



Athabasca University
Students' Union

Athabasca University Students' Union Council Meeting Minutes

APPROVED April 11, 2017

Tuesday, March 14, 2017

5:30pm MST

Meeting Called By: Shawna Wasylyshyn, President

Type of Meeting: AUSU Council Meeting

Minutes: Donette Kingyens, Communications and Member Services Coordinator

Participants

Council: President Shawna Wasylyshyn, Vice President Finance and Administration Kim Newsome, Councillor Robin Bleich, Councillor Andrew Gray, Councillor Scott Jacobsen, Councillor Amanda Lipinski, Councillor Brandon Simmons

Staff: Executive Director Sarah Cornett, Communications and Member Services Coordinator Donette Kingyens, The Voice Managing Editor Karl Low

Members: Bonita Arbeau

Guests: Dr. Ken Coates, Third Party Reviewer for Athabasca University

Absent: Vice President External and Student Affairs Julian Teterenko (absent on AUSU business)

Agenda and Minutes

1.0 Adoption of Agenda S. Wasylyshyn

Motion: BIRT AUSU Council adopt the agenda.

R. Bleich / S. Jacobsen

Carried 7/0

2017-03-14 Council Agenda.pdf

2.0 Approval of Council Meeting Minutes S. Wasylyshyn

Motion: BIRT AUSU Council approve the minutes of the February 16, 2017 regular council meeting.

R. Bleich / S. Jacobsen

Carried 7/0

2017-02-16 Council Minutes DRAFT.docx

Motion: BIRT AUSU Council approve the minutes of the March 7, 2017 special council meeting.

A. Lipinski / B. Simmons

Carried 7/0

2017-03-07 Special Council Minutes DRAFT.docx

Note: Approval of all public council minutes, for special, regular, and interim council meetings, takes place at the next regular public meeting.

Old Business

3.0 Review of Action Items K. Newsome

Note: There were no action and agenda items from the most recent regular council minutes (February 16, 2017 in this case). However, it was pointed out that during the February council meeting, council approved pursuing virtual meet & greet, so the MECC committee is working out the details.

4.0 Ratification of Email Motion

All

4.1 Budget Overage for Staffing Services – March 14, 2017

Motion: BIRT AUSU council ratify the following email motion of March 14, 2017 for the record:

BIRT AUSU council approve a budget overage of up to \$14000 in the category of Professional Fees: Staffing fees; for staffing fees in the search for an Executive Director.

S. Wasylyshyn / S. Jacobsen

Carried 8/0

A. Lipinski / B. Simmons

Carried 7/0

New Business

5.0 Member Engagement Forum

J. Teterenko

2017-03 Membership Engagement Platform Proposal.docx

Motion: BIRT AUSU council approve the implementation of the BBPress discussion platform into the AUSU website as recommended by the Member Engagement and Communications Committee.

A. Lipinski / K. Newsome

Carried 7/0

The forum would be put in place as a platform to have asynchronous discussions with the membership on topics such as bylaw revision member consultations and elections.

A question was raised about whether only council would post threads or if other people could post threads. It was discussed that the individual procedures would be worked out and would outline how threads are posted.

A question was raised about how the log in process works, and whether it is possible to restrict log in to specific domains (such as the @athabascau email address). It was clarified that there is a log in process but it is simple and primarily used to prevent bots from posting. There are plugins available to restrict email domains.

A question was raised about whether it should be noted this is a trial service to be revisited to determine if it is effective. It was pointed out that a specific timeframe does not need to be stated as AUSU is always reviewing the effectiveness of AUSU services. It was also noted that the administrative procedures that will need to be implemented can outline this information.

6.0 Final Audit 2015/2016

K. Newsome

2016 Final Audit Findings.pdf

2016 Financial Statements.pdf

Motion: BIRT AUSU council approve the final audit findings and financial statements as audited by Kingston Ross Pasnak as presented.

R. Bleich / A. Gray

Carried 7/0

The VP Finance, Executive Director, and AUSU bookkeeper did meet with the auditors who asked a few questions. They had good things to say about AUSU processes and oversight.

It was noted that instead of the projected deficit, due to AUSU’s work at reducing administrative costs and a good return on AUSU’s investments, there was a \$37,697 surplus.

7.0 Policy Revisions

Executive

Note: Updated policy 4.04 Administration: Professional Development, policy 4.07 Administration: Members Not In Good Standing, and policy 4.08: Administration: Removing Members From Good Standing were approved by Executive as part of an informal review.

Policy_4.04_Professional_Development.docx

Policy_4.07_Members_Not_In_Good_Standing.docx

Policy_4.08_Removing_Member_Good_Standing.docx

Motion: BIRT AUSU Council adopt the updated copy of policy 4.06 Administration: Planning and Council Schedule.

R. Bleich / A. Gray

Carried 7/0

Policy_4.06_Council_Planning_and_Schedule.docx

8.0 Third Party Review Consultation

K. Coates

AUSU invited Dr. Ken Coates to join the council meeting at 7:00pm MT. Dr. Coates has been commissioned by the AU Board of Governors to complete an independent third party review of Athabasca University. Dr. Coates is consulting with AUSU council and attending participants on this topic to gather insights into Athabasca University's current achievements and challenges, and collect suggestions about how best to adjust to current fiscal realities and to the rapidly changing global post-secondary scene.

AU ToR Independent Third Party Review.pdf

Dr. Coates joined the meeting at 7:05pm MT.

Brief introductions were made for all participants in the meeting. Dr. Coates also encouraged any participants to contact him privately as well if they have any feedback. He stressed that all comments are kept completely confidential and never quoted unless permission is provided, as he wants to ensure everyone feels comfortable giving feedback. He hopes to compile all feedback by the beginning of April.

Dr. Coates noted that the Minister of Advanced Education provided guiding principles that shutting down AU is not recommended, and that AU continue to have a presence in Athabasca. The government is interested in possibly investing in AU if there is a strong strategy moving forward.

To date Dr. Coates has met with senior administrators both by conference and individually, as well as faculty, faculty associations and unions, staff unions, aboriginal representatives, graduate students, undergraduate students, and alumni, and the responses have been extraordinary. He has also received over 400 to 450 emails to date. Submissions have been primarily thorough and well thought out.

Dr. Coates asked for feedback from the meeting participants.

Some feedback was provided about this importance of AU, such as:

- A lot of time is saved being able to study from instead of travelling to campuses.
- AU allows flexible schedules for those with other commitments.
- Courses can be applied to real life as taken concurrently with employment
- Recognition of previous course work which allows transfer students to advance their education faster.
- PLAR prior learning recognition can provide up to 10 course worth of credit for experience.

