

YEAR PLAN

VP Academic

Wynter Sutchy

McMaster Science Society

2023-2024

**MCMASTER
SCIENCE
SOCIETY**



(submitted **August 29th, 2023**)



2023-2024 Year Plan

Hi MacSci!

My name is Wynter Sutchy and I am beyond excited to be your VP of Academic for the 2023-2024 academic year, which I am optimistic will be a fantastic year with many academic successes. I am privileged to be part of the amazing academic team for a second year and I am honored to be taking on a leadership role from my previous position as the Academic Advocacy Coordinator. The academic portfolio is built with strong and hard-working people and I am confident that our team will not only match previous expectations but surpass them in fostering the positive and encouraging academic atmosphere that is the Faculty of Science at McMaster.

In the previous academic year, many cautionary and preventative measures had been lifted, allowing me (the Academic Advocacy Coordinator at the time), to work alongside Cynthia Chung (VP Academic) and the other members of the portfolio, Ahmed Raza (Tutoring Coordinator), and Fayth Frank (First-Year Mentorship Coordinator) to bring back many cherished in-person events and traditions that contribute the academic portfolio's goals and services. Mentorship events smoothly transitioned into an in-person setting to continue fostering the relationships and community between mentors and students. Alongside the large number of 400 first-year students that were matched with upper-year students in the Faculty of Science, Fayth Frank worked with her subcommittee to facilitate and organize the delivery of the upper-year mentorship program, one specific service which I am hoping to continue expanding this year. The tutoring services remain highly successful and improved one-on-one communication through in-person review sessions which increased student engagement in the events. In addition to releasing the Science Census for the second consecutive year, I worked to design and release two academic surveys including a survey focused on research opportunities for students and finding ways to increase student awareness of such opportunities.

This year, I am proud to announce the groundbreaking and innovative initiatives my team and I will be taking on and certainly continuing to build off of previous work in the academic portfolio.



- **First-Year Mentorship:** Maria Ruggero, this year's first-year mentorship coordinator, will work closely with the MSS mentors to foster a community for them and their first-year students. It is my goal to increase mentor support during the year, to ensure they feel comfortable and supported in their role as a mentor to best provide for their first-year mentees. It is our goal to also increase in-person engagement throughout the year at MSS mentorship events by hosting two events per semester which provide students with in-depth and highly engaging activities for students to participate in with their mentors.
- **Upper-Year Mentorship:** Jeel, this year's first-ever upper-year mentorship coordinator, will work in partnership with Maria Ruggero to execute the upper-year mentorship program to provide upper-year students in the Faculty of Science with opportunities to learn from experienced alumni for insight into different career and graduate pathways. The mentorship program first took off last year, and it is our goal to increase the diversity of mentors from a range of backgrounds including graduate schools, professional schools, and industry professionals, to better suit the needs of upper-year students.
- **Tutoring:** Ahmed Raza, this year's tutoring coordinator will be returning in this role from the previous year to continue expanding the course offerings for students in upper-year courses. We believe that despite the demand for first-year students' academic concerns, upper-year students struggle if not to a higher degree and it is important that we as a society focused on improving the academic success of all students, provide upper-year students with tutoring services. In addition to the expansion of courses offered, Ahmed is working toward implementing a "learning to learn" aspect of tutoring training to go back to the basics and help tutors and students understand the different studying techniques that best support different learning styles.
- **Academic Advocacy:** Lauren Roxburgh, this year's Academic Advocacy Coordinator will work alongside me to design two academic surveys to gain insight into student perspectives on academia-related issues within the Faculty of Science. One of Lauren's goals which I am extremely excited to see through is to learn more about student perspectives into representation in course material across all departments as we continue to advocate for equity and diversity within the field of science as a whole.



I could not have asked for a more hard-working and collaborative team with whom I am confident in achieving success. We are excited to bring to the Faculty of Science, another year of exciting initiatives and innovative projects where you all will continue to learn and grow through your academic endeavors. Please feel free to reach out to me or my portfolio if you have any questions, comments, concerns, or suggestions.

