own academic success. It will decrease the financial burden on most students and increase their quality of living. Additionally, the stress of purchasing expensive textbooks will be decreased allowing students more accessibility to course content and resources.
Difficulties	The main difficulty here is the profitability for the university and professors. Majority of textbooks currently available for courses are available at the bookstore which brings in money to the university and most textbooks used by professors are written and profitable to said professors.
Long-Term Implications	With a developing relationship between OER advocacy and professors, for upcoming years we could begin talking about implementation which will bring about student success both academically and financially.
How?	Work with the following campus partners to reach out to professors and the administration in efforts to educate and inform them on OERs and explain the possibility of implementing them into specific courses. The target would first be courses that, according to the action potential survey, appear to lack benefit from current mandatory textbooks. Further avenues of concern from the university and professors must be collected and addressed before moving forward. As well as looking at past and current platforms for OERs on campus and working alongside them.
Campus Partners	Dr. MacDonald (Dean of Science), Dr. Cameron (Associate Dean of Science - Academic),

	Professors from the Faculty of Science, MSS
--	---

<b>Objective 16</b>	<b>Interactive Blended Learning</b>
SRA Members	Vaishna
Description	This platform point was made to address the issue of students finding the online component of a blended learning courses to be unengaging, which results to the modules being tedious. By improving the style of the modules, it can ensure students are gaining the maximum benefit from a blended learning course.
Benefits	By having interactive modules, it allows for students to be more engaged, and retain more information. Online modules can often be long and adapting something such as added visuals would prove beneficial to the student.
Difficulties	The cooperation of professors to adapt this new style of modules may be hard. Being able to redesign the modules in a time and cost-effective manner would be a challenge. The designing and up keeping of these new modules require constant collaboration between various sectors of the University.
Long-Term Implications	By improving the modules with the help of professors and IT services it will allow for students to find the modules engaging and effective for their courses. This would allow greater use of the modules.
How?	Gain feedback as to how the modules should be updated to students' needs, this can be done through a survey or questionnaire. With this information, contacting the Dean of Science/ Academic and relevant parties.
Campus Partners	Dr. MacDonald (Dean of Science) Dr. Cameron (Associate Dean of Science - Academic)

	IT Services
--	-------------

<b>Objective 17</b>	<b>Improving Accessibility</b>
SRA Members	Vaishna
Description	This platform point was made to address the accessibility concern to those who are hearing and visually impaired as there seems to be a lack of initiatives done to address these groups of students.
Benefits	Students will have the resources they need to succeed available on campus, as well improvements made to the campus itself will allow for increased accessibility to those who need it.
Difficulties	As this form of disability may not always be seen by general public, gaining the support from various sectors may be difficult. The cooperation of professors to make changes and adapt new ways of presenting information to the class. In terms of uploading videos on avenue involve collaboration of groups for an extended period of time.
Long-term Implications	Changes which are made to the campus will allow for those who are visually and hearing impaired to feel safe and comfortable on campus alongside their peers.
How?	To those who are visually impaired it is crucial to ensure all signs contain braille, and accessible calculators (larger buttons, braille displays) are available for sale on campus along with the other calculators. As well, in areas such as underground printing having a braille printer available so that it is easily accessible to those who need it. In terms of classes advocating to have alternative print forms and copies of the material available before class. Changes which can be made to campus include having distinct colours on the stairs will allow for

	<p>those with visual impairment to navigate safely throughout campus.</p> <p>Next, for those who have hearing impairment, having a sign language expert interpret the lecture content and upload videos on Avenue for those individuals who require assistance.</p>
Campus Partners	<p>SAS</p> <p>IT services</p> <p>Dr. MacDonald (Dean of Science)</p> <p>Dr. Cameron (Associate Dean of Science - Academic)</p> <p>Facility Services</p>