Some feedback was provided about improvements AU could make, such as:

- Writing exams can be difficult due to the extra charges incurred for external invigilators.

- Online courses at Brick-and-Mortar institution tend to be more advanced with more up to date technology, so AU has a lot more competition and needs to catch up with technology.
- AU does not always understand what it is like to be a student, such as service standards not being met, course interfaces varying from course to course, etc.
- It is not enough for AU to be the convenient option for student but to appeal to students due to superior technology and academic excellence.
- Some courses are very well done, but some are very out of date.
- For at least one particular program, AU has not offered anything new in terms of courses for a long time and has minimized the selection particularly in the higher levels.
- AU service standards are often not met, particularly in certain faculties.
- There has been a tuition freeze in Alberta and the institution is under-funded, but this leads to increased fees for out of province students, which means AU may cease to be financially viable for students.
- AU recently changed courses over to electronic, but this does not work for all students as some need the physical textbooks. Student have to pay a \$150 course materials fee, but no longer get physical texts and do not get that fee back. In some cases, students have to pay out of pocket for physical textbooks.
- It would be a huge loss to AU if they stopped accepting out of province students.
- AU needs to market itself better. As it is different, AU should focus on that strength and develop better branding, including more marketing to rural areas.
- Alumni relations should be improved – it was noted that during convocation the Alumni booth usually has no staff present, or staff just sitting on their phones and not interacting with graduates.

Dr. Coates thanked the participants for their contributions and invited everyone to contact him at kennethcoates@gmail.com with any further ideas they may have.

9.0 Capitalization Level of Computers and Equipment

K. Newsome

Motion: BIRT AUSU Council increase the capitalization level of computers and equipment from \$500 to \$1,000 starting in the 2016/2017 fiscal year.

K. Newsome / B. Simmons

Carried 7/0

A recommendation to increase capitalization level of computers and equipment from \$500 to \$1,000 as recommended by the auditor and the finance committee was presented. It will mean that much of the equipment purchased for the office and most if not all of the equipment purchased for the executive can be budgeted for and booked as a simple expense in the current fiscal year. This will be much simpler to track for less expensive items.

10.0 Canadian Western Trust Company/Adroit Signatories

Motion: BIRT that AUSU Council confirm that President Shawna Wasylyshyn, Vice President of External and Student Affairs Julian Teterenko, and Vice President Elect Finance and Administration Scott Jacobsen are Authorized Signatories for Canadian Western Trust Company and Adroit Investment Management, and are hereby authorized and directed for and in the name of AUSU to execute and deliver all such documents and do all such other acts such as provide on-going instructions as may be necessary or desirable to give effect to this resolution and/or may reasonably be required by the Custodian from time to time in connection with the opening and the continued operation and closing of the account(s).

K. Newsome / R. Bleich

Carried 7/0

Note: This wording it adapted from the previous more involved motion that Council passed in November.

Reports

11.0 Reports for the Months of February 2017.

Note: Regular monthly reports from executive, staff, and committees were circulated prior to the meeting. Any updates or highlights were presented by the author of the report.

11.1 President's Report

2017-02 President Report.pdf

S. Wasylyshyn

The VPEX is currently at a CASA conference and reported that the board approved the Pan-Canadian Accord policy that S. Wasylyshyn presented. S. Wasylyshyn also worked on changes to the policy for Access to Post-Secondary Education for Indigenous students which was passed as well.

11.2 Vice President External and Student Affairs' Report

2017-02 VP External Report.pdf

J. Teterenko

11.3 Vice President Finance and Administration's Report

2017-02 VP Finance Report.pdf

K. Newsome

During a meeting with Faculty of Humanities and Social Science Council, there was constructive discussion about revisions to the AU lost exam policy, which the VP Finance made a lot of suggestions regarding. Some members of the FHSS Faculty Council showed a lot of empathy for how this issues effect students and felt the university should be accommodating students as much as possible. They also discussed making revisions to how paper exams are distributed and mailed back and forth.

It was noted that it is not clear when enrolling in courses whether the exams are paper or online.

11.4 Executive Meeting Report

2017-02 Exec Meeting Report.pdf

S. Wasylyshyn

Note: Executive meeting reports are not public documents. Any decisions made by the Executive appear in a separate public report for ratification by Council. The Executive meeting report was circulated to Council for review and acceptance in their role as the governing council of AUSU.

11.5 Finance Committee Report

2017-02 Finance Committee Report.pdf

K. Newsome

This month an example of a payables package was sent to the committee to show how they are done.

11.6 Awards Committee Report

2017-02 Awards Committee Report.pdf

S. Jacobsen

This month the committee had some good discussions regarding submissions. It was noted that some changes were made to the report to offer more information.

11.7 Member Engagement and Communication Committee Report

2017-02 MEC Committee Report.pdf

J. Teterenko

11.8 Executive Director's Report

2017-02 Executive Director Report.pdf

S. Cornett

A lot of work was done on bylaws and staff reviews and preparing for the move. The office will be moving on March 21.

Sarah was thanked for her report and all of her contributions to AUSU.

11.9 Communication and Members Services Coordinator's Reports
2017-02 Communications Coordinator Report.pdf
Newsletter Stats.xlsx

D. Kingyens

A question was raised about whether the AUSU course evaluations results should be removed after a certain period of time to take into account that courses can change over time. It was decided to assign this to MECC to consider the quality and effectiveness of the course evaluations, and how they could be improved or better utilized. **Action Item**

11.10 Approval of Reports

All

Motion: BIRT Council approve the February 2017 reports as presented.

R. Bleich / S. Jacobsen

Carried 7/0

Question & Answer Period

12.0 Question & Answer Period

S. Wasylyshyn

Observers were encouraged to participate in the Question & Answer period.

Observers are also invited to contact the AUSU office with any questions that arise from the meeting at ausu@ausu.org, 770.497.7000, or 1.755.497.7003.

A question was raised about the financial statements regarding the difference between staff wages and benefits. It was noted that the "staff wages and benefits" section is a total of the Operating staff wages and benefits, and The Voice Magazine staff wages and benefits. Some extra is budgeted for things like raises or benefits. The budget accounts for the full amount that staff can use for benefits, but not all of the benefit funds are used up by the end of the year.

A question was also raised about the student fees and enrollment fees. It was noted that the student fees line breaks the fees down into AUSU operating budget and The Voice Magazine which received 12.5% of the fees. Overall, there was small overage on this line due to a slightly increased enrolment.

A question was raised about the mention of Office 365. It was noted that AU announced in 2015 that they would implement AU domain student email addresses for all students. Students will then also receive a free subscription to Office 365 and access to a networking platform called Yammer. AUSU has been advocating for the implementation of the student email for over a year, but it has taken AU longer to implement it than they expected due to a lack of IT resources. The Interim VP of IT has indicated they are hoping the email addresses will launch in August.

