



Year Plan

**MSU Macademics
Coordinator
Angela Bilic**

2023–2024



Submitted: June 10, 2023

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Introduction

Dear Executive Board Members,

My name is Angela Bilic and I cannot wait to begin my journey within the role of Macademics Coordinator for the 2023-2024 academic year. Last summer, I came across Macademics as I scrambled to look for resources that would provide me with information about McMaster – navigating the transition away from two years of virtual schooling to sole in-person classes wasn't easy to say the least! It was then where I became absolutely amazed by the mission statement of the Macademics service which works to consistently improve the quality of education found at McMaster University, a common cause held tightly by all student and faculty, whilst integrating the thoughts and opinions of the student body. I then applied and began my journey as the Macademics Research and Resources Coordinator in the 2022-2023 where I continued the monthly blog posts to emphasize student opportunities around the university and to provide a hub where students could go to for advice. I also implemented a new initiative which entailed liaising the student-body with McMaster faculty through monthly Q&A periods where the student-body would send Macademics questions they would like answered, and the Macademics team would then go on to interviewing and compiling professor and TA responses to post with the goal of increasing student knowledge.

Excitingly, as this year's Coordinator, my dear hope is to make a true impact on uplifting student voices all over McMaster and by doing so, creating a more tight knit, comforting, and accessible environment for all. As for any institution, the key behind its success is the meshing of an array of diverse, new, and differing ideas for which endeavour I would like the Macademics service to serve as the backbone. I hope to achieve this by continuing to liaise faculty with the student-body through opportunities for direct communication, as well as hope to incorporate many more chances for student voice amplification, such as through a case-competition regarding McMaster's accessibility, as well as Q&A reels with students throughout campus. I will continue to strive to empower students throughout the semester, reminding them of the importance of reaching out with questions/comments, and importantly, never giving up.

I look forward to meeting with you all. Please do not hesitate to reach out to me at any time.

Best wishes,
Angela Bilic

Vision for **Macademics**

<p>Overarching Vision (I.e., What is the <i>ultimate</i> goal you have for your Service?)</p>	<p>The ultimate goal of the Macademics service is to uplift student voices and provide them means by which to comment on their academics and to accumulate an array of information and resources which will further aid in their ability to thrive academically. Although Macademics continues to do a great job of upholding their mission statement yearly, I would like to work on this goal by offering more opportunities for student-opinion provision. By increasing student voice through the platforms that Macademics monitors, students will be able to share ideas with one another and build a more tightknit community.</p>
<p>Description</p>	<p>With the goal of raising the extent of student voice within our service, I would like to incorporate student Q&As within our social media, provide opportunity for a conversation about McMaster's standard of accessibility through a fun case-competition, urge students to send in questions for the monthly student-professor Q&As, and even just set up simple booths around campus for one-on-one conversations where students can freely share their opinions about a variety of matters.</p>
<p>Benefits</p>	<p>By engaging students within the Macademics month-to-month endeavours, not only will knowledge about the service rise throughout campus (allowing for a greater teaching nomination response rate as a means of advocating for education) but will also serve to ease the schoolyear for students who are searching for resources or would like to make a change but do not know where to begin or who to turn to.</p>
<p>Year 1 Goals (2023/24)</p>	<p>Increased analytics on our instagram posts (as instagram will encapture each listed endeavour such as case-competition, reels, etc.)</p>
<p>Year 2 Goals (2024/25)</p>	<p>Increased number of nomination submissions</p>
<p>Year 3 Goals (2025/26)</p>	<p>More followers throughout all social media domains</p>

Partners	MacPherson Institute, SSC, MSU Spark, First Year Council, MSU Maroons
How can VP Admin support you?	VP Admin can best support the Macademics team by keeping an open line of communication, being easy to reach, and staying open minded to new ideas presented by either the Macademics team or the student-body.

