

## University Affairs Meeting

July 12, 2021

### 1. Priority Areas

- a. Mosaic Updates
  - i. Problems
    - 1. Outdated website
    - 2. Challenges with course selection
  - ii. Solutions
    - 1. Increase navigation support + resources
    - 2. Collaborate with the Registrar Office + UTS
- b. Increase Academic Advisors/Student Ratio
  - i. Perhaps faculty specific
- c. Continuing Last Year's Projects
  - i. [AVP UA Year Plan, Report](#)
  - ii. [VP Education Year Plan, Reports](#)

### 2. Communication Channel

- a. Facebook is too personal
- b. Zoom Channels – good for inviting guests
- c. MS Teams comes with a Sharepoint/Onedrive
  - i. Great for team communication/keeping track of tasks
- d. Final: MS Teams + E-mail

### 3. Specific Skills

- a. Too early to talk about this
- b. Dependent on specific project needs

### 4. Reaching Out to Students

- a. Many people are willing to talk – not sure about context
- b. Set expectations
  - i. This is who we are, our portfolio, and what we can do
- c. Ask them what follow-up do they want
  - i. Updates on year plans, what is going on behind these scenes
  - ii. Transparency with process and feedback
- d. Their concerns/interests
  - i. What are the biggest concerns facing the groups you represent?
- e. Feedback on topics
  - i. Is this something important and relevant to them?
  - ii. Is there something missing?
  - iii. Do you agree with what we have here?
- f. Timings of chats
  - i. Create shared calendar on teams
  - ii. More number of people = more interpretations/perspectives

### 5. Committee Improvements

- a. 5-10 minutes of getting to know each other
- b. Send meeting minutes each week
- c. Send out a request for agenda items on Thursday