It was noted that currently, student can change their email address to whatever they want, and whatever email they have listed is the email address AUSU receives on its member list. AUSU raised questions about whether students would still be able to do this once the Athabasca student email addresses are launched, and sent some recommendations.

6:59pm

Sarah Cornett was thanked for her contributions to AUSU over the past 18 months.

Next Meeting and Adjournment

The next meetings of Council will be:

Tuesday, March 28, 2017, 5:30 pm MDT – Working Meeting

Tuesday, April 11, 2017, 5:30 pm MDT – Public Meeting (Tentative)

Tuesday, April 25, 2017, 5:30 pm MDT – Working Meeting (Tentative)

Tuesday, May 9, 2017, 5:30 pm MDT – Public Meeting (Tentative)

Tuesday, May 23, 2017, 5:30 pm MDT – Working Meeting (Tentative)

R. Bleich moved to adjourn at 8:00pm MT.

Summary of Action Items

Date	Status	Action Item and Responsible Party
March 14	Complete	Communication and Members Services Coordinator's Reports: MECC to consider the quality and effectiveness of the course evaluations, and how they could be improved or better utilized. MECC

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: March 6, 2017

Current Issues



Committees:

AU Board of Governors – There has been a lot of Board work this month, although nearly all of it has been in camera and confidential. With the third party review underway it is a pivotal time at AU and I'm glad that Julian and myself are able to participate in these meetings on behalf of undergraduate students at AU. Despite offering several times throughout February to work with third party reviewer Dr. Ken Coates to set up consultation opportunities with our members, the month nearly ended before anything was arranged. I had offered to post a question in our app for asynchronous discussion, host discussions in person or via teleconference and I also offered for AUSU to communicate any other opportunities that he had set up or arranged. In the end, Dr. Coates sent an email to all students inviting them to email him directly or to attend one of three teleconference sessions. Unfortunately, I heard from students and his assistant confirmed that his email address was quickly overloaded with "non-deliverable" bouncebacks and many students weren't able to get their response through. I hope that any members who received a bounceback message tried to resend their message. Dr. Coates will also be attending our March 14 Council meeting during the discussion portion of our meeting for a consultation with AUSU and any members present.

Sub Committees:

BOG Honorary Awards – I attended this meeting in person on February 8. The meeting was in camera and the results haven't been announced yet.

BOG Finance and Property – There was a special in camera meeting on March 2, which I attended in person in Edmonton. AU's draft budget will be released to the AU community in the GFC package on March 8.

BOG Governance Review – No Meetings this month.

General Faculties Council – No meetings this month.

Sub Committees:

Student Academic Appeals Committee: I attended meetings via teleconference on February 9 and February 23. I am honored to sit on this committee and have an opportunity to advocate for students who are facing penalty. I find it to be one of the most effective ways that I can impact the student experience directly.

GFC Exec: No meeting this month.

February 2017

AUSU Awards: We continue to meet asynchronously to consider year-round award applications. We also met briefly on February 4 via teleconference for a determination of AUSU's recommendation to receive the Laurence Decore award.

CASA: CASA has an upcoming meeting in Nova Scotia in March. AUSU Executive has agreed to send one delegate, Julian Teterenko to this conference.

Sub Committees:

CASA Federal Policy Committee: Committee work is presently on hold and likely finished for this CASA term.

Faculty Councils:

Faculty of Health Disciplines: No meetings this month.

Faculty of Business Undergraduate Program Council: No meetings this month.

Faculty of Business Faculty Council: I attended the Faculty Council meeting via video conference on February 21. The Faculty of Business is making great strides toward student satisfaction and currently boasts a marking turnaround time of under 2 business days for their courses.

AUSU Business

AU Consultation – AUSU Council was invited to consult with the hiring committee for the AU Provost/VPA. I attended via teleconference with several other AUSU Councillors. Julian Teterenko is the AUSU representative on the committee.

The Voice – Executive and staff continue working together with the Voice to implement a plan for success for this important member service.

Stakeholder Meetings

Dr. Neil Fassina – The Executive team met with Dr. Fassina via teleconference on February 10. We had a positive conversation surrounding the value of consistency for students, communication between AU and students and AU's role at Universities Canada.

Dr. Alain May – I meet one on one with Dr. May about once every 6 weeks informally. These meetings give us an opportunity to follow up and discuss relevant topics between official meetings. We met on February 17 and the majority of our discussion surrounded service standards at AU, which ones are priorities for students for immediate improvement and what steps AU is taking to impact the student experience. I also met with Alain briefly on Feb 27 to discuss the AU draft budget. She wanted to seek my feedback prior to the upcoming meeting of Finance and Property committee, because she knew it would be my first time seeing the

February 2017

budget and wanted to answer any questions or take back any concerns that I had before that time.

Mr. John Latremouille – The AUSU Executive met with Mr. Latremouille via teleconference to discuss the student perspective of IT services at AU. We discussed our shared positions on consistency in Moodle, AU student email implementation and he got us really excited about some of the great new features such as “Yammer” that students will have with their free O365 subscription.

AUSU Management – Executive worked with Sarah in February to complete reviews for all staff, and the reviews have now all been signed and officially recorded. Being a student leader does not guarantee that we have experience in Human Resources, Management, Law, Finance or Real Estate and yet we are responsible for many of these functions. We must be able to rely on our bylaws and policies to light the way for our elected officers to ensure overall strength in AUSU. When in doubt, enforcement of our mission, bylaws and policies should guide us. Ideally, Executive and Council should not be involved in operations. However, at times we may become involved to ensure we meet the outcomes that Council seeks on behalf of the membership.

AUSU Bylaws – The bylaw working group presented a draft to Council and the Executive team, and the Executive met specifically to work through the draft, make determinations based on comments and preferences of councillors to bring forward the next version. Council is now working through this draft in hopes of being able to move forward with our final draft to the membership within the next month or two.

Meetings

- 4 – AUSU Awards Committee
- 6 – AUSU Executive
- 7 – AU Provost/VPA Hiring Committee Consultation
- 8 – BOG Honorary Awards Committee
- 8 – BOG Evening Session
- 9 – AUSU Executive
- 9 – Student Academic Appeals Committee
- 10 – CASA Federal Policy Committee
- 10 – Dr. Neil Fassina
- 13 – AUSU Executive
- 16 – AUSU Council Meeting
- 17 – Dr. Alain May
- 17 – Mr. John Latremouille
- 21 – Faculty of Business Faculty Council
- 21 – AUSU Executive
- 23 – Student Academic Appeals Committee
- 27 – Dr. Alain May
- 27 – AUSU Executive

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Remaining
February 5	29.75	5.25	6.25
February 12	37.5	0	8.75
February 19	34	1	7.75
February 26	37	5	4.5

Timesheets and Compliance

I have reviewed timesheets from Kim Newsome and Julian Teterenko and found them to be within policy requirements.

