

# Executive Workplan

Natasha Donahue, President



## Summary

This council approved executive workplan is established annually by the executive committee (EC) and is created to ensure all the EC tasks align with the current AUSU Strategic Plan. The workplan is a high-level overview of the strategies that will be undertaken to achieve the goals set out in the 2017-2020 and 2020-2023 AUSU Strategic Plan.

## INTERNAL ADVOCACY

### Initiatives

#### *Course Resources*

##### Purpose

Work with AU to implement an e-text solution that supports affordability and accessibility for students **(ongoing)**

##### Tasks

- Consult with SAC and council **(August-October)**
- Get Feedback from membership via survey **(November)**
- Formulate council response **(January)**
- Develop Advocacy Plan **(January-February)**
- Advocate to AU **(February+)**

#### *Learning Management System*

##### Purpose

Work with AU to develop and implement new learning management system that provides an exceptional digital experience **(ongoing)**

##### Tasks

- Participate in ad hoc committees, GFC, and meetings with Matt Prineas/Anne-Marie Scott, student participation in beta testing **(ongoing)**

#### *Education Affordability*

##### Purpose

Work with AU to review the university's tuition and fees to allow for affordable and fair pricing for students **(ongoing)**

##### Tasks

- Participate in tuition steering committee **(ongoing)**
- Tuition increases at Board of Governors **(December)**
- Tuition consultations (ask for four year tuition plan) **(September-December)**

#### *Space Collaboration*

##### Purpose

Work with AU to facilitate the move of the AUSU office into the main AU Edmonton location **(ongoing)**

##### Tasks

- Revise internal space plan requirements **(ongoing)**

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- Meeting with David Head **(TBD)**
- Participation in Space Planning communications with AU **(ongoing)**
- Work with staff to coordinate renovations and move **(TBD)**

### *COVID-19*

#### Purpose

COVID-19 response **(ongoing)**

#### Tasks

- Advocate to AU to ensure students are receiving proper supports **(ongoing)**

### *Student Financial Aid*

#### Purpose

Work with VPFA to develop Student Financial Aid Position Policy **(July-August)**

#### Tasks

- Help develop SFA position policy **(July-August)**
- Advocate to AU for better SFA support **(ongoing)**

## EXTERNAL ADVOCACY

### Initiatives

#### *Relationship Building - Executives*

#### Purpose

Maintain relationships with All other Alberta executives, ASEC, and CAUS to allow for collaboration (with VPEX) **(ongoing)**

#### Tasks

- Invite all associations to FB Group **(August-September)**
- Invite lobby groups to WhatsApp chat **(August-September)**
- Support Alberta Student Leadership Conference or attend ASEC conference October **(Summer/October)**
- Ongoing conversations and meetings with associations **(ongoing)**

#### *Relationship Building – Online Students Unions*

#### Purpose

Build relationships with other online student unions (Open UK, etc ...) **(ongoing)**

#### Tasks

- Reach out to Open UK for initial Meeting **(July)**
- Investigate other online student unions **(July-August)**
- Review initiatives of organizations **(July-August)**
- Explore other online groups **(July-August)**

#### *Canadian Student Leadership*

#### Purpose

Work with student leaders across Canada **(ongoing)**

#### Tasks

- Work with student associations in other provinces to build relationships **(September-April)**
- Build relationship with l'Union Etudiante du Quebec **(August-September)**

#### *Opposition of Voluntary Student Unionism*

#### Purpose

Strategically oppose Voluntary Student Unionism **(ongoing)**

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### Tasks

- CASA white paper **(July-February)**
- Support VPFA in developing ways to communicate value of student union to members **(ongoing)**

## CASA

### Purpose

Federal advocacy within CASA **(July-February)**

### Tasks

- Work toward a CASA leadership position **(May-June)**
- Work to help refine Indigenous advisory group structure **(July-February)**
- Support internal operations and changes **(July-February)**

## ORGANIZATIONAL PERFORMANCE

### Initiatives

#### *AU Student App*

### Purpose

Work with AU to develop new university app in partnership with AU **(ongoing)**

### Tasks

- Test app **(TBD)**
- Develop launch plan and AUSU app transition **(TBD)**
- Send AU components for internal agreement **(ongoing)**
- Flesh out timelines **(ongoing)**

#### *Council Professional Development*

### Purpose

Create ongoing professional development opportunities for council **(July-September)**

### Tasks

- Consult council for topics of Interest **(July-August)**
- Plan out PD opportunities for year **(August-September)**

