



Student Union Assembly (SUA), Office of Academic Affairs

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

July 2015

Dear President Foster,

As detailed in the Constitution of the Student Union Assembly (Article III, Section A, Subsection 5), my duties as Vice President of Academic Affairs include the submittal of a monthly report and self-assessment to the Assembly. In it, I describe my activities for the pay period, as well as planning for the future, and areas in need of improvement.

Activities and related planning for the pay period of July 1st – July 31st.

Project/Task	Timeline	Deadline
Move in	06/20/15	Completed
Campus WMCS Training	07/01/15	Completed
Transition meeting with CAA and Homayun	07/01/15	Completed
Organization and set up of SUA Office	06/20/15-07/	Completed
Campus WCMS training	07/01/15	Completed
Officer Meetings	07/01/15-now	In progress
Meeting with EVP to discuss plans for year	07/16/15	Completed
Meeting with Alison Galloway (EVC) to discuss student life on campus and her plans for the year	07/06/15	Completed
Website editing	07/07/15	Completed
Meeting with EVP to discuss plans for year	07/16/15	Completed
First round of Bylaw edits in preparation for Bylaws meeting with Julie	07/29/15 - 07/31/15	Completed
Tabling at Orientation and Slug Night	07/20/15 - 07/29/15	Completed
Reading and evaluation of UCSA applications	07/22/15	Completed
Creating Logo for Office	07/20/15-now	In Progress

Completed:



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- Moving the office was a large task, especially due to the state the office was in (there was a lot of garbage, and a lot of old paperwork left around). We were able to box almost everything up in one day, but it took about a solid week to unpack and organize everything into its proper place (which was mainly done by President Foster and I). All files are still in the process of being digitized, which will remove a lot of the clutter still left in the office.
- The transition between Officers for the Office of Academic Affairs was quite smooth, because I was familiar with the Office and its functions. My predecessor and I met with Hodayun, the SUA advisor, and went over logistics of the transition. I received all the necessary documents/files in a timely fashion.
- July brought with it Orientation, which allowed the Officers a great opportunity to table at both Slug Nights and Orientation's Resource Fair. This was a lot of talking, but I was happy to do it to try and introduce the frosh to the SUA.
- The beginning stages of the website editing began in July, first with the WCMS training. Art, Julie, and I sat down for a bit just to reorganize the website, add a calendar to make sure the SUA was more accessible that way.
- Executive Vice Chancellor Alison Galloway and I had a meeting at the beginning of July to discuss our plans for the year, which centered on a re-visitation of the campus waitlisting policy, and also an overview of the plans for construction (specifically focusing on the academic facilities that were in poor condition, like the Classroom Units).

Review and Reflection:

- The transition between offices was very rushed; this is very understandable, because of the timeline of the seismic renovations to the Redwood Building. The most stressful part of the move was determining the new location for the office, due to a lack of time finding a place, and the little room on campus to house us. Next time, it might be good to get the Assembly aware of the transition earlier, and focus on logistical questions before the year was lurching to a close.
- The officer transition for the Office of Academic Affairs went quite smoothly, because of my relationship with the Office in the previous year. However, many members of the Officer core had a much tougher transition, which led to things taking much longer to get done. An idea for transition next year would be to have all outgoing and incoming Officers have a mandatory meeting, to discuss transition logistics, but also necessary tasks to complete for the beginning of the year, to help move the process along much more quickly.
- The selection process for UCSA was actually a very good process, which attempted to eliminate bias (essentially, each of the people reading the applications picked their top ten favorite people, and then we discussed and ranked the choices). A good idea might be to have the entire officer core



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participate in the delegation selection, just to make sure that each has a say/opinion on the matter.

- Overall, this month felt like a very unimportant time. Not a lot of stuff was done, especially with planning for the year. It was mostly just logistical, getting the office set up, which was somewhat disappointing. We tried to order “swag” for tabling at Orientation, but even that couldn’t be done, because of a lack of coordinated effort between the officers. In the future, I really hope that there will be a large meeting of the outgoing and ingoing officers, to come up with immediate plans to complete during the summer, both the ensure the smooth running of the Assembly and its functions, but also to allow some serious work on Officer projects to take place during the summer.

This monthly report is submitted to the Student Union Assembly as part of my constitutional requirements as Vice President of Academic Affairs. I would like to stress that I take this work very seriously; if any member of SUA, student government at UCSC, or undergraduate student body would like to talk about my actions and role as an SUA Officer, I will gladly make time to meet, inside or outside of my office hours (email: suavpa@ucsc.edu).

Dutifully,

Seamus Howard
Vice President of Academic Affairs
Student Union Assembly, UCSC