AUSU Executive Report

Julian Teterenko, VP External and Student Affairs

Prepared: March 7th, 2017



Committees

AUSU MECC:

See MECC Report.

AUSU Finance:

See Finance Report.

FHSS Council Meeting

At this month's meeting, most of the items we went over were course changes by names or numbers. There were some closures of some courses. We also discussed the topic of the policy of awarding degrees to terminally ill students and posthumously, and the opening of a course to accommodate just one student.

FST Council Meeting

At the FST council meeting this month, one of the topics that we discussed was the lost exam policy. We had a very good discussion on this policy and how it affects students. There were discussions on what could be done to minimize lost exams and what could be done when it does happen. One of the other things discussed was the communication between the faculty and students. This was a very thorough discussion and there are many who care about the good continued communication with students. We also heard all the different reports from the faculty.

Learning and Teaching Student Advisory Group:

There is a current search for the replacements of the current vacant positions. This will be ongoing. Reviewed RFC reports and the current requests for change.

Student Systems Student Advisory Group:

Reviewed RFC reports and the current requests for change. Also went over the OROS bugs and some current banner issues.

Board of Governors

I have been busy this month with the committee for the search of a new provost. We have done consultations with stakeholders and are developing a profile to base the search on.

Also this month, we met with the third party reviewer, Dr. Ken Coates. We had discussions with him about his review and the thoughts of the board. We are making sure that the student voice is being heard on this.

AUSU Business

Post-Secondary Learners Stakeholder Dialogue – At the beginning of the month I attended a session put on by the Government of Alberta for post-secondary learner stakeholders. It was a very successful day of brainstorming, discussions, and info gathering. The attendees there were people from student unions, university staff, to others who worked for the ministry of advanced education. Overall, the student voice was heard and we look forward to hearing what the Government of Alberta does with these consultations.

CASA – CASA is having the AGM in mid-March in Nova Scotia. I will be attending on behalf of AUSU.

Bylaws – We are getting close to being done our draft of the bylaws. It has been circulated to council to comment on. We will be having another review session with the rest of council to keep moving forward with this.

Meetings

- February 03 – FHSS Faculty Council
- February 06 – Provost Search Committee
- February 06 – AUSU Executive Meeting
- February 07 – Provost Search Committee
- February 08 – AUSU Executive w/ Cindy Ives and Alain May
- February 08 – Board of Governors
- February 09 – Provost Search Committee
- February 09 – Finance Meeting
- February 10 – AUSU Executive w/ President Fassina
- February 13 – AUSU Executive Meeting
- February 16 – FST Council Meeting
- February 16 – AUSU Council Meeting
- February 17 – Exec w/ John Latremouille
- February 21 – AUSU Executive Meeting
- February 21 – Board of Governors
- February 23 – SSAG
- February 23 – LTSAG
- February 27 – AUSU Executive Meeting

Hours

Weekly Breakdown

Week of:	Hours
January 30 – Feb 05	30.75
Feb 06 – 12	30
Feb 13 – 19	30
Feb 20 – 26	30

Timesheets and Compliance

I have reviewed Shawna's and Kim's timesheets and everything is in compliance according to policy.

AUSU Executive Report

Kim Newsome, VP Finance & Administration

Prepared: March 6, 2017



Committees

Finance Committee:

See finance committee report.

Awards Committee:

The awards committee continues to have a steady inflow of bursary applications. I find the committee continues to be engaging in discussions about the applicants and the application process.

MECC Committee:

The MECC committee did not meet this month but had several email threads to initiate discussion on topics for the March 2 meeting. These included the Social Media and Communications Strategy, newsletters, texting, virtual meet and greets, 2017 AUSU Services Survey, member communication platforms, and AUSU website FAQ's.

GFC (General Faculties Council):

No meetings this month.

GFC ALEC (Academic Learning Environment):

This committee

GFC AEAC (Academic Excellence Awards Committee):

This committee met on.

GFC SAC (Student Awards Committee):

Meeting held on February 7. This meeting was fairly short and included discussions and motions to adjust criteria or amounts for several existing bursaries. One motion was passed to approve a new award that will give preference to students in Ontario and Atlantic Canada. This is great news because we often hear from students that AU Scholarships and Bursaries are more focused on Alberta students even though approximately 60% of AU students do not live in Alberta.

February 2017 Activity Report

FHSS Faculty Council:

Meeting was held on February 3. The meeting was mostly typical and included motions for course openings, closures, and renaming. It also included updates on faculty goals.

One item of particular interest to members was the suggested revisions to the AU Lost Exam Policy. The most important addition for students is the right to appeal. I asked several questions about what can be appealed and from what I understand, a student can appeal the method of retesting that is used and even make an appeal to request that they are not retested at all.

I was encouraged to hear a lot of support from faculty on the impact a lost exam would have for students. There were comments and suggests recognizing the timelines involved between writing an exam, declaring the exam lost, and arranging retesting. Numerous people supported and encouraged AU to ensure that any student that is in this situation is given several options/choices on how to resolve it.

CASA Trades & Tech:

This committee did not meet this month, however I did put in a lot of time working with a CASA staff member to make final recommendations to Policy Q19 which will be presented at the CASA AGM in March. We also had correspondence to work on a slide to accompany the policy changes and some suggestions on speaking notes.

The committee had also discussed in January that a survey could be created to gather information in support of Policy Q19. A draft of this survey was posted on Google Docs for the committee to edit. I made numerous edits and changes to the document.

AUSU Business

Policies

The executive group worked on 4 policies in February for presentation at the March council meeting. 3 of those policies were passed in a motion by executive for informal review and will be included in the March council meeting package as information items. The 4th policy has some minor additions which will require council approval.

Work has already started on the policies that are due for review at the April meeting. These are all policies related to councillor elections and byelections. These will be a

February 2017 Activity Report

big job to go through and will include a thorough review of the associated forms and documents.

Bylaws

Council has had an opportunity to review the most recent draft and as a group we have started the process to ensure we are on the same page before beginning the process to formally adopt the new bylaws. The last meeting to discuss the draft bylaws did not allow enough time for council to get through the complete document. Work will continue on this in March.

Meetings with Stakeholders

Executive met with AU President Dr. Neil Fassina and AU Interim VPIT John Latremouille this month. AU executives continue to be happy to meet with AUSU and discuss the views and concerns of students.

