



Office of the VICE-PRESIDENT ACADEMIC

Imogen Pohl

Vice-President Academic
403-329-2770
su.academic@uleth.ca

Monthly Report – May 2018

Contribution Hours:
141

Note: This report will serve the purpose of 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
 - Adjustment Period
 - Student Discipline and Grade Appeal Process
 - Meeting with Kathleen Massey (AVP Students)
 - School of Liberal Education
 - Meeting with Students
 - VP Academic Portfolio Initiatives
 - Academic Speaker Series
 - Mental Health Week (November)
 - Last Lecture
 - Note Bank
- 🌐 Meeting, Committee, and Event Attendance
- 🌐 Contribution Hours
- 🌐 Goal Progression
- 🌐 Summary



Office of the VICE-PRESIDENT ACADEMIC

Reports

Adjustment Period

I spent this month getting ready to serve as the VP Academic for the 2018/2019 year. I haven't been involved in the Students' Union before, so jumping straight into an executive position was quite the leap. The first week in the office I spent most of my time familiarizing myself with the Grade Appeal and Student Discipline Policies. Additionally, I worked my way through the VP Academic's Manual which was started during the 2003/2004 year and includes the notes, tips, and pointers from previous VPA's from the last 14 years.

My favourite quote from the VPA Manual was under the "How to Survive Your First Week" section in which a previous VPA noted "3/4 of your first week is going to be spent wondering what you are supposed to be doing all year and the last week will be spent wondering where the last 3/4's of the year went". This manual is updated annually, but this specific line has been in there for over 10 years. I find it reassuring that since the creation of this manual that other students in this position have been able to relate to this line.

Student Discipline and Grade Appeal Process

During the second week of my term I was able to meet with Dr. Helstein Michelle (Associate Dean Arts and Science) to discuss the Student Discipline and Grade Appeal processes. This meeting was productive in assisting me with how to better aid our students who go through these processes. This being my 4th year at the university, it is still surprising when I am in 3xxx level course and someone else in the class isn't aware that it is your right to appeal your grade. Last year's VPA started a document/brochure titled "Students' Rights and Responsibilities". I would like to carry on the work of making sure all students are aware of their rights and responsibilities, and additionally helping to advocate for these students when these issues arise.

Meeting with Kathleen Massey (AVP Students)

During this meeting, we talked about several items including the Cannabis Policy being formed by the University, pending the potential legalization of marijuana this year and which sections of it will relate to my portfolio. Moreover, she assisted me with starting my plans towards creating an Early Alert Program here at the University of Lethbridge. Kathleen worked at McGill University before starting her position here. McGill is where the Early Alert idea started and she is helping me with getting into contact with the department that runs this program at McGill. The AVP Students position was created in 2011 with the goal of committing to the success of students and enhancing the student experience. Kathleen is the perfect fit for this position and I look forward to collaborating with her this year on various topics.

Additionally, we discussed the on-going development of the Sexual Violence Policy. It was announced at the Chancellor's Dinner on May 31st that a By-Stander Training program will be launched at our university. I am hoping that I will be able to be one of the first to attend this training at the university and I will be encouraging other Executive Council members to do the same. Sexual assault can very easily affect one's performance in their classes and quickly become an academic issue in addition to many other areas. I am committed to the academic success of all students at the University of Lethbridge and will use this training to assist those who have experience sexual assault to the fullest extent that I am able to.



Office of the VICE-PRESIDENT ACADEMIC

School of Liberal Education

The Executive Council of the ULSU met with Dr. Shelly Wismath who is the the Dean of the School of Liberal Education. We talked about our common goals and how the ULSU and School of Liberal Education can support each other moving forward. There are a few ideas, such as the Common Book Project that fit nicely with the VP Academic's portfolio and that I am excited to help promote this academic year.

Meetings with Students

I was in contact with students during this month on a variety of topics including Academic Probation, Grade Appeals, and Student Discipline to name a few areas.

Due to confidentiality, I am unable to further elaborate on these meetings.

VP Academic Portfolio Initiatives

Academic Speaker Series

This year there will be a major change as to how the Academic Speaker Series will be run. There will be further updates has to this change in the upcoming months as the new structure is created. I can't wait to announce this new structure once it has been worked through and finalized.

Mental Health Week (November)

A meeting with the Student Success Center for June has been set up so we can collaborate on events and goals for the November and February Mental Health Weeks. As an advocate for Mental Health, this will be one of my top events for my term.

Last Lecture

The theatre has been booked for Last Lecture! Professors will be contacted in January to request they have a part in this event.

