

Academic Advocacy Committee 2016-2017

Meeting #5 Agenda - last before the school year!

August 23rd, 2016 | 7:00 PM |

1. Mid Course Feedback:

- **[ACTION ITEM]** Continuing UX Testing for next iteration of the plan
 - i. Fill out, and please take friends through these 3 forms if you haven't yet!**
 - ii. [Focus Group Session form](#)
 - iii. [Emoticon/Flashcard form](#)
 - iv. [Mid-Course Feedback form](#)
- Deb's meeting with CTSI
- Sam to meet with Professor Nogami tomorrow
- Meeting with Leslie Grife and Sherry Dang in September
- **Sam and Deb to hold meeting with Academic Directors the first week of actual classes to run through the launch plan in detail.**
 - i. **MANDATORY, FILL OUT WHEN 2 MEET**
- Once class rep elections are complete, we will hold follow up meeting(s) to communicate the project to the next level. This can be done on the disciplinary level (e.g. between academic director and their reps).

2. Project #2: Tutors.skule.ca

- Presentation by Nataliya and Cuilian
- Action items from presentation to be delegated
 - i. Updated Orientation Package -AAC to review
 - ii. Undergraduate tutors: quality assurance
 - iii. Graduate students: consider analogous quality assurance
 - iv. Sofia: there was a 1T9 on the tutors.skule.ca - find and remove
 - v. Consider: 3rd and 4th year undergraduate tutors
 - vi. Undergraduate tutors:
 - 1. Transcript checking
 - 2. Quality assurance
 - vii. **Billy:**
 - 1. Doesn't like the idea of an excessive training mechanism
 - 2. Reviews from people being tutored (private)
 - 3. Hold tutors accountable if there are consistent poor reviews, and make sure they are accountable
 - 4. Have a feature for "dormant" tutors who are too busy
 - 5. Opening it up to undergrads
 - 6. Consider: us having a disclaimer, it isn't perfect, but it does exist

- viii. We aren't guaranteeing a perfect service - still good to have a 5 star ranking. Click box confirming "I did get tutored by this person" (similar to youtube comments/flagging)
 1. Include equity into the training module
- ix. **Sofia:**
 1. Would be good if tutors specified their methods on the website, e.g. "Practice problems" vs "theory" "I can give you a lesson plan if you haven't been to a single class" (Add into qualifications)
 2. Approaches - e.g. 40% to passing or 70% to 85%
 3. Uber ranking: e.g. justify your 5 stars (what went well, what went wrong)
 4. Consider routing emails through engsoc, might be labour intensive
 5. Consider having a tutors alias for each course -
- x. Consider instructions for tutees as well
- xi. Would be cool to click on names to get to more information
 1. What school they went to, when did they graduate, what grade you got in the course
 2. What type of tutoring you do,
- xii. Having a filtered mechanism - can filter tutors
- xiii. "Has actually taken this course"
- xiv. **Farheen:**
 1. Tutors should be able to access syllabi
- xv. Having dialogue with the prof about what they'd like to upload
- xvi. Consider having a reminder about things to upload
- xvii. **Courses.skule.ca upgrade: aside conversation**
- xviii. Difficulty finding more detailed information about courses - highly technical courses, the course description will be fairly accurate. Impose suggestions on how course descriptions are written, could overlap with syllabus - have an MVP for course description
- xix. Consider adding more detailed information in the calendar - e.g. is this a project heavy course vs textbook heavy vs exam heavy
- xx. "Laziness of humans" is a barrier - providing incentive
- **Follow up:**
 - i. Nataliya - can reach out to all the organizations they have identified
 1. Can reach out to "random people" to try and figure out how to put a quiz
 2. Contact Peter Weiss and Health & Wellness about making a blackboard quiz
 3. Once a year email them and have them check in
 4. **As soon as possible: get the BlackBoard Quiz done!!!**
 5. **Sam to follow up with webmaster about ranking system, will be done when courses.skule is done**

3. Frosh Anticalendar - completed!

- **[ACTION ITEM]**
- Please review the draft this week and give comments - **we will be launching the AC on courses.skule.ca on September 5th!**
- Sam will send out the file after the meeting.
- What to do with the extra half page:
 - i. Helpful academic websites
 - ii. Courses
 - iii. Tutors
 - iv. SpeakUps
 - v. Office Locations
 - vi. First Year Office
 - vii. Link to anticalendar
 - viii. Math Aid Office
 - ix. Feel free to email your profs
 - x. Health and wellness
- Purpose of two anticalendars: revisit at a later meeting
- Sam to go through Billy's content
- Borderline with the actual calendar
- **Artsci anticalendar:**
 - i. Students found.... Instructors use of xyz off putting but agreed they were approachable etc.
- **Courses Anticalendar:** the good the bad the ugly
- Copy Sofia with the final anticalendar PDF when done

4. Other Business

- Any Committee updates?
 - i. CAGI - met two weeks ago - working on a survey
 - ii. Next meeting in September

5. Next Meeting, 3rd week of September – **Fill out When2Meet**

- **To discuss in detail:**
 - i. Discussion items for September Town Hall
 - ii. Mid Course Feedback Project: Check-in & Evaluation
 - iii. FCSC & PEY Committee Updates
 - iv. Other as arises

Attendance

Board Members		
VP Academic	Samantha Stuart	
Board Member	Oghosa Igbinakenzua	
Board Member	Billy Graydon	
Board Member	Apurv Bharadwaj	
Discipline Representative		
Chemical	Omar Hamdy	
Civil	Sneha Adhikari	
Computer	Sofia Tijanic	
Electrical		
Engineering Science	Deborah (Inioluwa) Raji	
Industrial	Benjamin Leung	
Materials Science	Jennifer Dixon	
Mechanical	Carole Suarez	
Mineral	Marina Remy	
Faculty Standing Committee Representative		
Community Affairs and Gender Issues	Marina Remy	
Community Affairs and Gender Issues	Namya Syal	
Community Affairs and Gender Issues	Zhenglin Liu	
Community Affairs and Gender Issues	Cuilian Fang	
Examinations	Vele Tosevski	
Examinations	Peter Singh	
Scholarships and Awards	Betty Liu	
Scholarships and Awards	Simo Pajovic	
Teaching Methods and Resources	Deborah (Inioluwa) Raji	
Teaching Methods and Resources	Omar Hamdy	
Teaching Methods and Resources	Reem Tawfik	
Teaching Methods and Resources	Trevor Gauthier	
Undergraduate Curriculum	Samantha Stuart	
Undergraduate Curriculum	Benjamin Leung	
Undergraduate Curriculum	Nataliya Pekar	
Undergraduate Curriculum	Farheen Ahmed	
Academic Appeals Board	Eric Bryce	
Academic Appeals Board	Jennifer Dixon	
Academic Appeals Board	Gokul Kaushik	

Academic Appeals Board	Andrew Kidd	
Guests		

P – Present

A – Absent

R – Absent with Regrets