Best regards,

Wynter Sutchy
VP Academic
vpacademic@macsci.ca

TIMELINE

Month	Objective/Project/Event/Goals
June	<p>Events/Projects:</p> <ol style="list-style-type: none"> Portfolio hiring and transitioning into roles. <p>Things to complete:</p> <ol style="list-style-type: none"> Prepare and release summer mentorship sign-up. Prepare and release tutor applications. Begin recruiting panelists and release student registration for Sciclopedia. <ol style="list-style-type: none"> Prepare for the Sciclopedia event and release all appropriate forms. Complete all tutor reimbursements from the previous year. Review the yearly budget.
July	<p>Events/Projects:</p> <ol style="list-style-type: none"> Complete Matches for First-Year Mentorship (First-Year Mentorship) Begin Recruitment for Upper-Year Mentorship (Upper-Year Mentorship) Tutor Hiring (Tutoring) <p>Things to complete:</p>



	<ol style="list-style-type: none"> 1. Prepare and release mentorship subcommittee applications. <ol style="list-style-type: none"> a. Complete interviews and finalize hiring. 2. Run tutor interviews and finalize tutor hiring. 3. Plan advocacy academic surveys for the year. 4. Finalize the logistics and Microsoft Teams page for Sciclopedia.
August	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Sciclopedia Livestream (AAC) 2. Mentorship Program (Mentorship) 3. Begin Upper-Year Mentorship (Mentorship) 4. Update the Tutor Web Page and Begin Tutoring Program (Tutoring) 5. Tutor Training (Tutoring) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Plan the August mentorship email and resource package. 2. Redesign and edit the tutoring webpage with the WebMasters. 3. Plan the mentor and tutor training schedule and contact appropriate parties. 4. Release external mentor applications for mentors. 5. Release fall mentorship sign-up for mentees during Welcome Week. 6. Edit and finalize the fall academic survey. 7. Host tutoring training.
September	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Fall Academic Survey (AAC) 2. Plan for Academic Roundtable (AAC) 3. MentorTraining (First-Year Mentorship) 4. Start Upper-Year Mentorship (Upper-Year Mentorship) 5. Mentorship Social (Mentorship) 6. Tutor Social (Tutoring) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Promote tutoring to all level one science courses.



	<ol style="list-style-type: none"> 2. Close mentor hiring and make mentor matches. 3. Meet with the program society VP Academics for review session coordination.
October	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Midterm Review Sessions (Tutoring) 2. Continue Planning Academic Roundtable (AAC) 3. Upper Year Mentorship Social (Mentorship) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Plan feedback form for the mentorship program. 2. Recruit panelists and release student registration for Academic Roundtable. 3. Finalize logistics for Academic Roundtable. 4. Analyze results from the fall survey and compile the data report page.
November	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Academic Roundtable (AAC) 2. Mentorship Event (Mentorship) 3. Midterm Review Sessions (Tutoring) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Present results from the fall survey to the Associate Dean (Academic). 2. Add the data report to the Website Data Report page. 3. Plan for the mentorship event and host the event. 4. Host Academic Roundtable and send out all feedback forms.
December	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Exam Review Sessions (Tutoring) 2. Winter Academic Survey and Science Census Planning (AAC) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Edit and finalize the winter academic survey. 2. Edit the Science Census. 3. Release reimbursement form for fall tutoring. 4. Release feedback form for fall tutoring.



	<p>5. Release feedback form for mentorship.</p> <p>6. Plan for a second-year specialization reel post in March.</p>
January	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Release Science Census (AAC) 2. Tutor Social (Tutoring) 3. Mentorship Social (First-Year Mentorship) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Reopen tutor hiring if necessary. 2. Send out fall tutor reimbursement. 3. Begin planning What To Do in Level II with first-year representatives. 4. Finalize the Winter Academic survey and plan for release. 5. Reach out to the MacPherson Institute to develop an analysis method for the Science Census.
February	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Winter Academic Survey (AAC) 2. Midterm Review Sessions (Tutoring) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Analyze results from the science census and compile a data report. 2. Finalize logistics for What To Do in Level II.
March	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Mentorship Social (Mentorship) 2. Midterm Review Sessions (Tutoring) 3. What to Do in Level II <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Release reimbursement form for winter tutoring. 2. Release feedback form for winter tutoring. 3. Analyze results from the winter survey and compile a data report. 4. Add the updated Science Census report to the website page. 5. Present results from the Science Census.



