



REPORT

From the office of the...

Associate Vice President: Services

TO: Members of the Student Representative Assembly
FROM: Simranjeet Singh, Associate Vice President: Services
SUBJECT: SRA 21J Report
DATE: Sunday, October 31st, 2021

Happy Halloween, I hope you are well! In this report I will outline my activities so far and progress that has been made within my role. I will also summarize plans for the upcoming weeks.

Firstly, I have begun the process of communicating with leaders of MSU Services which will be undergoing review in the coming year. The list of services has essentially been finalized, with priority being given to services which have not been reviewed for a greater period. Currently, FCC, Maccess, and the Elections Department are confirmed to be undergoing review this year, with Spark and EFRT likely as well. For EFRT, reviewing mainly depends on to what extent each service returns to normal, in-person activities as pandemic restrictions subside. Spark was reviewed approximately 2 years prior, hence reviewing now would be about a year or two earlier than would be normal. However, Spark did undergo a major structural change this year due to its amalgamation with Horizons, hence we felt as a committee it would be a good opportunity to review the service as we could gain insights to the success of the service amalgamation process as well as potential improvements to make for future years. SWHAT is a potential sixth service to review, but it is very much held at lowest priority at this time. This is simply because the service is still starting back after having been paused in the 2020-2021 academic year, thus currently there may not be enough data and student input to do a complete review.

As of the writing of this report, introductory meetings to explain the review process to Service Directors and begin collection of information to design survey questions are beginning to take place. Meetings with FCC, Maccess, and Spark have already been set, in fact for this coming week. EFRT and the Elections Department have not yet responded to meeting requests. Follow-up emails have been sent to EFRT and the Elections Department so I hope we can set up meetings with them soon. SWHAT, due to its unique position in priority, will be reached out to later in this semester if time and the available data allows for it to be reviewed effectively.

I have also had a plan to begin the process of learning about survey design, how survey questions can be asked to ensure high quality answers can be gotten, and have done preliminary background research as to how more statistical analysis tools can be incorporated. I hope to also incorporate statistical analysis tools after surveys are completed to review and analyze results. I will use SPSS and RStudio, which are statistical analysis platforms offering tests including but not limited to parametric tests, non-parametric tests, t-tests, chi-square tests, Wilcoxon ranked-sum tests, binomial tests, and others, to improve quality of survey analysis. Further progress on this initiative has been paused due to a variety of school and extracurricular obligations, but I hope to restart research into these avenues in the coming weeks as the Services Committee becomes familiar with each service and their specific requirements.

In addition, the preliminary planning of survey promotion, how survey response numbers can be improved, and how a large, representative sample of the student body can be collected, has been paused due to those same school and extracurricular obligations. However, these avenues of work will also be restarting in the coming weeks. The Services Committee has also begun the process of having meetings, and I am delighted that multiple SRA Members and MSU members will be joining me in meetings with Service executives as we begin consultations for the review process.

So far, I would like to thank VP Administration Christina Carolyn, VP Finance Jeganiyah Jayachandran, Administrative Services Coordinator Victoria Scott, and Communications Coordinator Michael Wooder, as well as all SRA and MSU members of the Services Committee for their support.

PAST EVENTS, PROJECTS & ACTIVITIES + SUCCESSES

- Introductory meetings with Spark, Maccess, and FCC have been finalized.
- Service Committee meetings have begun and there appears to be a positive work dynamic amongst us all.

CURRENT CHALLENGES

- No notable challenges exist currently.

FUTURE PLANS

November:

- Have consultations with and learn all necessary information about services to design questions. Ensuring information about statistical analysis tools is mostly finalized to ensure adequate question design is reached. ~2 weeks
- Create survey questions in conjunction with services. By this point knowledge of statistical analysis tools should be concrete and will be incorporated to make questions. ~2 weeks

December

- Round 1 of promoting and distributing surveys. Will involve members of the committee giving class talks and social media posts by the Services Committee, Services with whom we are in collaboration, and MSU avenues. We will also reach out as a committee to friends, acquaintances, and other groups such as clubs with whom we have a working relationship to increase promotion and impact of surveys. ~2 weeks

January

- Round 2 of promoting and distributing surveys. Will follow the same structure as Round 1. Mainly done to both increase results and because December surveys would likely have reduced data as a result of exams. ~2 weeks

February

- Analysis of survey data via statistical analysis platforms (namely RStudio and SPSS) as well as Excel to collate results. ~2 weeks
- Background research and note-taking about similar services at other universities to compare and contrast what we have learned about our own services with formats at other institutions. ~2 weeks

March

- Collating of research and analyzed data into written research report for every service. ~2 weeks

This plan is done with timeframes which I feel are quite doable with achievable. Even then, there are approximately 6 weeks of buffer in case any particular aspects take longer than expected. Feel free to ask my any questions, and I look forward to reporting in the future on the progress of all of these tasks. Thank-you, and I hope you all have a great day!

Best regards,
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