Some of the issues/concerns that we discussed included:

- Consistency in moodle
- Consistency in terminology
- Improved communication to students
- O365 and some of its features
- Implementation of student email
- Moodle calendar
- AU Sexual Violence Policy
- Exam feedback

AUSU Draft Audit Review Meeting

The draft audit review meeting was held on February 1 and I believe that I spoke about it briefly in the February council meeting. Overall this meeting went smoothly and was productive. It resulted in clarification and some internal procedural changes to improve upon our financial procedures over the coming year.

The draft document was supplied to the AUSU Finance Committee and reviewed/discussed at the February meeting.

AU Budget Consultation

AU is required by the PSLA to hold 2 budget consultations per year with AUSU. These are typically more of a meeting to pass information to AUSU, since any input from AUSU does not typically change AU's plans for any fee increases that they are presenting.

This meeting was no different. We did our best to express concerns to AU that any fee increases should come with an increased level of service and service standard.

February 2017 Activity Report

We also discussed the long standing topic that AU has reported savings related to the etext initiative and AUSU continues to advocate for students that these savings should be passed down.

Other

Executive has been discussing the council goal of supporting The Voice. We had a separate meeting dedicated to discussing and considering details of the council/voice committee's report, council's past comments on the recommendations, and how council can support The Voice. Executive agreed on a plan to move forward and will be presenting an action plan soon for council consideration.

Meetings

February 1 – AUSU Draft Audit Review Meeting
February 3 – FHSS Faculty Council
February 4 – Laurence Decore Award Committee Meeting
February 6 – AUSU Exec Meeting
February 7 – GFC – SAC Meeting
February 7 – AU Provost Consultation
February 8 – AUSU Exec Meeting with Cindy Ives/Alain May/Finance Consultation
February 9 – AUSU Exec Meeting
February 9 – AUSU Finance Committee Meeting
February 10 – AUSU Exec Meeting with Dr. Fassina
February 13 – AUSU Exec Meeting
February 16 – AUSU Council Meeting
February 17 – AUSU Exec Meeting with John Latremouille VPIT
February 21 – AUSU Exec Meeting
February 24-28 - Vacation/Personal Days

Hours

Weekly Breakdown*

Week ending:	Hours Worked:	Banked Hours Earned:	Banked Hours Used:
February 5	30	0	0
February 12	30	0	0
February 19	30	0	0
February 26	30	0	4.5

February 2017 Activity Report

Banked hours remaining at end of month: 0

Timesheets and Compliance

I have reviewed Shawna and Julian's timesheets and found that their weekly hours for February were in compliance with policy.

Executive Motions

February 6	<ul style="list-style-type: none">BIRT AUSU Executive Council has performed an informal review of Policy 1.01 – Policy: Creation, Format, Maintenance & Review as per AUSU Policy 1.01 and determined as of February 6, 2017, no formal review is required. <p>Moved: K.Newsome Second: S.Wasylyshyn</p> <p>Motion Carried: 3/0</p>
February 6	<ul style="list-style-type: none">BIRT AUSU Executive Council has performed an informal review of Policy 4.01 – Administration: Privacy Policy as per AUSU Policy 1.01 and determined as of October 24, 2016, no formal review is required. <p>Moved: K.Newsome Second: J.Teterenko</p> <p>Motion Carried: 3/0</p>
March 6	<ul style="list-style-type: none">BIRT AUSU Executive Council has performed an informal review of Policy 4.04 Administration – Professional Development as per AUSU Policy 1.01 and determined as of March 6, 2017, no formal review is required. <p>Moved: K.Newsome Second: S.Wasylyshyn Carried: 3/0</p>
March 6	<ul style="list-style-type: none">BIRT AUSU Executive Council has performed an informal review of Policy 4.07 Administration – Reinstating Members Not In Good Standing as per AUSU Policy 1.01 and determined as of March 6, 2017, no formal review is required. <p>Moved: S.Wasylyshyn Second: J.Teterenko Carried: 3/0</p>
March 6	<ul style="list-style-type: none">BIRT AUSU Executive Council has performed an informal review of Policy 4.08 Administration – Removing Members Good Standing as per AUSU Policy 1.01 and determined as of March 6, 2017, no formal review is required. <p>Moved: K.Newsome Second: J.Teterenko Carried: 3/0</p>

February 2017 Activity Report

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Committee Report

Finance Committee



Prepared by: Kim Newsome, Chair

Date: March 5, 2017

Meeting: February 9, 2017

Attendance: All members present.

Committee Members: Kim Newsome (Chair), Julian Teterenko, Scott Jacobsen, Andrew Gray, Robin Bleich, Sarah Cornett (Ex-officio)

Monthly Activity

The committee met on February 09 to review the December financials. A few routine questions came up. No concerns were noted.

The draft audit report was distributed and an overview of the meeting with the auditors was given by Sarah and Kim.

The internally restricted funds report/spreadsheet was reviewed. This is now being reviewed monthly.

An example of a monthly payables package was provided to the committee in order to show the level of oversight that occurs monthly between the staff/executive director and VP finance.

Next meeting is set for March 09, 2017

Committee Report

Member Engagement & Communications Committee

Prepared by: Julian Teterenko, Chair

Date: March 7th, 2017



Athabasca University
Students' Union

Committee Members: Julian Teterenko VPEX, Kim Newsome VPFA, Scott Jacobsen Councillor, Amanda Lipinski Councillor, Jody Waddle Member at Large, Sarah Cornett Executive Director, Donette Kingyens Communications Coordinator.

Activity This Month

At our meeting this month, we discussed the new communications platform and whether to implement it. All members contributed and we had a very good discussion on it.

Member Communication Platform

MECC was presented the proposal to implement the new communication platform that had been discussed. We finalized the copy of the draft of the proposal and all agreed that it can be brought forward to Council to be approved.

FAQ's

MECC had been discussing the new FAQ page that Donette had been putting together. The document includes all the sort of questions that AUSU is asked from students and we will now have a FAQ page on our website that will have these.

Meet and Greets

The committee discussed meet and greets again and the way that we can hold some more in different cities. We also discussed how we want to go about starting the virtual meet and greets. These will be held through our teleconference system, and be held to specific areas as well just like the physical ones. We decided that it would be best to hold a pilot test of one of these in an area where we have a smaller amount of members. The name for it is still in the works.

Texting system

We discussed the possible options on how we can use the new texting system to ask questions of the members.

Services Survey

We discussed what we would like to see in the upcoming survey and what kind of changes from last year we would want in it. We decided that it will be the VPEX who will be putting together the survey with the help of the Communications Coordinator.

