

VP ACADEMIC: FINAL-REPORT

➤ **Iron Ring Ceremony & Cocktail**

To be done prior to the date of the event:

- **Booking**

- Book the ceremony and cocktail at the Montreal Museum of Fine Arts. The fall semester ceremony is usually held on a Friday night, the third week of November; likewise for the winter ceremony in March.
- Book the event with the Café des Beaux-Arts.
- Have President sign contract and receive an invoice, send to VP Finance.

- **Contact**

- Email Dr. Pacnys and Wai Yee Chow informing them of the dates and scheduling of the event.

- **Ring Sizing Procedures**

- Once Wai sends a list of all students graduating, announce that ring sizing is being done at the ECA office. The Office Manager must still take down names and sizes of students that are not on the list. Set a deadline for when students can get fitted. The Office Manager then needs to send back this list to Wai, and she will take care of dealing with the Registrar's office. Wai will then send you a finalized list of students eligible for Iron Ring. Only at this point can ticket sales commence.

- **Tickets**

- Create a policy that the Office Manager and the ECA must follow regarding ticket restrictions:
 1. Tickets for all students graduating cost \$50.00 (they can go to the ceremony and cocktail). Guest tickets cost \$15.00 per person.
 2. Students must attend the ceremony to be able to get their ring.
 3. Students may purchase a maximum of two guest tickets. Set a deadline to purchase tickets, and after the deadline, sell any additional tickets on a first-come first-serve basis.
 4. The mentor is allowed to go the ceremony for free; however, is in need of a guest ticket to attend the cocktail.
 5. Set a deadline for when students can purchase their tickets.
 6. Regardless of whether or not a student intends to drink at the cocktail, there will be no exceptions as to a reduced ticket fee for not opting to drink. That is, the cost is \$15.00 per guest ticket, no exceptions.
 7. Students that wish to bring family members aged 10 and younger may bring them to the cocktail; those that meet this age restriction may attend the cocktail for free.
 8. With regards to the selling of additional tickets, a deadline must be set for this as well, usually set this deadline to be a week prior to the date of the event. This allows enough time to get an idea of how many people there will be in order to inform the MMFA. With regards to purchasing additional tickets, a maximum of two guest tickets may be bought by the student.
 9. Tickets should state the location and time of event; they must also be numbered, and the Office Manager will keep track of who is purchasing a ticket.
- In fall, tickets were made for the ceremony and for the cocktail separately. I recommend including another ticket, a mentor ticket, as well, so as to distinguish guests from mentors

at the ceremony. Guests are not allowed in the ceremony, only graduating students eligible for their ring and their mentors may partake in the ceremony.

- **Find a photographer**

- **Recruit Volunteers**

- Get as many volunteers as possible to assist. Send out a confirmation email to the volunteers a couple of days prior to the event to ensure their availability.

- **The 7 Wardens**

- Confirm with Dr. Pacnys that he has contacted the 7 Wardens. Inform Dr. Pacnys of any changes throughout the planning of the event.

- **Posters & Advertising Methods**

- If creating posters for anything larger than an 11x17, it is best to use CSU's printer as it is cheaper than an external entity.

- **Envelopes & Rings**

- Pick them up from Wai the day before the ceremony, and return any leftover envelopes the day after the ceremony to Wai.

- **Chain**

- A couple of days before the ceremony, go to B-annex and check to make sure that there are no tangles in the chain.

- **SAQ Depot & Alcohol Inventory**

- An alcohol permit at the MMFA is not required.
- Purchase the wine at the SAQ Depot. Total the number of people attending the cocktail and when purchasing wine bottles, assume a two people per bottle of wine ratio. Rule of thumb: purchase 60% red wine, and 40% white wine.
- Buy the water bottles in 1.5L or 2.0L bottles, as MMFA will charge \$2.00 to open a bottle of water, and \$5.00 for every wine bottle opened.
- Make sure the museum knows that we are bringing our own wine and water bottles, so that they do not use their own bottles, as these cost a lot more.
- Wine must be delivered the day before the event to the MMFA garage.
- All additional wine not used gets brought back to the SAQ depot.
- Do an inventory of how many bottles of wine were bought, how many were opened at the ceremony, and how many are left. If a wine case is not finished but has been opened, and cannot be returned, take note of this, and place it in the B-annex, in which inventory of our alcohol needs to be done.

- **Ceremony logistics & planning with MMFA and Café des Beaux-Arts**

- Two days prior, inform them of the total number of people expected at both ceremony and cocktail. This allows them to know the number of chairs that need to be set-out for the ceremony.
- Request that 8 chairs be placed on stage, for the Wardens. As well, the podium is to be placed on stage (this is where the anvil is placed). Set-up a microphone on top of the podium on stage, and another one in the crowd.

- **Choose a speaker**

- A portion of the ceremony requires that a graduating student read a note given to him/her by the Wardens. Choose the student ahead of time and have him/her meet the Wardens as soon as they arrive to the event.

Preparations on date of /during event:

- **Seating plan**

- The students graduating sit at the front seats, and the mentors at the back. In the winter ceremony, it is best if the students sit in the middle rows of Bourgie Hall and the mentors on the sides to save on the amount of chain used. The person best-suited to discuss the chain arrangement is ECA'S VP Sports & Competition, James Fradette.
- **Chain positioning**
- Place in such a way that it goes through all of the chairs of the students that are graduating, so that when taking the oath, all graduating students get to hold the chain. Connect the chain to the anvil. Mentors do not hold the chain, which is why students need to all sit at the front, and mentors in the rear chairs.
- **Volunteer roles**
- Needed at coat check, to check in guests for the cocktail, and to check in students graduating, so as to ensure that no one other than graduating students and mentors attend the ceremony. One volunteer should have a separate list of the mentors only and check-in only the mentors, through mentor tickets and checklist.
- Give out the iron rings in the envelopes as close as possible to the entrance door of the ceremony! Have volunteers secure/block-off the area so that students do not take their envelope and ring, and leave without having done the ceremony; the ceremony requires taking an oath in order to get their ring. Make sure that if they need to exit the ceremony room prior to the ceremony's commencement, that they give their envelope back to the volunteers.

