



Student Union Assembly (SUA), Office of the Commissioner of Academic Affairs

1156 High Street, Santa Cruz, CA 95064  
Student Union Assembly 2nd floor, c/o Soar

02 March 2014

Chair S. Umer,

Under my duties as Commissioner of Academic Affairs of the Student Union Assembly and Article III, Section A of the SUA Constitution, I present my monthly report and evaluation for the month of February 2014 to the Assembly. I will outline all of my events, logistical planning, activities, and constructive criticism with areas of improvement in hopes of providing a detailed account in this month's report.

### Goals and projected timeline for the pay period of 02 February - 28 February 2014.

Goals	Timeline	Progress
Office Hours	Tuesday & Friday	Ongoing. Might change the Friday
SUA meetings	Tuesday 8p	Ongoing
Staff meetings (whole staff & individual)	Tuesday & Friday	Ongoing
Hires, Trainings, and Transitions	CLASS	Finishing blue card paperwork.
Library Referenda	March 7th sponsorships	Complete
College Student Government communications	February 10 - 18	Complete
CLASSurvey	Late February	Ready to go!
University Library	February 4th, March 4th	Complete & in progress
COLASC	Biweekly, Thursdays 12p	In progress & keeping up with minutes
CEP	Wednesday 11a	In progress & keeping up with minutes
Student Union/Study Space	Communicated	Ongoing/complete
Logistical planning for next quarter		In progress



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**Completed projects, campaigns, events, and/or activities.**

- Met with Chief of Staff to discuss the plans for Spring Quarter and follow up and plan out this quarter's events and office outputs
- Organised the CLASS survey and finalised the questions.
- Went to SUA and college governments for sponsorship of the Library Referenda onto the Spring 2014 ballot. Got both the 2/3 of student governments and the SUA to sponsor the language making sure that they had the finalised version of it this last week.
- Trained interns on how to do new pay doc system.
- In terms of the CLASS survey were in the process of updating the link so we can launch both it and a campus wide email to announce it. Also finalising prizes (gift cards from Bay Tree Bookstore and Global Village Cafe!) and hired class coordinator to facilitate it and organise interns and volunteers availability)
- Extremely interesting debates and resolutions presented at SUA this month.
- Asked students who were familiar with the services of LSS for their input on the amendment to measure 30 proposed for the spring ballot.

**Total Number of Hours Worked: 92**

**February Review and Areas of Improvement:**

- SUA meetings can be quite contentious so it is imperative to remember professional courtesy towards all speakers and represent ices in the room.
- Checking that hires have their paperwork completed and are in order so they an get paid :)
- Issue: the document given to the SFAC members was not the one submitted but a much earlier draft. Continued making edits. Presenting to college governments, SUA, and whoever will listen :)

In conclusion, I provide this summarised account of my monthly report for February 2014. Any feedback, criticisms, and/or questions that you may have are welcome and please feel free to contact me at [suacooa@ucsc.edu](mailto:suacooa@ucsc.edu).

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