April	<p style="text-align: right;">Events/Projects:</p> <ol style="list-style-type: none"> 1. Exam Review Sessions (Tutoring) <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Send out the winter tutor reimbursements. 2. Present results from the winter survey and add the data report to the website page. 3. Release feedback form for mentorship. 4. Transition new VP Academic.
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OBJECTIVES:

Objective 1: Increase transparency between students and the faculty.	
Description/ Current State	<ul style="list-style-type: none"> - Last year, all academic surveys (their data reports) were published to the MacSci website along with some pieces of information regarding the purpose/intent behind the surveys, and how the survey responses were being used to make meaningful changes in the Faculty of Science. - I hope to continue providing information to students to increase their awareness about current improvements and changes that are being made in the Faculty of Science.
Goal	<p>The goal of increasing awareness of current improvements and changes going on within the Faculty of Science is to encourage and motivate students to continue participating in student engagement.</p> <ul style="list-style-type: none"> - For change to happen, students must provide feedback so that we as a student-representative society can bring potential changes and improvements to the Faculty for future implementation. - Change is only possible if students advocate for areas of improvement as well as areas that they may be struggling with/are concerned with.
Long-Term Implications	<ul style="list-style-type: none"> - Hopefully, students will be more interested in participating in academic surveys that the MSS provides. - It is also important that these changes are carried on into the long term to better the academic experience and atmosphere in



	the Faculty of Science for many generations of students to come!
Partners	AP and PC Committee Lauren Roxburgh, Academic Advocacy Coordinator

Objective 2: Work with the MacPherson Institute to develop methods for annual survey analyses.	
Description/ Current State	The Science Census, along with both academic surveys (Fall and Winter) collects hundreds of student responses each year, and although a data report is collated and presented to the Undergraduate Associate Dean each time a survey is released, the data is typically stored and used for immediate review rather than long term comparison.
Goal	The goal is to work with the MacPherson Institute to develop a strategy/formula to review the Science Census data. <ul style="list-style-type: none"> - Since the Science Census is put out annually and receives hundreds of responses from students across the Faculty of Science, it is important that the data collected shows improvements or trends towards improvements. - Many areas of students' academic life including research and career opportunities, study habits, academic support, well-being support etc. are addressed. - We hope to put together data reports from previous years and years into the future to address, with the help of the Undergraduate Associate Dean's Office, common issues across programs and departments to better support students in their academic success.
Long-Term Implications	This method of analysis is for future review and comparison to continue making improvements and for checking up on the development of such improvements to ensure they are succeeding and truly improving students' academic experience. <ul style="list-style-type: none"> - Having current, up-to-date data is important, however, it is important to know that down the road in a couple of years, there are improvements and changes that have been made to better support students.
Partners	MacPherson Institute Lauren Roxburgh, Academic Advocacy Coordinator



Objective 3: Expand tutoring services to upper-year courses.	
Description/ Current State	<p>The tutoring program is an extremely successful and well-sought-out service that the MSS provides that many students take advantage of.</p> <ul style="list-style-type: none"> - First-year students are the targeted audience for the MSS tutoring programs and although that is important, it is also important to acknowledge all students in the Faculty of Science and their academic needs. - We hope to provide upper-year students (Level II+) with more opportunities that tailor to their needs including difficult upper-year courses. - Last year, the tutoring service expanded to provide review sessions for Statistics 2B03, a common second-year course that the majority of second-year students take. - We hope to continue opening up the tutoring services to include difficult courses including Cell Biology (2B03), and Organic Chemistry (2OA3, and 2OB3).
Goal	<p>The goal is to open up the tutoring services available to better provide for upper-year students.</p> <ul style="list-style-type: none"> - To increase the range of courses offered by the MSS tutoring program is to better serve a wider range of students.
Long-Term Implications	<p>As we start to introduce more courses that the MSS tutors will be trained to offer tutoring for, it opens up many more doors for new courses in the future and hopefully more successful students!</p>
Partners	<p>Department of Chemistry and Course Professors Department of Biology and Course Professors Ahmed Raza, Tutoring Coordinator</p>