Once ceremony and cocktail have ended:

- Pick up the wine the day after the event.
- Alcohol inventory
- Any envelopes remaining are returned to Wai.
- ECA is not in charge of any additional ring fittings, etc. For this, students must contact Wai.

➤ **Python workshops**

- Book conference rooms with projector
- Organize to have power bars (ask office manager, we pay to have these installed)
- Only allow Concordia students into these workshops as we are using Concordia's resources!
- In winter, it was decided that from now on, SCS should be organizing Python workshops, and not ECA.

➤ **Co-curricular record administration**

- Organized a spreadsheet with the roles of each student position for ECA and our societies
- Contact: paul.goubko@concordia.ca

➤ **ESCUSC committee**

- Important for VP Academic to always give an opinion on motion's being passed in these meetings, as you are the only student representation.
- I proposed to alter the length of the tutorial time for *BCEE 343* from 50min to 120min. This motion does not go through the ESCUSC committee, VP Academic must submit any proposals relating to the appropriate department; thus, in this case, to the BCE Representative, or the BCE departmental head, Dr. Luis Amador, if wanting to see changes made to the curriculum. The motion to extend the tutorial time passed and has been implemented in the undergraduate calendar for the upcoming year.

- Currently working on having BCE students complete a survey on the practicality of the course *BCEE 231* (CMAP Programming). Many students feel that this course is not taught in a correct manner, and it is my intent to propose to the BCE department to replace *BCEE 231* with a course in Excel, as it would be more practical in the industry as well as more useful to the students when applying this knowledge to their other courses.
- Currently working on a proposal to have the BCE department make it a prerequisite for all Civil and Building engineering students to take *CIVI 453: Design of Reinforced Concrete Structures* prior to registering for *CIVI 490 CAPSTONE*. *CIVI 453* should also become a prerequisite for *CIVI 6101 Bridge Design*; these proposals will be submitted to Dr. Amador in the near future.
- A Certificate in Science and Technology has been implemented within the Faculty to re-direct Independent students that would like to pursue a career in Engineering. The purpose of the certificate is to decrease the number of students in Independent Studies and have students work towards obtaining a certificate, rather than just being credited for courses. This certificate has not yet been advocated by all Engineering Faculties.
- I had a meeting with Lisa Ostiguy and VP Academics from ASFA, CSU, FASA, etc to discuss several pools of students: mature students, Independent students, and failed standing students. We are trying to launch certificate programs in all faculties, as currently only FASA has this. Engineering has a problem with many students in failed standing as many of them are too involved in the Faculty. Many students in our societies are failing their courses, and in the ESCUSC committee we have discussed that there is not enough design and creation occurring in engineering courses between first and third year. I propose that the undergraduate directors of each department bridge a link with our societies (such as Civil & Building Faculties with CSCE, and the Mechanical and Industrial Faculties with SAE and IIE, Electrical Engineering and IEEE, etc.) The advantage of this is two-fold: first, the students in these societies can suggest projects they would like to be doing in the classroom, which will encourage more of them to attend their courses, and at the same time, bring the elements of design and creation to engineering courses that students are taking within the first three years of their program. Ultimately, we need to create a much stronger link between Faculty/academics and ECA's societies, and this is what needs to be stressed in the coming years!

➤ **Final Exam Crash Tutorials**

- Need permission from Provost's office before ECA can begin this initiative (contact: [Associate Dean, radu.zmeureanu@concordia.ca](mailto:radu.zmeureanu@concordia.ca)).
- Start gathering tutors three months in advance.
- Set up all of the bookings 6-8 weeks in advance, better to book tutorials on weekends as it does not conflict with others' schedules.
- Check that tutors have A- and above in the tutorial they want to tutor and check CVs for teaching experience.
- For posters being advertised to students, need to print many and go to every classroom and advertise. This requires a lot of time and I suggest getting every tutor and ECA member to help, as I went to 30 different classrooms to advertise the initiative and would be more efficient if some of the onus is on the tutors.
- Send each tutor a list of the students registered for that tutorial, and at the tutorial have the tutor and another person (volunteer) check off the names to ensure they've paid when on site.
- Send a reminder email the day prior to the tutorial so that the students know the time and location of the tutorial.

- Registration and money exchange at the ECA office only (we allowed on site payments this semester, but didn't advertise it).
- Money allocated to association and engineering societies, and in no way does it go to benefit the tutors, the tutors are ultimately doing this as volunteer for their society.
- Make a policy that a tutor if for any reason cannot host the tutorial, he/she must cancel the tutorial a minimum of 5 whole days prior to the scheduled tutorial date.
- Money collected on-site was placed in an envelope, along with the names of the students that paid on site and their contact information. The envelope is to have the name of the course, the tutor, and the society they are raising money for. The tutor is to give the envelope to the ECA office, and the ECA's VP Finance will allocate societies' earnings.

➤ **Dean Search committee**

- The committee met several times per month and went through CVs, letters of intent, and reference letters of each candidate.
- The final candidates were selected for interviews. The committee re-convened several times to discuss the candidates' performance at the interviews.
- A decision was made and the committee made a recommendation to Alan Shepard.
- The entire process was confidential, and thus, any additional commentary cannot be included in this report.