Note Bank

The ULSU Note Bank has officially come to an end. During this year's Legislative Review Committee, I will request this item (By-Law 6.3.5) is removed from the VP Academic's Portfolio.



Office of the VICE-PRESIDENT ACADEMIC

Meeting, Committee, and Event Attendance

DATE	NAME	TYPE	HRS
7	General Faculties Council	Committee	2
7	Administration - Student Discipline and Grade Appeals	Meeting	1
8	Arts and Science - Degree Committee	Committee	1
8	ULSU Exec - Booking Ballrooms/ Events Calendar	Meeting	1
9	ULSU Exec - Meeting	Meeting	1
14	Arts and Science - Gold Medal	Committee	0.5
15	General Faculties Council - Curriculum Coordinating Committee	Committee	2.5
15	School of Liberal Education - Introductory Meeting	Meeting	1
16	Student Awards	Committee	2
17	Arts and Science - Personnel Committee Selection	Committee	1
18	AVP Students	Meeting	1
22	Student (Confidential)	Student	1
22	Student (Confidential)	Student	2
28	ULSU Exec - Meeting	Meeting	1
28	Student (Confidential)	Student	1
31	Chancellor's Dinner	Event	4
TOTAL			16 23

I will be including how many meetings, committees, and events I attended, as well as, how many hours were spent in each of them. I am looking to collect this data for future VPAs to better help them gauge what their workload will be like each month.



THE UNIVERSITY OF LETHBRIDGE
STUDENTS' UNION

Office of the VICE-PRESIDENT ACADEMIC

Contribution Hours

DATE	IN	OUT	BRK	TOTAL	COMPLETED ITEMS
1	9:00	16:30	1	6.5	
2	9:00	16:30	1	6.5	
3	9:00	16:30	1	6.5	
4	9:00	16:30	1	6.5	
5	12:00	15:00	0	3	
WEEK				29	
7	9:00	16:30	1	6.5	
8	9:00	16:30	1	6.5	
9	9:00	12:00	0	3	
10	9:00	16:30	1	6.5	
11	9:00	14:00	1	4	
WEEK				26.5	
14	8:30	16:30	1	7	
15	8:30	16:30	1	7	
16	8:30	16:30	1	7	
17	8:30	16:30	1	7	
18	8:30	14:00	1	4.5	
WEEK				32.5	(Chart Started)
22	8:30	19:00	1	9.5	Met with Students
23	8:30	18:00	1	8.5	
24	11:30	4:30	3	2	Mental Health Advocacy Walk (Off Campus)
25	12:00	14:00	0	2	
WEEK				22	
28	8:30	16:30	1	7	Executive Council Meeting
29	8:30	16:30	1	7	
30	8:30	16:30	1	7	Found Advisor for Early Alert Independent Study
31	8:30	22:00	3.5	10	Chancellor's Dinner
WEEK				31	
MONTH				141	Ready for the role of Vice President Academic!



THE UNIVERSITY OF LETHBRIDGE
STUDENTS' UNION

Office of the VICE-PRESIDENT ACADEMIC

Goal Progression

Early Alert

I met with Kathleen (AVP Students) regarding setting up an Early Alert Program at the University of Lethbridge. We concluded from the meeting that I need to contact other universities from around Alberta and Canada that already have a similar program in place and discuss with them what metrics they use to measure the success of these programs.

Additionally, Kathleen reached out on my behalf to find a supervisor so that I can make my research of the success of these programs at other Universities into an independent study. I was able to connect with an Associate Dean of Arts and Science, who has offered to take me on (Thanks Kathleen)! I will be creating a Course Outline with the Associate Dean to use as tracking of this goal moving forward.

Formation of Additional Goals

I will be consulting with the Co-Op office regarding goal setting. This month was spent adjusting and learning about the VP Academic role – so more to come in this section for future months.



THE UNIVERSITY OF LETHBRIDGE
STUDENTS' UNION

Office of the VICE-PRESIDENT ACADEMIC

Summary

This month was spent connecting with the various services and people I will be collaborating with this year. Additionally, I feel confident in my knowledge of Grade Appeals, Student Discipline, and other areas of the ULeth Calendar to assist students this year with any issues that may arise.

Early Alert is starting to take root. As my main objective for this year, I am hopeful about its progression and am eager to start working on with all the Faculties and Services on campus to ensure its successful implementation.

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



Look out University of Lethbridge! This year's Students' Union Executive are ready and big changes are coming your way!