Objective 4: Develop and foster a community among MSS mentors and tutors.	
Description/ Current State	<p>The MSS mentors and tutors are a community within themselves, as much as they foster a community among their mentees and tutees. It is important that as mentors and tutors, they feel supported by the MSS.</p> <ul style="list-style-type: none"> - Without support from the MSS, tutors, and mentors cannot be expected to support their students and thus it is important that



	as a collective group, we provide mentors and tutors with resources and support that will ensure their academic success.
Goal	<p>The goal is to support mentors and tutors through engaging and collaborative social events and virtual prompts on their messaging platforms.</p> <ul style="list-style-type: none"> - Both the tutors and mentors have a Microsoft Teams Page that would allow them to talk with each other, ask each other for tips and advice, and most importantly support each other. - We will use this as a central hub to provide support and resources to tutors and mentors. - The Microsoft Teams Page will also allow tutors and mentors to talk with each other and learn things about each other to ensure they feel welcomed.
Long-Term Implications	<p>The long-term goal of this objective is to provide tutors and mentors with support so that they are able to carry on the tutoring and mentorship programs for many more years!</p> <ul style="list-style-type: none"> - To ensure tutors and mentors feel supported and can give students the best tutoring and mentorship services, tutors and mentors themselves need to feel prepared and supported and we hope to implement resources going forward as a part of the onboarding process.
Partners	Ahmed Raza, Tutoring Coordinator Maria Ruggero, First Year Mentorship Coordinator

Objective 5: Expand mentorship through the Office of Undergraduate Research.	
Description/ Current State	The Office of Undergraduate Research is a newly developed and established service for all undergraduate students in the Faculty of Science. As an academic service, it is important that we as the Academic Portfolio involve ourselves with their initiatives and projects so that we can help increase outreach to all students.
Goal	<p>The goal is to connect the Office of Undergraduate Research (OUR) with our upper-year mentorship program so that students can gain access to new resources exclusive from the OUR.</p> <ul style="list-style-type: none"> - The OUR has exclusive resources and information for students regarding research opportunities, and as an important part of



	<p>every student's undergraduate career, research opportunities can be difficult to find without external help.</p> <ul style="list-style-type: none"> - We hope to introduce the OUR to our Upper-Year mentors to allow OUR resources to be implemented into the MSS Upper-Year mentorship resources that go out monthly to mentees.
Long-Term Implications	<p>The goal is to establish a long-term relationship/collaboration with the OUR for future mentees to continue gaining resources and research opportunities throughout their undergraduate careers.</p> <ul style="list-style-type: none"> - In future years, it is the hope that the OUR will have an important place in the Upper-Year mentorship program and that the collaboration with the OUR and the MSS, in general, will be strengthened.
Partners	<p>Office of Undergraduate Research Jeel Patel, Upper-Year Mentorship Coordinator</p>

EVENTS & PROJECTS

Name of Event/Project: Sciclopedia Livestream	
DATE	Saturday, August 29th, 2023 @ 1:00 PM - 4:00 PM
PURPOSE	<p>The Sciclopedia Live Stream addresses questions from incoming first-year students entering the Faculty of Science across all direct entry and gateway programs. The questions are centered around students' entry into university and the upcoming year of studying and transitioning into university life from high school. The questions are pre-submitted by students and will be answered by a panel of upper-year students who are willing to volunteer their time to speak on behalf of their experiences and provide students with any advice they wish they knew prior to beginning the first year of their undergraduate career.</p>
PROCEDURE	<p>Support Lauren Roxburgh (AAC) in the planning, promotion, and execution of the event. This comprises of:</p> <ul style="list-style-type: none"> - Recruiting upper-year panelists from Sciclones and Program Societies, ensuring that the panel is diverse and represents all direct-entry/gateway programs.