February 2017 Council Meeting

Committee Report

Awards Committee

Prepared by: **Scott Jacobsen**

Date: **March 6, 2017**



Athabasca University
Students' Union

All Business Conducted by Email

Committee Members: Scott Jacobsen (Chair), Shawna Wasylyshyn (President), Kim Newsome (VPFA), Amanda Lipinski (Councilor), Robin Bleich (Councilor), and Sarah Cornett (ex-officio).

Activity This Month

It was a less busy month compared to November with the following business below, which is a wee bit busier than the month of December, based on an intuitive analysis of the situation. As this was not a main awards month, which are May and November, it was not as busy as they typically are, but this is still a "real privilege to have the stories in front of us. This was intimate exposure to students we serve, which is an explicit, elected honor." Now, we continue into the next few months of less dense submission consideration, until May, 2017. Although, the bursaries are expected to come in now, as per usual.

In order of the decisions. We had a motion pass 5/0 for a Computer Bursary. We had a motion fail 0/5 for a Computer Bursary. We had a motion pass 5/0 for a Health Care Bursary. We had a motion pass 5/0 for a Health Care Bursary. We had a motion pass 5/0 for a Travel Bursary. We had a motion pass 4/0 for a Computer Bursary (Shawna absent on vacation, so 4 votes rather than 5 present.) We had a motion fail 1/4 for a Health Care Bursary. Other small notes include Donette's improvement to the statement about the reasoning in the essays behind the Computer Bursary applications that come in for consideration by us. Further below, one can find the motions for the awards with more details.

Incomplete or withdrawn applications were not included in the bottommost tally because the tally includes "Approved" or "Denied" without another categorization for withdrawn or disqualified and, therefore, those applications going through complete consideration were incorporated; whereas, in contradistinction to those that were not complete or were disqualified for one reason or another deliberated and decided upon by the Awards Committee, only the complete applications that were "Approved" or "Denied" were included in the final tally in the table below, which affected the final financial tally. Note, the disqualified or incomplete would not change the financial tally in any case.

Duly note, the award financials have been restarted since the October meeting.

Thank you for your attention.

Motions/Decisions

Original Motion with Decision:

February 11, 2017: BIRT AUSU Awards Committee approve the attached Computer Bursary application for XXXX.

Moved by S. Jacobsen.

Seconded by R. Bleich.

February 2017 Council Meeting

This motion passes 5/0.

February 15, 2017: BIRT AUSU Awards Committee approve the attached Computer Bursary application for XXXX.

Moved by S. Jacobsen.
Seconded by A. Lipinski.

This motion fails 0/5.

February 22, 2017: BIRT AUSU Awards Committee approve the attached Health Care Bursary application for XXXX for twelve months coverage or \$1,000, whichever is less.

Moved by S. Jacobsen.
Seconded by R. Bleich.

This motion passes 5/0.

February 22, 2017: BIRT AUSU Awards Committee approve the attached Travel Bursary Application for XXXX, for the amount of \$550 for accommodation, from March 13, 2017 to April 7, 2017.

Moved by S. Jacobsen.
Seconded by R. Bleich.

This motion passes 5/0.

February 22, 2017: BIRT AUSU Awards Committee approve the attached Computer Bursary application for XXXX.

Moved by S. Jacobsen.
Seconded by A. Lipinski.

This motion passes 4/0.

March 3, 2017: BIRT AUSU Awards Committee approve the attached Health Care Bursary application for XXXX for twelve months coverage or \$1,000, whichever is less.

Moved by S. Jacobsen.
Seconded by R. Bleich.

This motion fails 1/4.

Awards Overview

Data for Fiscal Year restarted since October

Award	Apps	Approved	Denied	Notes	Remaining Awards	Remaining Budget
Academic Achievement Scholarship	57	2	55		2	\$2,000

February 2017 Council Meeting

AUSU Bursaries	14	5	9		5	\$5,000
Computer Bursaries	6	5	1		10	\$4,600
Single Parent Bursary	0	0	0		2	\$2,000
Travel Bursaries	1	1	0			\$3,450
Emergency Bursaries	0	0	0			\$6,000
Health Care Bursary	6	4	2			\$14,169+/-
Student Service Award	8	2+1 (MacKinnon)	5	Additional "Peter MacKinnon Student Services Award" for November awards cycle is the "+1."	2	\$2,000
Returning Student Award	23	2	21		2	\$2,000
Balanced Student Award	24	2	22		2	\$2,000
Total	128	15	112	One in processing, explains the discrepancy.	29 (left for May) + year-round bursaries	\$43,769+/-

The table includes only the applications that were reviewed by the Awards Committee. It does not include any applications that were disqualified and did not meet minimum criteria. Disqualified applications do not get sent to the committee.

Activity Report

Executive Director

Prepared: March 7, 2017



Athabasca University
Students' Union

Overview

The bulk of this past month has been dedicated to:

- council and executive support,
- bylaw revisions,
- staff reviews.
- The Voice action plan,
- stat holiday and two vacation days

as well as day to day management and administration tasks and catching up on emails from a week of vacation and a week of office closure.

Administration

Office & Staff

The details of moving office space are progress including reviewing the new lease document (all 26 legal sized pages), hiring a moving company, contacting service providers, carpet and paint choices, and culling of drawers, cabinets and files.

Finances

The 2015-2016 year-end audit process is finished and will be reviewed by the Finance Committee March 9th and ready to be approved by Council at the regular March meeting. AUSU ended last year in good financial shape and continues on that track today.

Committee Support

Committees are activity engaged with meetings of Awards and Finance as well as a steady stream of emails from the Awards Committee. MECC met early March. Please see the individual committee reports for details.

The Voice

The final report of the Joint Council/Voice Action Plan Committee was accepted by Council and in depth work will commence in March. Karl and the writers continue to publish a great weekly magazine and I encourage everyone to subscribe and review each new edition.

Governance

AUSU By-laws

Council will continue their review of the draft of the new bylaws that started in February and the resulting input and discussions will determine next steps and the approval process timelines.

Policy

Executive committee continues to review policy as per the schedule under the direction of VPFA Kim Newsome. After a full cycle of reviews, I am very happy with most of the polices but note that as soon as the bylaws are in place there will be significant policy updated needed to coincide.