#### *Strategic Plan*

### Purpose

Work to prepare next organizational strategic plan **(June-August)**

### Tasks

- Draft new plan **(July)**
- Gain council feedback **(July-August)**
- Implement new strategic plan for 2020-2023 **(September+)**

#### *Executive Accountability*

### Purpose

Implement executive accountability process **(July-April)**

### Tasks

- Finalize process **(October)**
- Socialize with council **(January)**
- Implement **(March-April)**

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### *Council Engagement*

#### Purpose

Increase engagement with council (**ongoing**)

#### Tasks

- Identify council engagement tools (**September-October**)
- Implement tools (**November**)
- Consult council regarding what they wish they knew before council (**January**)

### *Let's Talk Science*

#### Purpose

Development of Let's Talk Science Initiative (**September-April**)

#### Tasks

- Develop Let's Talk Science overview (**September-October**)
- Develop Let's Talk Science proposal (provost, faculty of science and technology, AUSU council) (**October-December**)
- Implement pilot project if council is interested (**January+**)

### *Student Energy*

#### Purpose

Development of Student Energy Initiative (**ongoing**)

#### Tasks

- Develop Student Energy overview (**July**)
- Develop Student Energy proposal (AUSU council) (**August**)
- Implement pilot project if council is interested (**September/October**)

### *Indigenization and Indigenous Student Representation*

#### Purpose

Support for organizational Indigenization and Indigenous Student Representation (**ongoing**)

#### Tasks

- Support Indigenous Student Representation ad hoc committee (**ongoing**)
- Support AUSU internal Indigenization (**ongoing**)

# Executive Workplan

Stacey Hutchings, VP External and Student Affairs



## Summary

AUSU asks its Executives to create a workplan in order to organize their planned projects for the year. This is also a way for council to provide feedback and then approve projects they wish to see implemented or undertaken this executive term.

### EQUITY, DIVERSITY, AND INCLUSION (EDI) COMMITTEE

#### Purpose

It is important that AUSU continues its work on ensuring that all students' needs are represented within our organization. Further, AUSU continues to offer services that are relevant to students needs and that advocacy reflects the needs of all AU students. Therefore, forming an EDI Committee is essential in a process to identify what these needs are, how we can accommodate those needs, and to ensure that AUSU remains relevant to all our learners

#### Tasks

- Research other student associations and connect with them on their EDI Committee **(August)**
- Create position policy **(September)**
- Create Committee Outline **(September)**
- Identify what the initial goals of the committee **(September)**
- Bring proposal to EC **(October)**

### MENTAL HEALTH

#### Purpose

Student Mental Health is more important now than ever. Currently, AUSU relies on AU to provide the much-needed mental health services students need. It is important that AUSU ensures that the services AU is providing through Homewood Health are relevant, accessible, and are meeting student's needs

#### Tasks

- Advocate for the improvement of the Homewood Health service and messaging/communications to students **(Ongoing)**
- CDMHAG (Cross-divisional mental health advisory group) **(Ongoing)**
- Advocate for enhanced online mental health support (Talk Campus and case management process for students in crisis). **(Ongoing)**

### COVID-19

#### Purpose

Covid-19 has deeply impacted and disrupted our lives. This is even more true for our learners. It is important that AUSU ensures that our students are supported through this year as recovery from this pandemic will take some time

#### Tasks

- Continue advocacy to Provincial and Federal Governments for student supports **(Ongoing)**
- Review Covid-19 Survey Results and come up with action plan **(Ongoing)**

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### CREATING AN INCLUSIVE AUSU

#### Purpose

As mentioned, inclusion is important within AUSU and ensuring that those with diverse needs have those needs being represented within AUSU is crucial. Below is a list of core groups that are represented within our student demographic and ways to start developing plans and initiatives to address those with diverse needs.