	<ul style="list-style-type: none"> - Design and promote a registration form to allow students to submit program-specific questions for the panelists to answer during the livestream. - Organize questions into themes and ask panelists to sign up for questions to be answered. - Stand by during the event to troubleshoot any issues that come up, and provide guidance if needed. - Upload recordings to relevant platforms (i.e., Facebook, MSS Website) after the event.
DIFFICULTIES	<ul style="list-style-type: none"> - Although the format of the event has been done before, technical difficulties may arise since it is virtual. - It may be difficult to gather a diverse range of panelists covering all possible first-year programs since many of the program societies are not as accessible via email during the early summer months. - First-years may not want to attend another virtual event, since that has been the norm for the past couple of years. - It may be difficult to reach the first-years since they are likely not familiar with the MSS and how it runs; they may not be following the MSS IG early in the summer as they would have only accepted a few weeks prior.
PARTNERS	<p>Lauren Roxburgh, AAC Sciclones (Faculty of Science Welcome Week Representatives) Program Societies Ben O'Connor, Science Recruitment Office</p>
PROJECTED OUTREACH	<p>100 students (live) 500+ students (recording) 15 upper-year students</p>
BUDGET	\$0

Name of Event/Project: Tutor Training	
DATE	Mid-Late August 2023
PURPOSE	Tutor Training ensures that all tutors receive the information and resources they need to feel supported and that they can succeed in their role.



	<ul style="list-style-type: none"> - This includes knowing how to create detailed lesson plans, gaining a greater understanding of learning pedagogy, and understanding the operations of the MSS tutoring service to begin tutoring students one-on-one and attend larger group review sessions. - Tutor-specific training aims to support tutors in how the service works and all the logistical information.
PROCEDURE	<ul style="list-style-type: none"> - Support the Tutoring Coordinator in the planning, coordination, and execution of tutor training. - Communicate with the MacPherson Institute to involve them in the training. - Create a schedule and notify tutors accordingly. - Track attendance and provide make-up training for those who could not attend the session; the online session will be recorded so that students who cannot attend can re-watch the recording and answer questions accordingly.
DIFFICULTIES	<ul style="list-style-type: none"> - Ensuring that the session will be engaging and accessible for all parties involved. - Since students are most likely still working, student attendance might be lower than usual. - The varying baseline knowledge between returning tutors and new tutors. <ul style="list-style-type: none"> - Some may be familiar with resources since they may have received them. - Making sure that all tutors have completed training - especially the ones that had to do the make-up.
PARTNERS	Ahmed Raza, Tutoring Coordinator MacPherson Institute
PROJECTED OUTREACH	~65 Tutors
BUDGET	\$0.00

Name of Event/Project: Mentor and Tutor EDI Training	
DATE	Early-Mid September 2023



<p>PURPOSE</p>	<ul style="list-style-type: none"> - Mentor and Tutor EDI Training ensures that tutors receive the information they need to be best prepared for the role. - The first half of the training will be solely for mentors to provide them with an understanding of the structure and expectations of being a mentor in the MSS mentorship program and being prepared to answer questions related to peer support, mental health, boundaries, and many more. - The second half of the training is focused to raise awareness of EDI practices for both tutors and mentors.
<p>PROCEDURE</p>	<ul style="list-style-type: none"> - Support the First-Year Mentorship Coordinator and Tutoring Coordinator in the planning, coordination, and execution of mentor and tutor training. - Communicate with the Equity and Inclusion Office (EIO) to find a suitable time for training to take place. - Provide mentors and tutors with a couple of potential dates and times to find a time that works best and increase student attendance. - Track attendance and provide make-up training for those who could not attend the session.
<p>DIFFICULTIES</p>	<ul style="list-style-type: none"> - Ensuring that the session will be engaging and accessible for all parties involved. The training session will be quite lengthy and thus it is crucial that the mentors and tutors attending are engaged throughout the entire session and are actively participating. - The varying baseline knowledge between returning mentors and new mentors. <ul style="list-style-type: none"> - Some may be familiar with resources since they may have received them. - Potential technical difficulties with everything being online and having to record the entire session. - Making sure that all mentors and tutors have completed training - especially the ones that had to do the make-up.
<p>PARTNERS</p>	<p>Maria Ruggero, First-Year Mentorship Coordinator Ahmed Raza, Tutoring Coordinator Mentorship Subcommittee</p>



	Renata Hall, Equity & Inclusion Office
PROJECTED OUTREACH	~100 Mentors ~65 Tutors (for EDI Training)
BUDGET	

