



# COUNCIL REPORT

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION - ULSU.CA

<b>Brittany Allen</b>	<b>VP Academic</b>	November 2023	160 hours contributed
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## THINGS TO CONSIDER INCLUDING IN MY REPORT

Goal Type:	Goals I'm pursuing	Meetings I've prepared for & debrief	Tactics on sharing SU event Information	Upcoming programs & services
Include for Each Goal:	Details on upcoming tasks I will be completing	Important dates/deadlines	People I will need to work with	Resources I might need to gather
Meetings & activities attended, people I've spoken with:	Reflect on what I've accomplished	Challenges I've encountered	How my work has impacted students in my constituency	Details on what I did & who I worked with etc. New tasks in my work plan

## LOOKING BACK

**NOTE:** Please give more details than the examples shown. If you have nothing to report in a particular line, just type in "Nothing to report".

### Hours Breakdown

*(Meetings, events and activities that I've attended in my role, with an hours breakdown)*

### Internal to the ULSU

Meetings with Students (40 hours): November is historically a busy month in the role of VPA when it comes to student concerns. Due to confidentiality, I will not be describing the contents of these meetings.

ULSU Executive Council Meetings (2 x 2 hours): If you are interested in hearing about what was discussed in these meeting, I can supply you with meeting minutes from any meeting.

ULSU General Assembly Meeting (2 x 2 hours): This is our monthly meeting to go over what members of the ULSU have been doing in their roles, go over any pressing ULSU matters, and discuss any relevance issues and events occurring on campus.

Legislative Review Committee (1.5 hours): This committee is meant to review the bylaws and policies of the ULSU.

EDIA Committee (0.5 hours)

Indigenous Relations Committee (2 hours): I attended this meeting for collaboration between this committee and the Mental Health Wellness Committee. We will be debuting a mental health wellness feedback form that Indigenous students can fill out to better guide

student groups (ULSU, AMR, etc.) on advocating for Indigenous students.

### **Committees External to the ULSU**

General Faculties Council (GFC) Library Meeting (1 hour): This is a subcommittee of GFC that acts as an advisory group for the U of L Library.

GFC Meeting (2 hours): This is a monthly committee that meets to discuss and decide on academic matters at an institutional level. I sit as one of the ten undergraduate representatives

Admissions Standard Committee (2.5 hours): This committee meets to go over admissions at the U of L, both generally and within certain programs.

Senate Honorary Degree Committee (4 hours): While this meeting only was 1.5 hours long, there was significant review of honorary degree applications that I needed to do in preparation. This committee is a subcommittee of Senate that grants honorary degrees to individuals that have contributed significantly to their field, have contributed significantly to philanthropy, or has contributed significantly to the community of Lethbridge, southern Alberta, Alberta as a whole, or Canada.

Arts and Science Faculty Council (2 hours): This is a monthly meeting between administration of the Faculty of Arts and Sciences, faculty and staff, and student representatives as well as other stakeholders on campus. During this faculty council meeting, we discussed curriculum changes, introduced the new Associate Dean, and discussed future plans within the faculty.

Teaching Centre Advisory Council (now renamed to Teaching and Innovation Advisory Council) (2 hours): As mentioned in the teaching of the committee, this is a group that assists with the Teaching Centre on campus with the development of teaching resources on various topics, promoting teaching excellence on campus, and encouraging and assisting with innovative ways of teaching and learning. I am the undergraduate student representative on this council.

Deputy Provost Search Committee (2 x 2 hours + 6 hour preparation time): Currently, the U of L is hiring for the Deputy Provost position. I am currently sitting on the committee as a student representative. There is a significant amount of preparation time commitment to this.

Education Faculty Council (2 hours): This is a semi-monthly meeting between administration of the Faculty of Education, faculty and staff, and student representatives as well as other stakeholders on campus. During this faculty council meeting, we discussed curriculum changes, introduced the new Dean, and discussed future plans within the education faculty.

Academic Quality Assurance Council (AQAC) (3 hours): This committee meets as part of the process of going through academic excellence and rigor of programs at the U of L.

### **Other Meetings**

Various Meetings with Sexual and Gender-Based Violence Prevention Coordinator, Courtney Smith (3 hours)

AI Teaching and Learning Working Group (1 hour)

Alberta Open Education Advocacy Group (1 hour)

Meeting with Mason Hill (ULSU Fine Arts Rep) and Deans Office of Fine Arts (1 hour)

### **Miscellaneous**

Review of ULSU Bylaws and Policies (8 hours): This also includes meetings that I have had with external stakeholders during consultations.

Assisting with Culture Week (3 hours)

Review of ULethbridge Policies (8 hours): Due to other commitments, I have not been able to make as much progress on this goal as I would like. However, I did push for the review and revision of the Harassment and Discrimination Policy, which will begin review in January 2024. I have also spent time reviewing the Assessment of Student Learning Policy – Undergraduate with stakeholders around the U of L.

Assisting with the ULSU Dirty Bingo (4 hours)

Office Hours (6 hours x 3 weeks)

Highlights and Reflection on monthly activity  
*(Information of note, what went well, what did not)*

This month has primarily been about interacting with students and supporting them in concerns or issues that they are currently having within their academic journey. I, personally, really enjoy the conversations that I have with students so, while the workload can be intense at times, I really enjoyed the work that I have been able to do in this month.

Consequently though, I have not been able to do much of the other work that I was hoping to do for this month. However, those projects are additional to the work that I do in this role so are expected to be on the backburner at times.

**Projects in Progress**  
*(Projects that I am currently working on, who I am working with, what resources do I require?)*

The feedback form for gaining the thoughts of how to advocate for Indigenous students' mental health wellness will be debuted in December and January.

I and Academic Support Coordinator, Ilham, are working to launch a small poster campaign to promote open education resources and faculty members that utilize them in their classrooms.

**Challenges I've encountered:**

*(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.).*

Unfortunately, I have decided that my time at the ULSU must end earlier than expected. I have put in my resignation and will be completing my term as Vice President Academic on December 19<sup>th</sup>, 2023. I will be working hard over the next few weeks to complete a transition manual for my successor, delegate committee assignments to other members, and discuss with students that I am still currently in conversations with about the future.

**MOVING FORWARD****Current or upcoming tasks:**

*(upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with).*

Please refer to "Challenges that I've encountered" for more details on this topic.

**Goals for next month:**

*(What I would like to accomplish next month as a ULSU representative)*

Please refer to "Challenges that I've encountered" for more details on this topic.

**Important dates/deadlines:**

*(important deadlines related to my goals or position).*

December 9 – Last day of classes for the Fall Term AND last day to withdrawal from courses

December 11-19 – Final Examination Period