



Student Union Assembly (SUA), Office of Academic Affairs

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

September 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 September 1<sup>st</sup> – September 30<sup>th</sup>.*

<b>Project/Task</b>	<b>Timeline</b>	<b>Deadline</b>
Officer Meetings	07/01/15-now	In Progress
Brainstorm goals of Office	08/10/15-now	In Progress
Create intern binders	08/19/15-now	In Progress
Creating Binders for SAS	08/19/15-now	In Progress
Summer SUA Conference Call	09/03/15	Completed
Meeting to discuss SUA Outreach materials	09/04/15	Completed
RA Resource Fair tabling	09/08/15	Completed
Officer Retreat	09/11/15	Completed
Find location for SAS	09/14/15-now	In Progress
SUA Open House	09/22/15	Completed
OPERS Fall Festival tabling	09/22/15	Completed
CEP Orientation meeting	09/23/15	Completed
Meeting with EVC Alison Galloway	09/23/15	Completed
Meeting with SCOC Admin to discuss SAS	09/24/15	Completed
Meeting with Library Student Advisory Council to discuss SUA representation on Council	09/25/15	Completed
Intern job descriptions completed	09/28/15	Completed
Robert's Rules Workshop with Officer Core and Parliamentarian	09/28/15	Completed
Attend Oakes Senate,	09/28/15	Completed



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College 8 Senate, and Crown Senate to discuss SAS/changing role of College Academic Senate Representative		
Meeting with former SUA college representatives to discuss viability of the Office of Academic Affairs' plans for the year	09/29/15	Completed
SUA Welcome Event	09/29/15	Completed
Attend SCOC E-Board meeting in advisory role	09/30/15	Completed

**Completed:**

- Officer meetings gain more ground than in previous months, probably because of the proximity to school. This was good because it allowed us to discuss the things that needed to be done before meetings started (like reserving a room, hiring interns, etc.).
- The Summer Meeting/Call was actually a good idea. I really enjoyed seeing how the elected representatives were doing over the year, and it was good to hear the Officers' plans for the year as well. Attendance was a little spotty for some elected representatives, but that is fine, people do get busy. An idea for next year would be to possibly have a Google Hangout (if people are comfortable), which makes the meeting much more personal.
- The SUA had many opportunities to table and get the word out in September, like at OPERS Fall Fest, where we talked to a lot of students, and held a raffle of Bay Tree Bookstore gift cards. We also tabled at the RA Resource Fair which was really nice; a lot of RAs talked to us and signed up for our email list, so they could give the info to their residents.
- The Officer retreat lasted a full day, and was really exhausting, but rewarding at the same time. It was done by a UCSC alum, Eden, and the training was a little bit hectic. I learned more about the other Officers and what they wanted out of the year, and some stuff about myself, which was good. However, that being said, there were some things I did not agree with about the retreat. Firstly, it might have been better to have it stretch across multiple days (and it might have been good to incorporate multiple trainings into the retreat). I would have liked to have more hands on training on things that were more pertinent to the job, like accessing SUA financials. Furthermore, there were some important conversations that felt very one sided, and there were some conversations I felt a little bit alienated from because of different political issues. But I would say the most important part of



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the retreat was bonding between the Officers, which I think actually allowed us to get a bit more work done before school started.

- During September, I attended a Committee on Educational Policy (CEP) training for student representatives on the committee, a training to introduce the committee and what it does. Susana Wrangell, the analyst for the committee, described past actions and recommendations of the committee, plans that have been and still are in progress, and hopes she has for the committee this year and in the future. We had a very good conversation about waitlisting policy, and she encouraged me to look into that more and present it to CEP at some point during the year.
- My second meeting with EVC Alison Galloway was a very productive one, where we discussed my plans for the year, and how she could help me achieve them. We had a very in depth conversation about waitlisting policy and its effects on students, looking at the CLASS survey data from last year, which Alison really seemed to respond to. We plan on having another meeting quite soon to talk more about these issues and more, and Alison's plans for the Academic Senate this year. She also seemed very interested in Student Academic Senate, and said that she would like to attend a meeting to introduce herself to the group, and inform the students about what she does.
- I have met a number of times with the leadership of SCOC to make sure that the students appointed to Academic Senate committees know of their voting rights to the Student Academic Senate. I worked with Alanna White, the Administrator of SCOC, to have this be reflected on the application itself (just so people know there will be a larger time commitment), and the website too.
- During the last week of September, I ran around to the different college senates to talk to them about SAS, describing the committee and how the position of college Academic Senate Representative has changed (it is now a much larger time commitment because of SAS meetings). Senates seemed on the whole interested with SAS.

### **Review and Reflection:**

- A lot of my work this month was focused on meetings, which is and is not a good use of my time. I want to be very approachable as an Officer, so I want to make sure that I am available to meet with anyone if they so desire. But much of my meetings were logistical, setting up SAS, helping with SCOC, meeting with EVC Galloway, which is good, but could be spent doing other things. When I get interns, I am going to split my time, making sure I am meeting with Administration to talk about these issues, but ensuring that I am spending my time wisely, focusing on the issues students want progress on.
- Looking back on the Officer Retreat, I would say there are a number of things that could be done to make it better. First, I think the SUA Adviser should be included



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in some of the events, because they are just as important to the office as we Officers are (and they facilitate much of the stuff that is actually done, so a good working relationship between the Officer core and the Adviser is key). Furthermore, more communication on what the Retreat would be/an itinerary/budget breakdown would be helpful before a decision is made on the matter (I thought it was a good retreat, however it was put together in a small amount of time, and I didn't have a say as to what happened during the retreat, when the retreat was, and who was facilitating it; in the future, I think a discussion is necessary to make a decision about that).

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](mailto:suavpa@ucsc.edu)).

Respectfully,

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