Name of Event/Project: Fall Academic Survey	
DATE	Tuesday, September 19th, 2023
PURPOSE	To gain a better understanding of students' perspectives on representation in courses and curriculum within the Faculty of Science.
PROCEDURE	<ul style="list-style-type: none"> - Discuss and decide on a topic with Lauren Roxburgh (AAC). - Draft a survey questionnaire, making edits where needed. - Ask for feedback and approval from Dr. Rosa da Silva. - Promote survey via social media platforms, emails, and program societies for a two-week period (September 19th - October 3rd). <ul style="list-style-type: none"> - Purchase and distribute prizes according to survey raffle entry once the survey has closed. - Create survey data, report and present to relevant parties and share with members of the AP and PC. - Support Lauren throughout the process whenever needed.
DIFFICULTIES	<p>Receiving engagement has been difficult over the past couple of years.</p> <ul style="list-style-type: none"> - Reaching larger student groups specifically program societies is difficult and encouraging them to share our survey with their students is challenging.
PARTNERS	Dr. Rosa da Silva, Associate Dean Lauren Roxburgh, AAC Members of the AP & PC Council
PROJECTED OUTREACH	Entire Faculty of Science student body. <ul style="list-style-type: none"> - Hoping to receive responses from ~150 students.
BUDGET	\$125.00 <ul style="list-style-type: none"> - \$25.00 (x5) gift cards for raffle winners.



Name of Event/Project: Mentorship Events	
DATE	Event 1: September 19th, 2023 Event 2: TBD ~ Middle of November
PURPOSE	Mentorship events serve the purpose of building and strengthening relationships among mentors and their mentees, and amongst mentors themselves. To be successful, the mentorship program must have a strong foundation rooted in strong connections between students and their mentors. Mentorship socials will be one way in which this will be cultivated: <ul style="list-style-type: none"> - Fostering strong relationships and creating a welcoming environment between mentees, and mentors in the program. - To provide a broader sense of academic and emotional support to first-year students.
PROCEDURE	<ul style="list-style-type: none"> - Support Maria Ruggero (First-Year Mentorship Coordinator) and Alice Pao (Events Planner, Mentorship Subcommittee) in the planning of these socials. <ul style="list-style-type: none"> - Purchase any required incentives and resources. - Manage the budget for each event. - Complete EOHS forms and MSS communication requests, where relevant.
DIFFICULTIES	<ul style="list-style-type: none"> - It may be difficult to engage both mentors and mentees to attend the event. <ul style="list-style-type: none"> - Even though there may be an eagerness to attend events given the fully in-person return, this might dwindle as the term progresses - It may be difficult to provide students with an activity that allows for both social bonding and also academic development. - It also may be difficult to find a time in the semester when all students are not busy.
PARTNERS	Maria Ruggero, First-Year Mentorship Coordinator Alice Pao, Events Planner from Mentorship Subcommittee MSS Mentors and Mentees
PROJECTED OUTREACH	150-200 mentors and/or mentees



BUDGET	\$300 (\$150 per event)
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Name of Event/Project: Fall Academic Review Sessions (Tutoring)	
DATE	Throughout Fall 2023 (September to December)
PURPOSE	<p>To prepare students for the assessments of large first- and a few second-year courses by clarifying content and working through practice problems as a group with MSS tutors and other students.</p> <ul style="list-style-type: none"> - Courses include MATH 1LS3, STATS 2B03, PHYSICS 1A03, BIO 1A03, BIO 1M03, BIO 2B03, and CHEM 1A03.
PROCEDURE	<ul style="list-style-type: none"> - Support Ahmed Raza (Tutoring Coordinator) in the planning of these sessions. <ul style="list-style-type: none"> - Some review sessions may be virtual, but we plan to have the majority of the review sessions in-person. - EOHS forms will be submitted early to allow for room bookings in the appropriate spaces to fulfill capacity requirements. - Contact relevant parties (professors, program societies, third-party groups) to assist with the creation of the slide decks for the session. <ul style="list-style-type: none"> - Some slide decks have been made previously and thus can be reused from last year. - Select a tutor team to run the review sessions. <ul style="list-style-type: none"> - We will be setting the review session dates prior to the start of the term so that tutors can sign-up long before the session takes place. - Tutor participation will be tracked so they can be reimbursed accordingly. - Review sessions will be promoted through the MSS Tutoring Instagram page. <ul style="list-style-type: none"> - Graphics will be requested at the start of the term. - Promotions for each session will start a week prior.
DIFFICULTIES	<ul style="list-style-type: none"> - Student outreach might be difficult since not everyone follows the MSS and/or MSS Tutoring social media.