Meetings

February 1	Final Audit Review Meeting
February 1	Staff Meeting
February 10	Staff Meeting
February 15	Staff Meeting
February 6	Executive Meeting
February 27	Executive Meeting
February 9	Executive Meeting – Staff Reviews
February 9	Finance Meeting
February 16	Council Meeting
February 17	Joint Council/Voice Action Plan Committee
February 25	Executive w/ Drs. Ives and May

Activity Report

Communications and Member Services
Coordinator

Prepared by: Donette Kingyens
Prepared: February 3, 2017



General Administration

- **Student Inquiries**

- Many inquiries received are related to AU, including how to withdraw, how to reach tutor, etc.
- Received a few requests for advocacy, including advocacy for e-text choice, advocacy against AU changing their website comment to Facebook only as the student claimed this was a violation of free speech, and a request for AU to make deals with other campuses to allow AU students to use their gym facilities.
- Had a couple student unable to access lynda as they were not accessing it through our website, but they contacted lynda tech support instead of AUSU, and lynda gave them incorrect information claiming we had an IP lockout or that the students had to be on campus to access it. As this has happened numerous times in the past, spoke to our lynda representative to ask that a note be placed on our file regarding how access for AUSU members works – she agreed to speak to tech support about this.

	Emails	Phone Calls	Instant Chats	Website	Facebook
Feb 2017	23	3	9	1	1
Jan 2017	38	3	9		1
Dec 2016	20	2	5	1	
Nov 2016	18	4	4		
Oct 2016	32	2	2		1
Sep 2016	31	2	6		
Aug 2016	36	3	3		

**Numbers above are approximate.*

Does not include discussions with award applicants or nursing student inquiries.

Website comments refers specifically to questions that required an answer on news/blog posts

- **Administration**

- Cleaning out files to prepare for move to new office and in accordance with file management policies.
- Handled Admin Assistant inbox on her off days

Projects

- **Manuals / Procedures**

- Continued working on revising Councillor Manual and creating an abridged version.

- Continued working on instructions for Mobile App updating.
 - Updated instructions on council meeting preparation.
 - Updated instructions for revising course evaluations.
 - Wrote instructions for handling Laurence Decore Award
 - Updated instructions for 3 standing committees
 - Updated instructions for council meetings
 - Helped compile report for Member Engagement Platforms
- **Student FAQ's**
 - Continued working on Student FAQ document for office staff training / succession documentation (ongoing project as inquiries received). Put together website ready version and circulated to MECC for approval to post on website.

Services

- **Statistics on Services Provided for the Month:**

Month	Mobile App Accounts	Lynda	Calendars	Eyewear Discount	Grad Cards	Welcome Email
Feb 2017	144	32	3	10	64	503
Jan 2017	84	152	8	8	103	766
Dec 2016	160	21	4	3	70	562
Nov 2016	211	48	3	9	75	367
Oct 2016	140	30	3	12	65	415
Sept 2016	291	33	3	7	104	751
Aug 2016	212	78	1	42	78	575
July 2016	145	159	0	n/a	79	797
June 2016	176	43	2	n/a	265	1405
May 2016	99	28	1	n/a	346	1005
Apr 2016	94	38	1	n/a	0*	809
Mar 2016	136	22	3	n/a	69	376
Feb 2016	95	18	11	n/a	63	393
Jan 2016	409	33	68	n/a	95	607

Note: No grad cards sent in March as there was an issue with our card order.

- **Lynda.com**
 - I recently deleted all lynda accounts that had not been used in over a year, which was a total of 348 accounts.

Month	Total Accounts:	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
Feb 2017	848	32	1,873	121	17	28
Jan 2017	816	152	3,140	189	15	53
Dec 2016	731	21	3161	221	48	68
Nov 2016	710	48	2146	151	18	23
Oct 2016	843	30	1510	117	21	18

Sept 2016	813	33	2062	131	18	31
Aug 2016	780	78	2568	168	20	46
July 2016	702	159	5952	401	41	141
June 2016	547	43	2226	168	27	34
May 2016	502	28	1725	139	23	17
April 2016	476	38	1493	94	19	19
Mar 2016	437	22	1481	111	35	24
Feb 2016	413	18	2977	204	43	51
Jan 2016	395	33	1544	103	21	22

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
Feb 2017	528	7
Jan 2017	521	9
Dec 2016	512	8
Nov 2016	504	86
Oct 2016	418	65
Sept 2016	353	108
Aug 2016	245	10
July 2016	235	10
June 2016	225	6
May 2016	219	24
April 2016	195	3
Mar 2016	192	7
Feb 2016	185	4
Jan 2016	181	22

Social Media & Marketing

- **Newsletters**

- See “**Newsletter Statistics.xls**” in report folder.

- **The Voice**

- Sent Voice ads for each Voice publication in January (Jan 6, 13, 20, 27).

Weekly Stats	Overall Visits	Unique Visits	Bounce Rate*	PDF Views	Highest # of Views per Article	Articles with over 20 views
Feb 17 – 23, 2017	980	797	76.16%	17	99	4
Feb 10 – 16, 2017	695	591	78.61%	19	27	2
Feb 3 – 9, 2017	1,217	1,022	74.61%	26	126	6
Jan 27 – Feb 2, 2017	855	685	77.81%	23	30	2
Feb 2017 Overall	3,775	3,166	7.43%	87	144	19
Jan 20 – 26, 2017	879	720	77.67%	25	35	3
Jan 13 – 19, 2017	841	703	77.13%	31	65	2
Jan 6 – 12, 2017	876	678	76.40%	31	39	2

Jan 2017 Overall	3,703	2,985	78.37%	116	96	11
Dec 23 – 29, 2016	942	623	87.21%	7	140	2
Dec 16 – 22, 2016	581	497	82.18%	24	29	2
Dec 9 – 15, 2016	777	628	69.78%	22	53	2
Dec 2 – 8, 2016	686	591	81.10%	23	26	1
Dec 2016 Overall	3,252	2,562	80.32%	90	143	7
Nov 25-Dec 1, 2016	743	626	80.73%	27	30	3
Nov 18-24, 2016	663	565	80.00%	18	23	1
Nov 11-17, 2016	690	549	80.30%	38	33	4
Nov 4-10, 2016	776	641	73.02%	46	24	3
NOV 2016 OVERALL	2,947	641	79.38%	133	101	12

*Bounce Rate is the % of people who only visit 1 page and leave without any further interaction with the site.