#### Initiatives

##### *Indigenous Students Supports and Collaborations*

#### Purpose

Ensuring we have strong connections with indigenous students is a priority for this executive team and council, therefore developing relationships within AU and outside AU will continue to ensure our learners needs are met

#### Tasks

- Continue collaborative activity with NLCSA (alongside the ED) to help support the NLCSA to their goals and to give us a new, important perspective in our own activities. **(Ongoing)**
- Work with Nukskahtowin **(Ongoing)**
- Establish a student advisory committee for Indigenous students **(Ongoing)**

##### *LGBTQ2S+*

#### Purpose

The Office of the Child and Youth Advocate of Alberta report identified that up to 40 per cent of homeless youth identify as LGBTQ2S+ and are at a higher risk for suicide and substance abuse. While this report was released 3 years ago, it is important that AUSU

#### Tasks

- Research what other student unions are doing when it comes to LGBTQ2S+ **(September)**
- Research an award that AUSU could offer to those who identify as LGBTQ2S+ can access or those who are allies can **(November)**

##### *Sexual and Gender-Based Violence Awareness*

#### Purpose

Sexual and gender-based violence is an issue that can increase in prevalence during economic recessions and other life-changing incidences. As a nation, we are all experiencing disruption to our lives due to the COVID-19 pandemic and is coupled in within Alberta with the economic recession. As an organization, creating an awareness campaign will provide those who are impacted by sexual and gender-based violence information on how to access the resources they need to find a safe space

#### Tasks

- Domestic and sexual violence campaign **(October)**
  - Research key points and resources **(October)**
  - Create video content to share on socials **(October)**
- Determine response to increased stress, trauma, need for awareness of how to handle the pandemic
  - Research key points and resources **(October)**
- Develop response plan – video, socials, support group, etc. **(October)**

### PROVINCIAL ADVOCACY

#### Purpose

AUSU is extending its pilot provincial advocacy initiative. The provincial governments are responsible for Post-Secondary Educational funding. AUSU has a unique demographic that is not necessarily reflected in other provincial advocacy initiatives. Therefore, AUSU has committed to doing an independent

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provincial advocacy initiative to ensure AU students issues and concerns are addressed at the provincial level.

This year, we would like to expand our initiative. Previously, as funding is tied to a provincial level the government of Alberta was our focus with regards to advocacy. AUSU would like to expand our advocacy to other provinces and territories as AU students can be found all over the country and it is important those governments understand those students needs and concerns as well

### Tasks

- Meet with governance and advocacy coordinator, executive director, and president to establish a provincial advocacy strategy. **(August)**
- Continue to work with Kristine Williamson to meet with MLAs and other provincial government. **(Ongoing)**
- Continue to collaborate and partner ASEC, CAUS, and ab-GPAC in order to promote our provincial advocacy asks. **(Ongoing)**
- Look into opening communication with other provincial governments
  - Identify Ministers **(Ongoing)**
  - Reach-out by email, phone or Zoom **(Ongoing)**
- Oversee development of annual AUSU advocacy document **(Ongoing)**
- Connect with Quebec provincial advocacy group **(Ongoing)**

## FEDERAL ADVOCACY

### Purpose

The Government of Canada is also essential source for Post-Secondary Student supports. AUSU is a proud member of the Canadian Alliance of Students (CASA) and will continue to be a partner when it comes to their advocacy initiatives. One way to ensure that systemic changes are made to ensure AU students unique needs are met is through the influencing of policy that is developed within CASA to bring to the Government of Canada when it comes to our asks

### Tasks

- Sit on the Federal Policy Committee **(Ongoing)**
- Provide input as a committee member **(Ongoing)**
- Advocate to the federal government **(Ongoing)**

## CO-CURRICULAR RECORD

### Purpose

A co-curricular record is a document that more and more institutions are adopting as a way to measure a student's involvement on campus. While AU is a digital campus, this can still serve to support our AU students. Employers are not only interested in one's academic achievements, they are also interested in the soft skills a potential employment candidate has. These soft skills are acquired through campus activities such as sitting on council, being an organizer or activities member of a group or initiative and attending webinars or non-credit skill building sessions. This record is also accepted by a wide variety of graduate, medical, and law program applications. Finally, engagement online is difficult, having an incentive for AU students to participate in online groups and initiatives is a way to entice AU students to get more involved in the AU experience

### Tasks

- Develop position policy **(July)**
- Research other institutions co-curricular **(June/July)**
- Develop advocacy strategy **(July)**
- Develop AUSU strategy if one is implemented **(July/August)**

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### VIRTUAL FOOD BANK

#### Purpose

Food insecurity is an issue within Canada, but post-secondary students feel this more so due to the rising tuition and costs of living. Many other student unions offer similar services for their members as a way to address this crucial issue that students face. While AUSU is online, a virtual food bank would address this need for students in-need across the country

#### Tasks

- Consult with other student unions who have virtual food banks (**Ongoing**)
- Develop proposal (**July**)
- Consult with MEC (**July**)
- Consult with EC (**August**)

