



# Student Union Assembly

## Monthly Report

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Dear Assembly,

Under Article III Section A of the Student Union Assembly Constitution, I am required to present a monthly evaluation to the assembly. This monthly evaluation of **September, 2018** will report the initiatives I am taking on as SUA Vice President of Academic Affairs and constructive criticism in areas of improvement within the SUA. In the following are the projects, meetings, tasks, constructive criticisms and improvements of this month.

### Completed Tasks

This month, my main focus was on pushing forth work towards providing free testing materials, seeing that the 2018-2019 academic year was to be opening towards the closing of the month. Therefore, I worked to finalize communication with departments, order Scantrons, confirm distribution locations within each department, and work to secure the plan for dividing and counting all materials. To do so, I worked to communicate with departments asking for final estimates of materials required and final locations to drop off at, as well as taking into account the volume available to order in proportion to the amount requested considering the \$6,000 I had in funding (the total cost for the year is around \$20,000), and placing the order through communicating with the Student Union Assembly Advisor, Maura, to place a Purchase Order and confirm it with Lucy Rojas at the Dean of Students Office.

**September 2:** Officer Meeting

**September 5:** One on One with Ayo

**September 6:** Communication with Departments; follow-up on previous correspondence to communicate concerning the lack of funding for Blue Books

**September 10:** Communication with Departments: correspondence with departments who had yet to respond to emails dated one week prior concerning a drop location for testing materials

**September 13:** -Follow-up with departments concerning September 6 email; requesting further estimates from departments who had yet to respond;  
-Working with SUA Advisor Maura to iron out details of the Purchase Order and communication with Dean of Students Office

**September 18:** Creating plan; based on \$6,000, create percentages of proportions to provide adequate materials to cover for as much of Fall 2018 Quarter as possible while ensuring enough materials to provide for all students and maintaining a store of Scantrons in house to replenish stores

**September 21:** Officer Meeting

**September 23:** Office Purchase Order placed for 50,000 red scantrons and 700 green scantrons

**September 24:** -Meeting with Rebecca Hurdis, new Committee for Educational Policy Analyst so as to ensure effective communication with CEP and aid in any institutional knowledge I may be able to provide;

-Meeting with Tchad Sanger of the University Registrar's Office concerning initiatives to help students that the Office of Registrar and the SUA Office of Academic Affairs can collaborate on

- Onboarding of Brittany Burrows, new Chair of Student Academic Senate; planning of possible initiatives for the Student Academic Senate to follow for the upcoming 2018-2019 academic year

**September 25:** Student Union Assembly Open House

- OPERS Fest

**September 26:** Committee on Educational Policy; Meeting 1

**September 29:** Official Purchase Order placed to

- Officer Report-back drafting

### Ongoing Projects

- Scantron Initiative- Distribution Processes for all courses
- Scantron Initiative- Creating policy to ensure effectiveness of reducing stress for all students
- DRC Testing Space- Research on other DRC accommodated methods of testing so as to be accessible to all

### Criticisms and Improvements

As a result of this being the first month of the 2018-2019 academic year, much of my time was taken up by being a Welcome Leader for the incoming class. As a result, much of the work completed was not as in depth as initially hoped for. Therefore, October comes, I hope to further increase my hours in work.

This concludes my report. If you have any questions or concerns, please feel free to contact me at [suavpa@ucsc.edu](mailto:suavpa@ucsc.edu) and I'd be happy to have a discussion with you. My office hours will be updated in the Fall by appointment.

Thank you,  
Lauren Woo  
Vice President of Academic Affairs