- **Mobile App**

- I posted a question to the App wall, “**What is the number one thing you would like your AU Students' Union (AUSU) to focus on?**”. Responses were:
 - An application that helps track the information on myAU - for example grades, updates. Example: University of Regina app in the iOS app store.
 - More language courses (e.g. Portuguese) if possible
 - Pharmacology, Histology, and Embryology would be great classes to have. Even neuroscience would be awesome

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
Feb 2017	3,722	144	1,230	57	18,752	1,046	23
Jan 2017	3,578	84	1,173	75	17,706	1,474	148
Dec 2016	3,494	160	1,098	65	16,232	1,337	17
Nov 2016	3,334	211	1,033	62	14,899	1,316	27
Oct 2016	3,123	140	971	101	13,583	1,571	173
Sept 2016	2,983	291	870	73	12,012	1,281	127
Aug 2016	2,692	212	797	89	10,731	1,343	31
Jul 2016	2,480	148	708	44	9,388	854	15
Jun 2016	2,332	137	665	51	8,534	1,059	60
May 2016	2,195	99	614	40	7,475	697	114
Apr 2016	2,096	94	574	64	6,778	1,257	43
Mar 2016	2,002	136	510	60	5,521	874	43
Feb 2016	1,866	95	450	72	4,647	808	35
Jan 2016	1,771	409	378	61	3,839	626	154
Dec 2016	1,362	185	317	51	3,213	640	139
Nov 2016	1,177	104	266	50	2,573	511	38
Oct 2016	1,073	192	216	59	2,062	690	141

- **Website**

- Posted executive blog
- Posted February meeting agendas
- Posted January meeting minutes
- Posted December Financials
- Posted many revised policies
- Monitored comments posted to our news and blogs
- Revised wording on website for health care plan (as approved by VPEX)
- Updated awards applications with a few minor corrections.
- Updated Advocacy page with more advocacy efforts per exec reports

- **Website Analytics**

The chart below lists **page views** for our most popular pages. Note, the totals do not reflect how many people actually filled out applications (ie. for awards or course evaluations), just how many people visited the page.

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	Mobile App	Eyewear	Student Lifeline	The Voice
Feb 2017	7,106	2,909	559	202	466	453	274	245	77	15
Jan 2017	11,158	4,853	2,263	274	431	1,254	130	213	130	24
Dec 2016	6,463	2,827	448	218	445	383	100	115	108	32
Nov 2016	13,042	5,451	1,067	262	669	585	411	267	189	34
Oct 2016	17,815	7,483	3,613	244	600	428	236	179	197	33
Sept 2016	16,024	6,752	2,200	293	748	552	561	182	309	66
Aug 2016	10,010	4,296	675	404	506	1,038	178	209	138	50
July 2016	8,786	3,757	798	314	151	1,247	101	n/a	133	76
June 2016	7,474	3,154	416	147	238	554	230	n/a	192	74
May 2016	7,746	3,531	669	143	181	513	101	n/a	135	23
April 2016	17,503	7,339	5,351	199	57	483	88	n/a	133	16
Mar 2016	12,235	4,388	596	189	61	271	173	n/a	146	29
Feb 2016	8,796	3,339	305	136	68	484	72	n/a	76	8
Jan 2016	8,178	3,396	385	75	226	469	204	n/a	132	26

Month	Advocacy	Quick Links	Health Plan	Exec Blog	Financials	Council	Minutes	Agendas	News & Archives	Policies
Feb 2017	29	49	143	85	65	152	59	84	143	399
Jan 2017	71	45	178	236	79	193	66	95	137	365
Dec 2016	21	33	91	386	76	124	56	80	111	268
Nov 2016	45	59	202	83	26	281	54	73	127	325
Oct 2016	35	65	217	589	29	343	67	112	126	287
Sept 2016	82	51	266	46	60	300	44	82	149	289
Aug 2016	35	69	265	209	101	409	53	97	231	356
July 2016	45	24	182	459	53	228	34	41	133	257
June 2016	52	27	250	43	82	201	23	78	136	225
May 2016	36	63	258	151	22	270	23	42	172	224
April 2016	45	44	228	82	n/a	796	85	148	121	223

Mar 2016	35	n/a	208	48	n/a	281	84	128	127	341
Feb 2016	35	n/a	230	42	n/a	272	61	n/a	126	459
Jan 2016	55	n/a	476	68	n/a	325	40	n/a	89	437

- **Website Polls**

- *Have you used AU's Degree Works, and did you find it useful?*
 - No, I have never used Degree Works 2
 - I used Degree Works but did not find it useful 4
 - Yes, I used Degree Works and found it useful 17
 - **Total Responses:** 23
 - **Posted:** Feb 13 – Feb 27
- *Did you know that sharing your work on homework help sites such as Course Hero and Answers.com is against University regulations and can result in severe penalties?*
 - No, I was not aware of this 3
 - Yes, I was aware of this 23
 - I am not sure 1
 - **Total Responses:** 27
 - **Posted:** Jan 30 – Feb 13

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Engagements	Overall Impressions
Feb 2017	58	1,124	19	506	149	47,163
Jan 2017	72	1,110	43	538	260	67,114
Dec 2016	52	1,077	40	637	249	58,210
Nov 2016	70	1,041	91	424	370	64,324
Oct 2016	53	973	69	434	569	63,968
Sept 2016	60	916	121	523	345	60,235
Aug 2016	54	797	25	437	251	63,419
July 2016	45	777	16	503	77	59,619
June 2016	59	770	26	344	113	37,591
May 2016	52	746	12	183	183	22,411
Apr 2016	64	742	20	198	200	37,385
Mar 2016	66	730	18	174	113	35,246
Feb 2016	59	720	16	141	75	26,474
Jan 2016	37	707	28	154	45	20,180
Dec 2015	38	681	32	109	60	9,262
Nov 2015	49	654	20	83	81	8,508

- **Twitter**

Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
Feb 2017	52	796	13	18	64	17,453
Jan 2017	71	793	15	18	111	21,505
Dec 2016	51	783	16	16	80	14,485
Nov 2016	80	779	60	31	87	20,526
Oct 2016	52	720	39	13	76	16,393
Sept 2016	51	688	57	19	67	13,618
Aug 2016	51	640	14	10	64	11,681
July 2016	45	636	16	8	53	10,396
Jun 2016	53	625	17	12	55	14,096
May 2016	55	608	17	18	72	19,533
Apr 2016	55	600	13	40	73	14,193
Mar 2016	59	589	10	36	55	15,335
Feb 2016	65	588	17	29	80	13,011
Jan 2016	36	584	18	14	34	10,403
Dec 2015	34	579	12	12	37	11,075
Nov 2015	53	577	12	11	92	11,704
Oct 2015	68	574	24	40	60	7,650

- **LinkedIn**

Note: I began actively posting on LinkedIn mid-August.

Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
Feb 2017	39	231	1	52	39	4,183
Jan 2017	64	233	1	49	38	4,523
Dec 2016	52	232	3	35	25	3,559
Nov 2016	61	229	71	32	18	5,203
Oct 2016	53	158	56	44	36	3,984
Sept 2016	50	110	89	52	27	3,022
Aug 2016	20	22	0	35	27	1,239