### MASTER SUMMARY & TIMELINE

---

<b>Month</b>	<b>Goal</b>
<b>April '18</b>	<ul style="list-style-type: none"> <li>● Collect "Action Potential" survey data</li> </ul>
<b>May '18</b>	<ul style="list-style-type: none"> <li>● Present "Action Potential" survey results to the Dean of Science</li> </ul>
<b>June '18</b>	<ul style="list-style-type: none"> <li>● Start working with SCCE on Academic &amp; Career Resources</li> </ul>
<b>July '18</b>	<ul style="list-style-type: none"> <li>● Start working with new Science Communications Officer</li> <li>● Meet with Dr. Cameron about SCIENCE 1A03</li> <li>● Meet with MSU President to discuss how to contribute to initiatives to increase the amount of working outlets on campus</li> <li>● Begin coordinating with welcome week committee for mental health awareness</li> </ul>
<b>August '18</b>	<ul style="list-style-type: none"> <li>● Discuss Office Hours and MSS Relationships with the new MSS President</li> <li>● Attend Science Faculty Day and speak to first years</li> </ul>

	<ul style="list-style-type: none"> <li>● Begin consultations with MSS VP External and associated executives to plan the “Research Hub”</li> <li>● Start consultation with MSU VP Education about OER advocacy efforts</li> </ul>
<b>September '18</b>	<ul style="list-style-type: none"> <li>● Start holding weekly MSS Office Hours in BSB B108</li> <li>● Bring up mosaic improvements &amp; master calendar idea during first IT Student Advisory Committee meeting</li> <li>● Reach out to the Dean of Science for a follow-up</li> <li>● Meet with SAS learning strategist (Joanne) and discuss changes which can be made</li> </ul>
<b>October '18</b>	<ul style="list-style-type: none"> <li>● Implement Extended Thode Library Hours Resources</li> <li>● Attend Science General Assembly</li> <li>● Send out surveys for module feedback</li> <li>● Bring forth the information gained from the SAS to the Associate Dean, IT services and the facilities officer</li> </ul>
<b>November '18</b>	<ul style="list-style-type: none"> <li>● Analyze the feedback given for modules and reach out to the Dean of Science and relevant sectors of the University</li> </ul>
<b>December '18</b>	<ul style="list-style-type: none"> <li>● Follow up on SCIENCE 1A03 changes, ensure implementation with a new Associate Dean</li> </ul>
<b>January '19</b>	
<b>February '19</b>	<ul style="list-style-type: none"> <li>● Host meet &amp; greet event for students who may be interested in running for SRA</li> <li>● Attend Science General Assembly</li> <li>● Implement Wellness Partnerships round 2 for 3AM Thode</li> </ul>
<b>March '19</b>	<ul style="list-style-type: none"> <li>● Finalize progress, transition new SRA caucus and hand off projects to ensure continuity</li> </ul>



SRA SOCIAL SCIENCES

# Year Plan

SRA Social Sciences

2018-2019

Submitted July 10<sup>th</sup>, 2018

Shemar Hackett | Fawziah Ali | Jessica Anderson | Arjay Villasis | Justin Lee





# SRA SOCIAL SCIENCES

## Introduction

Dear Members of the Assembly and MSU Members,

Our entire caucus would like to thank all Social Sciences students for the opportunity to represent them for the next year. Though we were all acclaimed to our positions, we still value the integrity of our roles and are just as, if not more, dedicated to making improvements across campus for our student body. Going into the 2018-2019 year, our caucus has a lot planned and we hope to not only empower students in our faculty but illustrate how important their voices are in all our advocacy efforts.

Our year plan focuses on two themes, the first being communication. In the past, our communication with the McMaster Social Sciences Society (MSSS) and students has not been the greatest. Whether that be coordinating joint office hours or ensuring that we are accurately representing students' perspectives on the assembly, there needs to be a change in how we communicate with external parties. We hear your concerns of your voice not being heard and we are all dedicated to ensuring that every decision we make is for the best interest of Social Sciences students.

Our second theme revolves around university advocacy. From the layout of mosaic to the ineffective nature of professor/TA feedbacks, we want to address structural issues that many students have brought forward over the years.