	<ul style="list-style-type: none"> - Sharing information and details with professors of classes receiving tutoring sessions may be helpful in spreading the word. <ul style="list-style-type: none"> - It also may help to validate the content being shared in these review sessions if professors are encouraging students to attend. - Although we ensured that review sessions wouldn't clash with first-year midterm dates, we could not do the same with all courses and so review session times may not work for all the tutors for that subject. - In the past, not all professors were not willing to promote the MSS tutoring service. It is therefore important we strengthen our relationship to faculty so that we can maximize our outreach.
PARTNERS	Ahmed Raza, Tutoring Coordinator MSS Tutors Program Societies Select Professors/Course Coordinators within the Faculty of Science
PROJECTED OUTREACH	100 students per session
BUDGET	\$0

Name of Event/Project: Academic Roundtable	
DATE	November 15th 2023, at 7:00PM - 9:00PM
PURPOSE	The Academic Roundtable allows for direct communication between students in the Faculty of Science and faculty members surrounding academic-related topics that are of current discussion and/or concern amongst the student body. The conversations encourage students to express their perspectives and ask questions to learn more about their academic careers going forward as they enter their upper years of university.
PROCEDURE	<ul style="list-style-type: none"> - Assist Lauren Roxburgh (AAC) in the planning and budgeting of the event. - Confirm the event date to confirm the event venue - The Phoenix (most likely).



	<ul style="list-style-type: none"> - Confirm the budget for the event and allocate funds to the appropriate parties; venue, faculty gifts etc... - Help brainstorm and confirm 4-5 themes that will be the main topics of discussions led by faculty members surrounding academic-related topics. - Assist with the promotions via the Communications Team and share the event details with faculty to post for their students. - Contact MSS and Program Society Executives to recruit volunteers to facilitate conversations at the tables. Once confirmed, provide them with the necessary information to ensure they understand their role in the event.
DIFFICULTIES	Attendance of students and faculty members especially because the timing often conflicts with mid-terms and exam preparation. General promotion of the event and recruitment for students within the Faculty of Science to register. Capacity concerns may be an issue since an indoor venue will be selected; this may limit how many students will be allowed to attend if restrictions are mandated.
PARTNERS	<ul style="list-style-type: none"> - Faculty of Science: Professors and/or Faculty Members - MSS Executives <ul style="list-style-type: none"> - The MSS Communications Team - Program Society Executives
PROJECTED OUTREACH	~100 students
BUDGET	~\$2500

Name of Event/Project: Winter Survey	
DATE	Beginning of March 2024
PURPOSE	Survey topic (TBD)
PROCEDURE	<ul style="list-style-type: none"> - Discuss and decide on a topic with Lauren Roxburgh (AAC). - Draft a survey questionnaire, making edits where needed.



	<ul style="list-style-type: none"> - Ask for feedback and approval from Dr. Rosa da Silva. - Promote survey via social media platforms, emails, and program societies for a two-week period. <ul style="list-style-type: none"> - Purchase and distribute prizes according to survey raffle entry once the survey has closed. - Create survey data, report and present to relevant parties and share with members of the AP and PC. - Support Lauren throughout the process whenever needed.
DIFFICULTIES	<p>Receiving engagement has been difficult over the past couple of years.</p> <ul style="list-style-type: none"> - Reaching larger student groups specifically program societies is difficult and encouraging them to share our survey with their students is challenging.
PARTNERS	<p>Dr. Rosa da Silva, Associate Dean Lauren Roxburgh, AAC Members of the AP & PC Council</p>
PROJECTED OUTREACH	<p>Entire Faculty of Science student body.</p> <ul style="list-style-type: none"> - Hoping to receive responses from ~150 students.
BUDGET	<p>\$125.00</p> <ul style="list-style-type: none"> - \$25.00 (x5) gift cards for raffle winners.

Name of Event/Project: Mentorship Events	
DATE	<p>Event 1: Middle of January Event 2: Middle of March</p>
PURPOSE	<p>Mentorship events serve the purpose of building and strengthening relationships among mentors and their mentees, and amongst mentors themselves. To be successful, the mentorship program must have a strong foundation rooted in strong connections between students and their mentors. Mentorship socials will be one way in which this will be cultivated:</p> <ul style="list-style-type: none"> - Fostering strong relationships and creating a welcoming environment between mentees, and mentors in the program.