Project/Events Timeline

Spring/Summer Term

May	
Service Goal/Project/Event (#1):	Transitioning into Macademics Coordinator role
Why and how?	Prior to the hectic nature of the academic year, it is crucial for me to get accustomed to prior files from my predecessor for easy-use and extra help throughout each undergoing. I will also take this time to ensure that all documents vital to each separate role are present for the incoming executives (ex. putting together all transition reports, etc.).
Potential difficulties? How can you overcome them?	Although some exec members from last year provided less information than others for me to include in the OneDrive folders of the incoming exec members, I hope to provide full role-clarity (as well as lots of space for new idea creation) during our one-on-one meetings.
Who?	Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Initiating executive member hiring process
Why and how?	Speak to HR to upload job descriptions on MSU website as well as converse with underground to create various promotional material.
Potential difficulties? How can you overcome them?	As many different services are hiring around this time period, I will ensure to provide a longer-than usual application period (over two weeks), consistently post lots of promotional material, post steps to making the application process smoother, and coordinate with other MSU services to repost my promotional material.
Who?	Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

June	
Service Goal/Project/Event (#1):	Executive member interviews
Why and how?	Read through all student executive applications (consisting of resumes and cover letters) and further host interviews the week after applications close. The application period will run from June 5 – June 22 at 11:59 pm.
Potential difficulties? How can you overcome them?	As this time period is within the summer, and some applicants may be unable to meet within the week following the application period, I will send out an email encouraging applicants to let me know if they require accommodation and of course, figure out a course of action to allow them to work-out the interview timeline with ease.
Who?	Coordinator and predecessor
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	First full Macademics 2023-2024 executive meeting
Why and how?	I will hold our first annual executive meeting during the last week of June to allow members to meet each other, begin to get comfortable with the service, and to understand what will be expected of them. I will provide a time period to create a list of team expectations as a group to ensure best work practice throughout the year. Here I will also go over how to write their Year Plans.
Potential difficulties? How can you overcome them?	Although this may be a busy time for some students, I will send out a when-to-meet well in advance of the meeting and do my best to accommodate all attendees to achieve full attendance.
Who?	Exec team + Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

July	
Service Goal/Project/Event (#1):	MSU Spark Webinar Series collaboration

Why and how?	The MSU Spark Events Coordinator has already reached out to me with regards to collaborating on this event and with this, I have agreed.
Potential difficulties? How can you overcome them?	MSU Spark has yet to decide on a date for the Webinar Series so I am currently waiting on a definitive plan-of-action. To ensure smooth-flowing preparation, I will remain emailing back and forth with the Spark Coordinators and ask as many questions as needed to achieve the best result.
Who?	Coordinator + MSU Spark
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	One-on-one meetings with each executive member
Why and how?	I will send each exec member a when-to-meet to fill out and with this, I will schedule a meeting with each member around the first week of July. Here, we will discuss their Year Plans, what they hope to add to Macademics, likes/dislikes, etc.
Potential difficulties? How can you overcome them?	As this is just the beginning of each executive member's journey within Macademics, it might be unrealistic to get all of them to provide in-depth details upon what they want to see incorporated within the service. Although I will do my best to paint a clear picture of the service and the doings of prior members, I also will reiterate that their Year Plans are free to change throughout the year and that they should, at all times, feel open to suggest changes/additions to past events.
Who?	Coordinator + Exec team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Undergoing Welcome Week material preparation
Why and how?	I will spend time reaching out to various MSU services to collaborate on Welcome Week material to increase Macademics exposure.

Potential difficulties? How can you overcome them?	I am unsure of what Welcome Week materials Macademics has previously bought (what we have in storage) so I will ensure to go take a look and see what must be bought and what can be supplemented with already available materials.		
Who?	Coordinator + other MSU Services + Welcome Week Faculty Committees		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority

August	
Service Goal/Project/Event (#1):	Posting Macademics promotional material (including Instagram takeovers and “Meet the Exec” posts)
Why and how?	Conducting lots of Macademics promotions will encourage a higher rate of volunteer applications and will provide the student-body a greater look into what our service provides, emphasizing a chance to get involved.
Potential difficulties? How can you overcome them?	I have yet to decide which medium would be best for this promotional material (ex. Videos, still-posts, Q&A, etc.) Although I believe videos are most interactive, I would like to get the opinions of the exec team on this and see whether they would feel comfortable introducing themselves by those means. If not, we will most definitely work around it and choose another method of promotion such as the individual photos done in past years.
Who?	Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Preparing to hire volunteers for each Macademics sector
Why and how?	Volunteer and Logistics Coordinator will be tasked to create an application form with the decided questions.
Potential difficulties? How can you overcome them?	As volunteer hiring is done early into the school year, holding it from the end of August until mid-September would provide incoming students a chance to apply after having seen our booth during Welcome Week and being able to ask questions about our service.