We hope that by the end of our term that we would have done our part in making the McMaster community a safer and more unified place to learn and grow as individuals. If there is anything that you feel should be reflected in our platform, we welcome feedback and would love to hear your thoughts!

Sincerely,

The 2018-2019 Social Sciences Caucus



# SRA SOCIAL SCIENCES

## Caucus Members



JESSICA ANDERSON

HONOURS ANTHROPOLOGY AND SOCIOLOGY

ANDERJ14@MCMASTER.CA



JUSTIN LEE

HONOURS SOCIAL PSYCHOLOGY

LEEJ193@MCMASTER.CA



ARJAY VILLASIS

POLITICAL SCIENCE & ECONOMICS

VILLASA@MCMASTER.CA



FAWZIYAH ALI

POLITICAL SCIENCE & SOCIOLOGY

ISAHF@MCMASTER.CA



SHEMAR HACKETT

HONOURS SOCIAL PSYCHOLOGY

SRASSCI@MSU.MCMASTER.CA



# SRA SOCIAL SCIENCES

Increase Feedback from Social Science Students

Lead: *Shemar*

Support: *Arjay & Fawziyah*

Description	<ul style="list-style-type: none"> <li>● Getting students opinions on what the SRA is doing has been difficult in the past and continues to decline</li> <li>● We want to get students excited about advocacy again and look into way that we can increase engagement with our</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Accurately representing students and their needs</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Student engagement with advocacy has been low in the past; getting them to engage will be difficult.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Strengthening the relationship between the SRA and our faculty</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Can meet with Michael Wooder on strategic ways to use our social media accounts to ensure we are reaching a large demographic of soc sci students</li> <li>● Will release surveys periodically throughout the year to ascertain how well students rate our current advocacy efforts and things they will like to see moving forward</li> <li>● We will look into having facebook polls or google forms prior to contentious debates to ensure we are accurately representing our students perspectives</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● VP (Administration)</li> <li>● Michael Wooder</li> </ul>



# SRA SOCIAL SCIENCES

Charging Stations	
Lead: <i>Shemar</i>	
Description	<ul style="list-style-type: none"> <li>● This has been a project that was initiated in the 2017-2018 school year that is now carrying over into this term.</li> <li>● Through the SLEF Fund, students wanted more charging stations on campus.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Students no longer have to worry about their phones dying and not having a place to charge it.</li> <li>● If students ever forget their charger at home, they will now have accessible ports to charge their devices across campus.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Finding companies to implement the charging stations.</li> <li>● Working within a budget that is relatively tight.</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● Gives students an increased amount of charging ports on campus that are accessible.</li> <li>● Potentially lead to the MSU making money through advertisements on the screen on each charging station unit.</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Reaching out to Underground to determine what part they would like to play in regards to promoting on the charging stations.</li> <li>● Organize with ChargeBar and Power Tower on their units and when they will be able to deliver.</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● Dave and Vlaad from Underground</li> <li>● Lori Diamond (MUSC Admin director)</li> <li>● VP (Administration)</li> </ul>



# SRA SOCIAL SCIENCES

<b>Increasing Student Financial Accessibility</b>	
<b>Lead: Fawziyah &amp; Jessica</b>	
<b>Support: Shemar</b>	
<b>Description</b>	<ul style="list-style-type: none"> <li>● Continuing the advocacy for Open Educational Resources</li> <li>● Student life is expensive as is. Paired with financial disparity among students, it's important to prioritize equity of opportunity for students across financial backgrounds</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>● Students are able to access the information necessary for their courses, in order for them to succeed. This is done without the financial anxiety of paying for textbooks and fear of being low on money</li> </ul>
<b>Difficulties</b>	<ul style="list-style-type: none"> <li>● Some professors may be reluctant to incorporate OER's due to lack of understanding or potential other reasons</li> <li>● Lack of student knowledge about OER's</li> </ul>
<b>Long-term implications</b>	<ul style="list-style-type: none"> <li>● Fosters an environment of equity among students, regardless of financial position</li> <li>● Ensures student success is not hindered by inability to access resources</li> </ul>
<b>How?</b>	<ul style="list-style-type: none"> <li>● Holding university campaigns to educate students on OER's</li> <li>● Presentations to professors across disciplines, to encourage implementation of OER's in their classrooms</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>● AVP University Affairs</li> <li>● Macademics</li> </ul>