### LEADERSHIP ON SOCIAL MEDIA STRATEGY

#### Purpose

As we are an online institution, social media is the bases in which we can connect with AU students on a regular basis. Growing our social media following is a key component to see a community grow within AUSU

#### Tasks

- Oversee the production and development of YouTube content (**Ongoing**)
  - MEC committee for video ideas (**Ongoing**)
- Develop awareness of the platforms AUSU is on
  - Showcase Council and EC to AUSU in video (**September/October**)
  - MEC: Develop strategy to increase engagement (**Ongoing**)
  - Webinar series – Research (**December**)
  - Talk series – Research (**December/January**)
- Enhance relationship with AU regarding cross-communication (**Ongoing**)

### CLUBS AND COMMUNITY

#### Purpose

Offering programs within AUSU that will allow AU students to develop the ‘soft’ skills employers want would benefit those students who are looking for work or are looking to advance their current careers

#### Initiatives

##### *Student Energy*

#### Purpose

Student Energy is a program that will assist AUSU to develop energy leaders within our online community. Within a virtual setting, AUSU would like to pilot a project that will engage members to get involved. Student Energy is able to offer the knowledge and support needed for AU students to develop a successful project

#### Tasks

- Identify a project to undertake this year (**July**)
- Strategize with ED on how to implement (**July**)
- Develop project timelines (**July**)
- Member recruitment (**August/Sept**)
- Initiate, execute and debrief (**Ongoing**)

##### *AU Collaboration*

#### Tasks

- Work with AU regarding student community (**Ongoing**)



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- Develop a position policy on why collaboration on clubs, communities and leadership opportunities will allow students to navigate an uncertain job market, grow in their current career, or assist in students further educational aspirations. **(February)**
- Advocate for collaboration online webinars/workshops for students **(February)**

### *Development of AU Student Clubs*

#### Purpose

Look into the possible development and implementation of AU student clubs (ongoing)

#### Tasks

- Zoom meets, virtual meet ups, organizations that will assist to facilitate club. **(Ongoing)**
- MEC for ideas: toastmasters, video game, encourage student led groups, faculty collaborate groups, interest focus. **(Ongoing)**
- Research other student unions Club Manuals: **(March)**
  - Funding
  - Rules and Regulations
  - General Framework for clubs
- Research online tools for management? [club hub] **(March)**

### *Student Socials*

#### Tasks

- Start to work on building local community with student meetups that are hosted outside of AUSU council and exec. **(Ongoing)**
- Review the new student mailout and investigate opportunities to engage with new members and retain engagement **(November)**
- Update/refresh the “Student Social” to attract more attention and student participation (virtual)
  - MEC for ideas **(Ongoing)**
  - Schedule post-event debriefs **(Ongoing)**

# Executive Workplan

Monique Durette, VP Finance and Administration



## Summary

This council-approved executive workplan is established annually by the executive committee (EC) and is created to ensure all the EC tasks align with the current AUSU Strategic Plan. The workplan is a high-level overview of the strategies that will be undertaken to achieve the goals set out in the 2017-2020 and the 2020-2023 AUSU Strategic Plans.

### SERVICE EVALUATION

#### Purpose

Complete a formal evaluation of the services AUSU provides to ensure that services are still of use, to show the value of the students' union and the importance of the fees students pay towards the operation of the students' union

#### Tasks

- Update and maintain the Services Evaluation Tool **(August)**
- Present to Executive to discuss services and their usage **(August/September)**
- Present to Council to discuss services and their usage **(September)**
- Use the data to make any necessary changes to the services provided **(September/on-going)**
- Develop a social media/marketing strategy around "What Does AUSU do for You?" **(on-going)**

### CAREER SERVICES ADVOCACY

#### Purpose

Use the career services research and reports to determine how AUSU can move forward with potential career service offerings

#### Tasks

- Maintain an updated Position Policy in relation to career services **(August)**
- Discuss with the provost and other AU stakeholders what career service offerings they may be able to support **(August/September)**
- Connect with other students' associations to gather ideas and information about other offerings available **(on-going)**
- Oversee V-Mock Implementation **(July/August)**

### ADVOCACY FOR STUDENTS WITH ACCESSIBILITY NEEDS

#### Purpose

Ensure that students with accessibility needs are appropriately supported and represented

