



Office of the VICE-PRESIDENT ACADEMIC

Imogen Pohl

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Monthly Report - December, 2018

Contribution Hours: 66.75

Note: This report will serve the purpose of both being used for ULSU accountability, as well as, a monthly report for the Co-Operative Education Program. It may contain more information and insight on each item than is regularly needed of an Executive monthly report to complete the reflection requirement for the Co-Operative Education program.

Contents

- 🌐 Reports
 - Senate Volunteer Award Selection Committee
 - Disruption During Final Examination
- 🌐 Meeting and Committee Attendance
- 🌐 Contribution Hours
- 🌐 Summary

Reports

Senate Volunteer Award Selection Committee

Prior to this meeting, I reviewed pages on nominations for this award. As someone who is very involved with volunteering, it was a true honour to be apart of this award. The Senate Volunteer Award is given to one person yearly whose volunteer contributions has impacted not only the University of Lethbridge, but the greater Lethbridge Community as a whole.

Congratulations to all nominees, it was hard to select one candidate who will ultimately receive this award at Spring Convocation!

Disruption During Final Examination

On December 13th and 14th I met with multiple students who experienced a disruption during their final exam. This included booking emergency meeting with administrators around the university to ensure that these students' grade were not adversely affected to the disruption.

This occurrence was a true test of my skills and knowledge of uLethbridge policy. I had to think quickly and make sure I gave students all possible choices they had to handle the situation.

Although this situation was extremely stressful, I am glad that I was able to assist all the students whom I met with and learn from this experience.



Office of the VICE-PRESIDENT ACADEMIC

Meeting and Committee Attendance

DATE	NAME	TYPE	HRS
3	Student (Confidential)	Student	1
4	Senate - Volunteer Award Selection Committee	Committee	1
4	GFC - Library Committee	Committee	1.5
5	Executive Council Meeting	Meeting	1
7	Kathleen Massey (AVP Students)	Meeting	1
7	Student (Confidential)	Student	1
10	Michelle Helstein (Associate Dean Arts and Science)	Meeting	1
10	GFC	Committee	1.5
12	Student (Confidential)	Student	1
12	General Assembly	Meeting	2
13	Student (Confidential)	Student	1
13	Student (Confidential)	Student	1
13	Michelle Helstein (Associate Dean Arts and Science)	Meeting	1
13	Kathleen Massey (AVP Students)	Meeting	1
13	Michelle Helstein (Associate Dean Arts and Science) - Second Time	Meeting	1
13	Students (Confidential)	Student	1
14	Student (Confidential)	Student	1
17	Student (Confidential)	Student	2
18	Executive Accountability Meeting	Meeting	1
19	Student (Confidential)	Student	2
TOTAL			24



Office of the VICE-PRESIDENT ACADEMIC

Contribution Hours

DATE	IN	OUT	BRK	TOTAL	COMPLETED ITEMS
2	2:00PM	5:30PM	0	3.5	Read Meeting Minutes for the Month
3	11:00AM	4:30PM	0	5.5	Meeting with Student (Confidential)
4	12:15PM	5:45PM	0	5.5	GFC Library Committee
5	9:45AM	4:15PM	0.5	6	Executive Council Meeting
6	-	-	-	-	<i>Vacation (5/10)</i>
7	9:45AM	4:00PM	0.5	5.75	Meeting with Student (Confidential)
TOTAL				26.25	
10	9:45AM	5:00PM	1	6.25	General Faculties Council
11*	9:30AM	1:00PM	0	3.5	Office Christmas Party
12	9:30AM	8:00PM	1	9.5	General Assembly Meeting
13	9:45AM	7:15PM	1	8.5	Assisted Students With Disruption During Exam
14	8:45AM	4:30PM	0.5	7.25	Assisted Students With Disruption During Exam
TOTAL				35	
17	4:30PM	5:30PM	0	1	Assisted Student (Confidential)
18	12:00PM	1:15PM	0	1.25	Executive Accountability Meeting
19	9:45AM	1:00PM	0	3.25	Assisted Student (Confidential)
TOTAL				5.5	
MONTH				66.75	

*The office shut at 1pm for our Christmas Office Party and these hours were not factored into account



THE UNIVERSITY OF LETHBRIDGE
STUDENTS' UNION

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Summary

I was told that the month of December was very quiet for Students' Union Executives. I had very few meetings scheduled going into this month. This job always keeps you on your toes however and I spent a considerable time assisting students with unforeseen circumstances and situations. That being said, I am glad to have assisted them and ensure that the rights of students were being upheld on campus.

Thank you for taking the time to read my report. Please contact me at su.academic@uleth.ca or at 403-329-2770 if you have any questions or concerns.

Sincerely,

Imogen Pohl
Vice-President Academic
University of Lethbridge Students' Union