# SRA SOCIAL SCIENCES

## Making Mosaic more Student Friendly

Lead: Fawziyah & Jessica

Support: Arjay

<p><b>Description</b></p>	<ul style="list-style-type: none"> <li>● Ensuring syllabuses are attached to all potential courses on Mosaic</li> <li>● Deleting inactive courses from the Mosaic course catalogue</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>● Mosaic will be a more informative website for students, in relation to course selection</li> <li>● Student use of Mosaic will be more productive</li> </ul>
<p><b>Difficulties</b></p>	<ul style="list-style-type: none"> <li>● The decision process of changing Mosaic may be lengthy, due to the many people that must be notified and the multitude of opinions that will be involved</li> </ul>
<p><b>Long-term implications</b></p>	<ul style="list-style-type: none"> <li>● Creates a path for less students to deal with dropped courses and course dissatisfaction, as they will be more informed of their potential courses</li> </ul>
<p><b>How?</b></p>	<ul style="list-style-type: none"> <li>● Surveys in order to get student feedback on these potential mosaic changes</li> <li>● Schedule meetings with the UTS and Student Affairs Offices to discuss these potential changes</li> </ul>
<p><b>Partners</b></p>	<ul style="list-style-type: none"> <li>● AVP University Affairs</li> <li>● Macademics</li> <li>● University Technology Services</li> <li>● Student Affairs</li> </ul>



# SRA SOCIAL SCIENCES

## Amending the University's Exam Guidelines

Lead: Fawziyah & Jessica

Support: Arjay

Description	<ul style="list-style-type: none"><li>● Giving students the option to defer exams to the end of their current exam periods</li><li>● Expanding the guidelines of an exam scheduling conflict to include 3 exams over two days, rather than 3 consecutive exams over two days</li><li>● Expanding the guidelines of an exam scheduling conflicts to include 2 consecutive exams in one day</li></ul>
Benefits	<ul style="list-style-type: none"><li>● Easing the stress of students during an already stressful time</li><li>● Students gain the ability of added study time, which can allow students to be more prepared for their exams</li></ul>
Difficulties	<ul style="list-style-type: none"><li>● The University may be reluctant to amend their policy</li></ul>
Long-term implications	<ul style="list-style-type: none"><li>● Students are able to feel as though they're mental health is prioritized</li><li>● The potential to lessen exam anxiety among students</li></ul>
How?	<ul style="list-style-type: none"><li>● Speaking to the AVP University Affairs as well as other services and groups on campus interested in student mental health and easing student life</li></ul>
Partners	<ul style="list-style-type: none"><li>● Student Success Centre</li><li>● AVP University Affairs</li></ul>