#### Tasks

- Connect with leaders at Accessibility Services Office within AU (Anne-Marie Scott, Carrie Anton) **(July)**
- Develop AUSU Position Policy in relation to Students with accessibility needs **(August/September)**
- Connect with Alberta Office of the Advocate for Persons with accessibility needs **(September/October)**
- Connect with national and/or provincial organizations that aid/represent PSE students with accessibility needs (NEADS, CCDS) **(on-going)**
- Research into and potential creation of an "Accessibility Team" comprised of faculty, administration (AU), and students (AUSU) **(March)**

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- Research into, potential development of, and/or advocacy of Academic Strategist position within the AU office for Accessibility Needs **(March)**
- Work towards the goal of possible constant AUSU student representation for students with accessibility needs **(on-going)**
- Research the potential of developing an AUSU Students with Accessibility Needs Bursary or Award **(December/January)**

## UN SUSTAINABLE DEVELOPMENT GOALS (SDG) INTEGRATION

### Purpose

Around the world, many post-secondary education institutions and their student associations are working towards adoption/implementation of the UN Sustainable Development Goals on their campuses and in their day-to-day operations. Oftentimes, this is as simple as reviewing existing processes and programs and evaluating how those relate to the SDGs.

### Tasks

- Review the SDGs in comparison to the operations of AU/AUSU to see which goals are already being met **(November)**
- Create a Position Policy in relation to the implementation of the SDGs within AUSU and advocacy for AU to do the same **(November/December)**
- Begin a process by which AUSU can update their processes and programs to align with the SDGs that are not being met **(on-going)**

## FINANCIAL

### Purpose

Ensure that the financial tasks, roles, and responsibilities within the position of VP Finance and Administration are relevant and up to date

### Tasks

- Review the Long-Term Financial Sustainability Plan, including furthering the research into revenue opportunities to prepare for a potential change in the PSLA that may make SUs fees “opt-in” **(October)**
- Review and update the Reserve Policy to ensure it matches the current, future, and strategic needs of the organization **(October)**
- Review financial documentation dissemination process to ensure that documents going to council and executives are informative and useful **(July/on-going)**
- Review and update the investment policy and guidelines for CWB **(October)**

## POLICY WORK

### Purpose

Ensure that the policy tasks, roles, and responsibilities within the position of VP Finance and Administration are relevant and up to date

### Tasks

- Perform a gap analysis of policies to determine if there are any “holes” in the system by creating a tracking document **(May/on-going)**
- Proactively identify policies outside of the schedule and update as needed **(May/on-going)**
- Complete position policies as previously stated, and in addition:
  - AU Student Services Position Policy **(February)**
  - Student Financial Aid Office Position Policy **(June)**
  - Update existing position policies for accuracy and relevance **(July/August)**

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### COLLABORATIONS WITH OTHER EXECUTIVES

#### Purpose

Support fellow executive councillors in their work

#### Tasks

- ILE: (with President) Work with AU to develop and implement new learning management system that provides an exception digital experience by participating in ad hoc committees, GFC, meetings with Matt Prineas/Anne-Marie Scott, and student participation in beta testing **(on-going)**
- COVID-19 response: (with President and VPEX) Advocate to AU to ensure students are receiving proper supports **(on-going)**
- Strategic Plan: (with President and VPEX) Develop and draft new plan, gain council feedback, and implement new strategic plan for 2020-2023 **(July-September)**

### OTHER

#### Tasks

- Review and further refine the VPFA role profile, including:
  - Determining what further changes should be made to the structure of the VPFA role **(November/December)**
  - Determining if a change in role title is appropriate **(November/December)**
  - Providing a report to executive and council if any changes to the role are recommended **(November/December)**
- Research potential to provide tutoring service, including:
  - Contacting Matt Prineas to discuss any tutoring services AU has already explored **(August/September)**
  - Contacting each Faculty Dean to assess their perception of the need of a tutoring service **(August/September)**
  - Conducting a student survey in relation to the desire for a tutoring service (or research completed surveys for this information if the results are fairly recent) **(September/October)**
  - Providing a report to executive and council if the need for a tutoring service is found, and any recommendations as to which one(s) to pursue **(October)**
- Identify tools to boost council engagement
  - Connect with other student associations to obtain ideas that others use to maintain council engagement **(on-going)**
  - Review, on an on-going basis, the processes and procedures used by AUSU to communicate with council to assess whether more engaging processes could be used (ie a communication app) **(on-going)**

Advocate within AU Student Awards Committee to change the demographics for the “Mature Student” awards definition (currently 40-60 years) **(at AU SAC meetings)**