	<ul style="list-style-type: none"> - To provide a broader sense of academic and emotional support to first-year students.
PROCEDURE	<ul style="list-style-type: none"> - Support Maria Ruggero (First-Year Mentorship Coordinator) and Alice Pao (Events Planner, Mentorship Subcommittee) in the planning of these socials. <ul style="list-style-type: none"> - Purchase any required incentives and resources. - Manage the budget for each event. - Complete EOHS forms and MSS communication requests, where relevant.
DIFFICULTIES	<ul style="list-style-type: none"> - It may be difficult to engage both mentors and mentees to attend the event. <ul style="list-style-type: none"> - Even though there may be an eagerness to attend events given the fully in-person return, this might dwindle as the term progresses - It may be difficult to provide students with an activity that allows for both social bonding and also academic development. - It also may be difficult to find a time in the semester when all students are not busy.
PARTNERS	<p>Maria Ruggero, First-Year Mentorship Coordinator Alice Pao, Events Planner from Mentorship Subcommittee MSS Mentors and Mentees</p>
PROJECTED OUTREACH	150-200 mentors and/or mentees
BUDGET	\$300.00 (\$150.00 each)

Name of Event/Project: Science Census	
DATE	Early January 2023
PURPOSE	<p>The Science Census was developed last year to act as a long-term data collection tool within the MSS and is implemented to improve the academic atmosphere in the Faculty of Science.</p> <ul style="list-style-type: none"> - Doing this will allow us to identify systemic concerns, as well as analyze the efficacy of our initiatives and to implement meaningful change in the future from student feedback.



	<ul style="list-style-type: none"> - I am hoping to collaborate with the MacPherson Institute to create a strategy for reviewing annual data from the Census.
PROCEDURE	<ul style="list-style-type: none"> - Release the Science Census again (review and make edits if necessary). - Work with Lauren Roxburgh (AAC) to devise a data analysis plan and create a data report. <ul style="list-style-type: none"> - This will be presented to relevant parties (i.e., Dr. da Silva, AP&PC, etc.) - Promote census via social media platforms, emails, and program societies for a two-week period. <ul style="list-style-type: none"> - Purchase and distribute prizes according to survey raffle entry once survey has closed. - Support Lauren throughout process whenever needed
DIFFICULTIES	<ul style="list-style-type: none"> - In previous years, it has been difficult to get enough engagement and enough representation from all programs.
PARTNERS	Lauren Roxburgh, AAC Dr. da Silva, Associate Dean of Science
PROJECTED OUTREACH	~200 students
BUDGET	\$125 for prizes (5 x \$25.00 gift cards)

Name of Event/Project: Instagram Takeover	
DATE	January - March 2024
PURPOSE	<ul style="list-style-type: none"> - Increase accessibility to information regarding second-year specializations and concentrations from upper-year students. - Provide students with first-hand experience from upper-year students regarding upper-year programs and provide students with the opportunity to ask them personal questions about upper-year program choices.
PROCEDURE	- In early November, emails will be sent out to program societies to request one individual to represent their program during the takeover. Support Lauren Roxburgh in reaching out and getting responses from program societies.



	<ul style="list-style-type: none"> ○ Once a representative from each program society is confirmed, a sign-up form will be sent out for people to sign up. It is the goal to have as many students from different programs to increase diversity. - Send out a Google form for people to sign to ensure that they were aware of their responsibilities and that they were representing the faculty. This will ensure everyone is aware of what they were requested to do and some do's and don'ts when answering questions from students. -Help Lauren Roxburgh monitor the IG and ensure that everyone is following the instructions and rules of what to and not to post.
DIFFICULTIES	<ul style="list-style-type: none"> -Ensuring that all students are answering all questions, especially those pertaining to their program and/or specialization and not only personal questions. - Getting at least one student from each program/specialization to participate.
PARTNERS	Lauren Roxburgh, AAC Program Societies
PROJECTED OUTREACH	MacSci Followers
BUDGET	\$0.00