# SRA SOCIAL SCIENCES

## Lobbying for the Sexual Violence Prevention and Response Policy Paper

**Lead: Fawziyah**

**Support: Shemar**

<p><b>Description</b></p>	<ul style="list-style-type: none"> <li>● Prioritizing sexual violence prevention through better training and emphasizing gaps in campus infrastructure</li> <li>● Amending the university sexual violence policies to ensure they are survivor centric</li> <li>● Better resource promotion for sexual violence survivors</li> <li>● Survivor centric campaigns to educate the campus on sexual violence</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>● Keeping students safe</li> <li>● Students and faculty through more survivor centric training are better equipped to handle sexual violence disclosure and bystander intervention</li> </ul>
<p><b>Difficulties</b></p>	<ul style="list-style-type: none"> <li>● Ensuring that faculty understand the gravity of sexual violence, enough that changes to campus infrastructure and faculty training will become a priority</li> </ul>
<p><b>Long-term implications</b></p>	<ul style="list-style-type: none"> <li>● Creating a safer environment for students</li> <li>● Better care for survivors</li> <li>● Educating youth on sexual violence will foster healthier mindsets in the McMaster community</li> <li>● Lessening and hopefully eradicating rape culture on campus</li> </ul>
<p><b>How?</b></p>	<ul style="list-style-type: none"> <li>● Working with the SSC to improve care for survivors</li> <li>● Promotion of sexual violence resource such as SACHA, on McMaster's social media, visibly around the University campus, and during Campus events</li> <li>● Speaking with Student Affairs to discuss training for faculty</li> <li>● Campaigns surrounding sexual violence facts, specifically regarding who is most likely to be at risk, and what students can do to help in their day to day lives</li> </ul>
<p><b>Partners</b></p>	<ul style="list-style-type: none"> <li>● WGEN</li> <li>● SHEC</li> </ul>



# SRA SOCIAL SCIENCES

## Implementing Mid Semester Professor/TA Feedback

**Lead: Jessica**

**Support: Shemar**

<b>Description</b>	<ul style="list-style-type: none"><li>● Provide an online evaluation resource for professors and TA's to use that can operate not only at the end of the semester, but also at the semesters midpoint</li><li>● Make feedback evaluations accessible and widely used across all classes (with focus on social science department)</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>● Allows students to provide constructive feedback to professors during the semester, so professors know how to adjust their teaching styles to better suit their students</li><li>● Benefits the students that are currently in the class, rather than only benefiting the future students in the class. Which occurs with end of semester evaluations</li></ul>
<b>Difficulties</b>	<ul style="list-style-type: none"><li>● Ensuring that all classes have the opportunity to provide effective feedback to their professors, and making it a norm across the board rather than dependent on the professor</li><li>● Potential backlash from professors not wanting to partake</li></ul>
<b>Long-term implications</b>	<ul style="list-style-type: none"><li>● Bettering our classes across the board</li><li>● Making our professors more versatile and adaptable to what their students need</li><li>● Making classes more accessible and open to a larger demographic of students through adaptability</li></ul>
<b>How?</b>	<ul style="list-style-type: none"><li>● Collaborating with the McMaster Social Science Society to begin the immersion of the new evaluations into all social science classes</li><li>● Collaborate with the MSSS's media and promotions individual and discuss what platform should be used for the evaluations</li><li>● Talk to the VP Educations and AVP University Affairs to see if there is an interest across all faculties to implement this evaluation across campu</li></ul>



# SRA SOCIAL SCIENCES

Increasing reach and integration of Experiential Education with Social Sciences

Lead: Arjay

Support: Fawziyah

Description	<ul style="list-style-type: none"> <li>● Increase awareness and participation among social sciences students in regards to EE programming and events</li> <li>● As a by product of the first point, minimize the stigma surrounding job security for students seeking a social sciences degree</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Students will feel more at ease knowing that there are extremely good and easily accessible resources that will maximize their potential for success post-graduation</li> <li>● Increases the likelihood that future students can study the topics and disciplines that they are passionate about as opposed to those chosen simply for the benefit of good job security</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>● Although EE is -willing to work with anyone, solving the problem of participation is one that takes time and multiple attempts. Thus, this plan may only serve as a foundation for future goals</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>● A more formal and strong relationship between the MSSS, the faculty of Social Sciences, and EE</li> <li>● A faculty whose students are aware of the abundance of resources provided to them to maximize their success post-grad</li> </ul>
How?	<ul style="list-style-type: none"> <li>● Collaborating with the MSSS VP academic and determining how we can gear EE promotion to best appeal to the social sciences students</li> <li>● Further collaboration with MSSS and the faculty in an attempt to pool resources and information to determine the best and most demanded programming in terms of either the 2ELO course or general EE events and workshops</li> </ul>
Partners	<ul style="list-style-type: none"> <li>● MSSS VP Academic – Anthony Loduca</li> <li>● Experiential Education (Christine Foley and incoming director)</li> <li>● Faculty of Social Sciences (Incoming Dean)</li> </ul>