Who?	Volunteer and Logistics Coordinator + VP Admin (for application question approval)
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Initiating Welcome Week campaign
Why and how?	Social media posts to re-iterate the importance of the Macademics service to the student body and remind them where to reach out with questions or how to get involved. I already have compiled some promotional material from last year's team that could be used to make print-out pamphlets to hand around the university for student benefit.
Potential difficulties? How can you overcome them?	I would like to incorporate increased use of promotional material during this time-period including various reels and engaging Instagram stories. To make our social media stand out from that of the other services, I will consult with the Promotions Coordinator and create a tentative plan for when and what will be posted (importantly, making use of the Instagram dashboard and insights for advice).
Who?	Promotions Coordinator + MSU Underground
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Fall Term

September	
Service Goal/Project/Event (#1):	Hosting a volunteer orientation + training
Why and how?	Around the last week of September, I would like to hold a large meeting with all of the exec members as well as the volunteers with the hope of easing the transition of the volunteers to the service, allowing them to better understand the roles of others, who to ask for help, etc.
Potential difficulties? How can you overcome them?	Although it is difficult to coordinate such a large group of individuals, I will ask each of the exec members to promote the importance of this orientation individually to their

	subcommittee. I will also ensure to plan around the MSU-wide training to mitigate any overlap.
Who?	Coordinator + Exec members + Volunteers
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Preparing promotion material for the fall teaching awards nomination period
Why and how?	I will meet one-on-one with the Promotions Coordinator in order to plan a tentative posting-timeline to ensure that the fall nomination period is well-noted by the student body. This timeline can then likely also be followed for the Winter nomination period.
Potential difficulties? How can you overcome them?	Although it is difficult to plan for unforeseen circumstances, the creation of a general posting outline will hopefully take some pressure off of the Promotions Coordinator and allow them to space out upcoming posts and manage them with other initiatives such as the Research and Resource team's blog posts.
Who?	Coordinator + Promotions Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

October	
Service Goal/Project/Event (#1):	Fall nomination period and social media contest
Why and how?	Here, students will nominate their choice of professors and TAs for this semester. A social media contest will be put in place to encourage students to participate in the nominations. This has proven to be a good method for increasing student body presence in the past year.
Potential difficulties? How can you overcome them?	To ensure student knowledge about the teaching award nominations, I would like to encourage in-class talks done by the Macademics team, increase promotions, and continue the use of poster QR codes.
Who?	TAC subcommittee + Macademics team

Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Revamping the Resource Hub
Why and how?	The R&R team can create a plan regarding updating the Hub and increasing its accessibility. This will include changing out-dated information, simplifying terminology, including accessible links, etc.
Potential difficulties? How can you overcome them?	As there is a lot to do within this project, it may be a lot for one subcommittee to handle. To combat this, as I never want anyone to feel overwhelmed, I would propose that the R&R team begins the project themselves (with my help) but then also splits up roles between the rest of the team.
Who?	Research and Resources team + ideas from team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Hosting an in-person volunteer social
Why and how?	I will book a space to gather with the entire team, possibly play some board games, while strengthening bonds and the overall team dynamic. My hope is for us to feel like a family together. I believe it is crucial to congratulate each member on their accomplishments and let them know that their work does not go unnoticed.
Potential difficulties? How can you overcome them?	As this month can often be hectic due to midterm season, I will send out an email early on to note individuals availability and do all in my power to accommodate as many individuals as I can.
Who?	Coordinator + Exec members + Volunteers
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

November	
Service Goal/Project/Event (#1):	In-class evaluations

Why and how?	Top nominees from each faculty are asked to share a survey link with their class to gather more qualitative and quantitative information about them with the goal of aiding in the process of determining a winner from each faculty.
Potential difficulties? How can you overcome them?	To raise awareness about the survey process and why it is done, the Macademics team will conduct in-class talks for information provision.
Who?	Macademics team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Hosting a case competition for the student body – “How to increase accessibility at McMaster?”
Why and how?	I would like to host a Macademics case competition where students would be encouraged to submit a short writing piece about how they believe McMaster could increase their accessibility practices.
Potential difficulties? How can you overcome them?	To encourage students to participate, I would like to offer an award (ex. Chance to win a gift card) as well as would make it possible to conduct the competition in groups making it a fun endeavour between friends.
Who?	Volunteer and Logistics subcommittee
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Preparing detailed plan for teaching awards ceremony
Why and how?	I would like to meet with the TAC subcommittee and run through a finalized plan of their vision including who must be contacted, what costs may be expected, event themes, etc.
Potential difficulties? How can you overcome them?	Having this plan made early in the year will combat potential difficulties down the road such as providing time to find a secondary representative from specific faculties if initial choice is unable to attend.
Who?	TAC subcommittee
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