# SRA SOCIAL SCIENCES

## Master Summary

Month	Checklist
June	<ul style="list-style-type: none"> <li>• Create a yearplan</li> <li>• Familiarize ourselves with relevant stakeholders within our faculty and the MSSS Execs</li> </ul>
July	<ul style="list-style-type: none"> <li>• Start discussing plans for welcome week</li> <li>• Meet with the MSSS President to discuss our plans for the year</li> </ul>
August	<ul style="list-style-type: none"> <li>• Finalize Welcome Week plans</li> <li>• Have all remaining charging stations delivered to campus</li> </ul>
September	<ul style="list-style-type: none"> <li>• Implement Welcome Week plans</li> <li>• Coordinator with faculty on having regular meetings</li> <li>• Raise FB likes to 1500</li> <li>• Meet with Korin Vica, VP external, to develop a strategic promotion plan for the year.</li> <li>• Introduction posts on our FB Page</li> </ul>
October	<ul style="list-style-type: none"> <li>• Attend and help facilitate MSSS General Assembly.</li> <li>• Start having office hours.</li> <li>• Meet with the VP Academic about how we can assist with career week in the winter term.</li> <li>• Assist with promoting the Municipal election.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Study Session Events</li> <li>• Evaluate our social media presence thus far to gauge how well our engagement is doing</li> </ul>
December	<ul style="list-style-type: none"> <li>• Study Session event</li> </ul>
January	<ul style="list-style-type: none"> <li>• Hold an Event related to Presidentials</li> </ul>
February	<ul style="list-style-type: none"> <li>• Study Session event</li> <li>• Promotion of SRA GA</li> </ul>
March	<ul style="list-style-type: none"> <li>• Promote MSSS and SRA elections</li> <li>• Attend and help facilitate MSSS General Assembly</li> </ul>
April	<ul style="list-style-type: none"> <li>• Transition new caucus</li> <li>• Raise FB likes to 2000</li> </ul>



# SRA SOCIAL SCIENCES

## Long Term Planning

Increasing the Quality of Student Life on Campus

Lead: *Shemar*

Support: *Arjay, Jessica, Fawziyah & Justin*

Description	<ul style="list-style-type: none"> <li>We strongly believe everything in our year plan is feasible and will be accomplished this year. In the case that it isn't, we hope that our plans will be continued throughout subsequent years as bettering the quality of student life on campus is our main overarching goal.</li> </ul>
Difficulties	<ul style="list-style-type: none"> <li>Getting students to be excited about advocacy and governance is difficult</li> </ul>
Long-term implications	<ul style="list-style-type: none"> <li>Accurately representing students and their needs</li> <li>Opening the door for students to feel comfortable</li> </ul>
How?	<ul style="list-style-type: none"> <li>Finding new and innovative ways to engage students each year</li> <li>Consistently doubling our Facebook likes each year</li> </ul>
Partners	<ul style="list-style-type: none"> <li>VP (Administration)</li> <li>Michael Wooder</li> <li>McMaster Social Sciences Society</li> </ul>



# SRA SOCIAL SCIENCES

## GOALS to strive for

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

1. Survey template to determine what students would like to see in our advocacy efforts going into this year.
2. Promotional material for Welcome Week to gain a larger following on our social media channels.

### **List 5 things you would like to have completed during the fall term**

1. Attend the MSSS General Assembly.
2. Meet with VP external to plan out a strategic promotion plan for the year.
3. Start our weekly office hours.
4. Meet with the MSSS VP Academic to discuss how we can assist with career week.
5. Successfully have at least one study session event in December during exams.

### **List 5 things you would like to have completed during the winter term**

1. Increase awareness of the experiential education opportunities for social sciences students.
2. Increase our FB likes to 1719.
3. Promote MSSS and SRA elections.
4. Transition new Soc Sci caucus.
5. Attend the second MSSS GA.

# *The End!*