December	
Service Goal/Project/Event (#1):	Publishing a “Getting-Involved” campaign + engaging the student body through a Q&A reel
Why and how?	Oftentimes, by the month of December, students feel drained and unmotivated to do much else other than get through exams. I would like to set up a campaign that would motivate students to stay involved in the community and remind them that it is never too late in the year to look for opportunities to have fun, meet people, and make a difference within campus.
Potential difficulties? How can you overcome them?	Due to exam burnout, it may be difficult to gain much attention to the campaign during this time period. To combat this, I would like to engage the student body first-hand within the campaign such as, for example, creating a Q&A reel by interviewing students around campus!
Who?	Research and Resources Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Volunteer appreciation
Why and how?	I would like to reward each Macademics member with an electronic gift to show appreciation for taking part in the service and to upkeep their motivation.
Potential difficulties? How can you overcome them?	As this is an often hectic time of year, opting for an electronic gift card should make the gift-delivery easily accessible and combat any difficulties.
Who?	Macademics Team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Winter Term

January	
Service Goal/Project/Event (#1):	Receiving quotes, organizing catering, and reaching out to guest speakers for TAC

Why and how?	As there are many different details that must be met and booked in advance for TAC, beginning the process early on will relieve stress off of the TAC team later on in the year as well as allow for more detailed planning to be done by the entire Macademics team.
Potential difficulties? How can you overcome them?	To ensure minimal difficulties later on in the more in-depth organization of TAC, the obtaining of quotes will allow me to ensure proper budget allocation for required items and then further, disperse the rest for more minor subjects.
Who?	TAC subcommittee
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Finalizing new resource hub and releasing project for campus integration
Why and how?	The ideas and work surrounding the updating of the Resource Hub will now be finalized and put together to integrate around campus.
Potential difficulties? How can you overcome them?	To ensure that this endeavour will not take up too large of a chunk of Macademics budget as well as increase reading accessibility, the team and I will work to reduce the amount of writing in the Hub and limit the information to easy-to-understand diagrams/flowcharts/etc.
Who?	Coordinator + Research and Resources subcommittee + Promotions subcommittee
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Coordinator hiring
Why and how?	Coordinator hiring is usually initiated by MSU supervisors where I will ensure that application deadlines, timelines, and promotion are done at the desired time.
Potential difficulties? How can you overcome them?	The coordinator hiring will be done early into second semester to ensure adequate time in transitioning the incoming coordinator and increasing their level of comfort with the service.
Who?	Coordinator + VP Admin + Hiring Board

Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority
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February	
Service Goal/Project/Event (#1):	MSU Awards
Why and how?	Student Recognition Awards take place to recognize the studious nature of McMaster Students and uphold their major achievements. The submissions for this event will be organized by the Student Recognition Awards Coordinator with the help of the Administrative Services Coordinator and Executive Assistant.
Potential difficulties? How can you overcome them?	I was warned by my predecessor to ensure that the timeline of MSU Awards applications does not consist of much overlap with Teaching Award nominations as this will likely result in less submissions for each event and spark confusion within the student body. Instead, I will ensure the following of a specific timeline where there is ample time for each event to be spoken about on its own and to attain its own periods of promotion.
Who?	Student Recognition Awards Coordinator + Promotions Coordinator + Administrative Services Coordinator + Executive Assistant
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Winter nomination period and social media contest
Why and how?	Here, students will nominate their choice of professors and TAs for this semester. A social media contest will be put in place to encourage students to participate in the nominations and has proven to be a good method for increasing student body presence in the past year.
Potential difficulties? How can you overcome them?	To ensure student knowledge about the teaching award nominations, I would like to encourage in-class talks done by the Macademics team, increase promotions, and continued use of poster QR codes.
Who?	TAC subcommittee + Macademics team

Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority
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March	
Service Goal/Project/Event (#1):	Ordering plaques and all other merchandise for TAC
Why and how?	The program will now be finalized as winners and guest speakers should be determined following the Winter nomination period.
Potential difficulties? How can you overcome them?	As this is a very important event, to ensure diminished difficulties, quotes for all pertinent materials for the night will be obtained earlier in the year for purpose of adequate budget allocation.
Who?	Volunteer & Logistics Subcommittee (plaques) TAC Subcommittee (itinerary and guest list) Coordinator + other Macademics Exec (extra help)
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	In-class evaluations
Why and how?	Top nominees from each faculty are asked to share a survey link with their class to gather more qualitative and quantitative information about them with the goal of aiding in the process of determining a winner from each faculty.
Potential difficulties? How can you overcome them?	To raise awareness about the survey process and why it is done, the Macademics team will conduct in-class talks for information provision.
Who?	Macademics team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Service Goal/Project/Event (#3):	Teaching Awards Ceremony!
Why and how?	The largest event organized by Macademics where McMaster's teaching excellence is celebrated.
Potential difficulties? How can you overcome them?	To ensure that no difficulties are met during this important evening, all planning will be done months in advance. I will create a checklist with materials that must be present that evening to ensure that nothing is missed. My exec and I will also arrive on-site early to determine whether we are satisfied with the setup and to make any unrushed changes accordingly.
Who?	TAC subcommittee + Macademics team + AVTEK (equipment) + Faculty Guest Speaker + Provost + Dean
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

April	
Service Goal/Project/Event (#1):	Final volunteer appreciation social
Why and how?	I will book a space at McMaster where the team can get together for one final time and recognize the immense accomplishments made throughout the year.
Potential difficulties? How can you overcome them?	Although unforeseen circumstances with budget planning may occur throughout the year, I hope that by allocating my expenses precisely within my yearly budget plan, I will have enough left to treat the team with a snack, small gift, or something of the sort, to recognize each of their major contributions.
Who?	Macademics Team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Transition-meetings with incoming coordinator

Why and how?	I will hold ample meetings with the incoming coordinator to ensure that they feel confident with the position that they are stepping into.
Potential difficulties? How can you overcome them?	Although the incoming coordinator may not have pre-determined questions, especially if they are new to the service, I will invite them to sit in on some of our final exec meetings to get a feel for what they will be tasked with and an opportunity to note changes that they would like to make.
Who?	Coordinator + Incoming Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Increasing Macademics Presence

Service Webpage

Although the brainstorming process for this endeavour did begin last year, I would like to forego a full update on the Resource Hub webpage to include many more accessible links, up-to-date information, and a page dedicated to MSU Awards (which did not fall under the domain of Macademics until recently). I also hope to then print this out in a pamphlet version to provide physical copies upon virtual options as well. This will be done to promote a much more accessible means to searching for extra aid within student-academics and will provide a summarized hub of all of the resources students may not yet be aware of.

Social Media

As Instagram and Facebook are Macademics main social media platforms, I hope to maintain a very frequent posting schedule on both to keep follower-engagement high. To ensure that students find the posts personally relatable, I will strive to create interactive stories and reels such as by adding multiple choice questions, games, etc. Social media contests will also be done to increase participation around the time of both fall and winter teaching nominations.

The MSU can best help by re-posting and sharing our promotional material as well as taking part in reel-collaboration to achieve a more widespread reach within the student-body.

Merchandise & Apparel

Prior to the Fall Teaching Award nomination period, I hope to purchase stickers or buttons for individuals who attend our booth or in-class talks. Having a small piece of merchandise may serve as a reminder about our service and what it is that they learned. I also hope to purchase sweaters for the volunteers and exec to showcase my appreciation for their hard work and to reiterate the importance of their presence within the service.

Physical Promotions

I will make use of a variety of physical promotions to promote TAC including a booth in MUSC, conducting in-class talks, posters to be hung up around campus, and rave cards to hand out to students presented with a QR code for easy accessibility. I will also be using a banner that we purchased last year to gain attention for the Macademics service when setting up a booth. Aside from TAC, I would like to print out pamphlets of the Resource Hub for easy-usage by students (copies could be found in the MSU office, MUSC atrium, etc.).

Team Management

Executive Management

I am planning to oversee and best manage my executive team by hosting weekly meetings, at a time that is adequate for us all, to run through ideas, provide individual check-ins and get each members opinions on certain topics. This will provide a means of open-conversation between not just myself and the executive team, but also amongst each team member – building a family dynamic. I will also create a messenger chat in which each member can feel comfortable to share their opinions at any time throughout the weeks. On top of this, throughout the year, I continuously hope to show appreciation for the team by providing small tokens of recognition as well as setting aside time for team bonding through socials.

Volunteer Management

I hope to manage my volunteers this year by continuously checking in, through their subcommittee’s executive member, to get a feel for their participation and thoughts about certain initiatives. I will also create a collective group chat for all individuals of the Macademics team to converse and become aware of upcoming occurrences. Finally, I hope to provide the volunteers with more hands-on activities for Macademics, than when compared to past years, where they will be able to get a stronger feel for the service, share their opinions, and hold a strong presence. My goal is to continuously encourage the volunteers to share their thoughts and bring upon new ideas through a variety of online polls in our group chats as well as through in-person socials.

Master Timeline

Month	Tasks
May	<ul style="list-style-type: none"> • Transitioning into Macademics Coordinator role

	<ul style="list-style-type: none"> Executive member hiring process (includes initiating job postings, posting promo material)
June	<ul style="list-style-type: none"> Exec team hiring/interviews First full Macademics 2023-2024 executive meeting
July	<ul style="list-style-type: none"> MSU Spark Series collaboration Completing Communications training with Director of Marketing & Communications Undergoing Welcome Week material preparation Book space for Teaching Awards Ceremony One-on-one meetings with each executive member
August	<ul style="list-style-type: none"> Posting Macademics promotion material (such as introducing Exec members) Creating Welcome Week campaign Volunteer hiring preparation and promotion Setting up weekly exec meetings
September	<ul style="list-style-type: none"> Preparing promotional material for the fall teaching awards nomination period Hosting volunteer orientation Creating teaching award nomination forms Publishing September blog post
October	<ul style="list-style-type: none"> Begin on revamping Resource Hub endeavour Begin Fall Teaching Award Nominations campaign and hold social media contest for nomination period Hosting volunteer social Publish October blog post
November	<ul style="list-style-type: none"> Student-body case competition Tally and evaluate nomination submissions Conducting in-class evaluations Finalize plan for Teaching Awards Ceremony Publishing November blog post
December	<ul style="list-style-type: none"> Conduct volunteer appreciation Publishing “Getting-Involved” campaign Publishing December blog post

January	<ul style="list-style-type: none"> • Resource Hub Integration • Reaching out to catering and Watson's Engraving for quotes • Reaching out to Provost and Deans to request them as guest speakers • Finalize Winter Teaching Award Nominations & MSU awards promo • Publishing January blog post • Coordinator hiring
February	<ul style="list-style-type: none"> • Open MSU Awards applications • Begin Winter Teaching Award Nominations campaign and hold social media contest • Reach out to other guest speakers for ceremony • Order Ceremony material through Underground • Publishing February blog post
March	<ul style="list-style-type: none"> • Order TAC plaques • Tally and evaluate nomination submissions • Send out ceremony invitations (early in the month) • Host TAC (late in the month) • Publishing March blog post
April	<ul style="list-style-type: none"> • Volunteer appreciation social • Sending out TAC plaques • Transition-meetings with incoming coordinator • Publishing April blog post

Miscellaneous

Macademics Contacts

Name: Renee McIntosh
Title: Director of Human Resources
Email: hr@msu.mcmaster.ca

Name: Victoria Scott
Title: Administrative Services Coordinator
Email: asc@msu.mcmaster.ca
Reason to Contact: Anything related to MSU history, questions about the Operating Policies or Jobs Descriptions -Very knowledgeable about the MSU in general

Name: Paula Scott
Title: Underground Creative Director & Manager
Email: ugmanager@msu.mcmaster.ca
Reason to Contact: Want to submit an intake form for a graphic (e.g., Teaching Award Nominations, volunteer hiring, campaigns, etc.) or are having any troubles with a graphic. If you want to order any merchandise for your Service.

Name: Pauline Taggart
Title: MSU Network Administrator
Email: ptaggart@msu.mcmaster.ca
Reason to Contact: Having trouble with your Macademics email account or the password needs to be reset

Name: Michael Wooder
Title: Director of Marketing & Communications
Email: comms@msu.mcmaster.ca
Reason to Contact: If you have any concerns related to your Service's social media accounts, promotional campaigns/strategies, communicating effectively to stakeholders, etc.

Title: MSU Social Media Coordinator
Email: smc@msu.mcmaster.ca
Reason to Contact: Can help with promotions and aid in sharing our graphics and materials

Title: Watson's Engraving
Email: info@watsonengraving.com
Reason to Contact: This is where the MSU orders the awards from for the ceremony.

Name: Dr. Arshad Ahmad



Title: MacPherson Institute
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Reason to Contact: To present an award(s) at the Teaching Awards Ceremony