



# VP Academic Mid-Mandate Report

Engineering and Computer Science Association

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Prepared for: ECA Council

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## I IRON RING CEREMONY & COCKTAIL

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### ***1.1 Booking***

- The ceremony and cocktail both take place at the Montreal Museum of Fine Arts (MMFA)
- Since the fall ceremony (in November) usually holds fewer students than the winter ceremony (in March), two different venues have been set up. Please contact M. Pierre Poirier and book an appointment with him in order to visit the halls.

## **1.2 Contacts**

- Ms. Wai Yee Chow ([waiyee.chow@concordia.ca](mailto:waiyee.chow@concordia.ca), tel. #: 514 848 2424 ext. 3077), main contact at Concordia. She is the assistant of the associate dean (responsible for academic programs and undergraduate activities) Dr. Ali Akgunduz.
- Dr. Robert Paknys ([robert.paknys@concordia.ca](mailto:robert.paknys@concordia.ca)), contact for the seven Wardens. He has to be aware of the exact date and time of both ceremonies in order to let the Wardens know. Give him the dates ASAP.
- Mr. Pierre Poirier ([ppoirier@mbamtl.org](mailto:ppoirier@mbamtl.org), tel. # : 514 285 1600 ext. 291), contact at the MMFA (*coordonnateur des services aux entreprises*)
- Mr. Yan Bissonnette ([info@cafedesbeauxarts.ca](mailto:info@cafedesbeauxarts.ca)), person in charge of the café des beaux-arts.

## **1.3 Steps**

### **1.3.1 Before the event:**

- First thing is first, book the fall and winter venues at the MMFA. Make sure you have signed contracts clearly indicating the times and dates of both events (the president will sign the contracts and the invoice should be sent to your VP Finance). In my case, it was a two year contract with the previous year (so I did not directly deal with signing the contract).
- Meet with M. Pierre Poirier in order to familiarize yourself with the venue. Do this before both fall and winter ceremonies.
- Ms. Chow will send you a list of potential graduate students. The office manager or the VP academic then has to contact them letting them know that they have to go to the ECA office (before a certain date, put a deadline prior to the one Ms. Chow has mentioned in her email) to give the following information: name, ID, email, major, ring size. Feel free to read the email I sent to all potential graduates. IMPORTANT: It is important for the office manager to know that although the name of a student might not be on the list, the office manager should still take down the student's information. As Ms. Chow's list does not include the undergraduate students graduating in the fall semester (she refers to the list of students attending the convocation and the students graduating in the fall cannot attend the fall convocation since Faculty has to ensure that they have passed all their classes), they are eligible to attend the fall iron ring ceremony.
- Send the spreadsheet with all this information to Ms. Chow before her set deadline.
- If students want to register and it is passed the deadline, send them to Ms. Chow directly (give them her email address). She will try to add them to the list if it is not too late. The students will probably need to size their ring at the ECA office.

- Once Ms. Chow has verified all the information, she will send you a spreadsheet with the students that can attend the ceremony. She takes care of sending an email to students who cannot attend the event.
- You (again, or the office manager) will have to send out an email to the eligible students with A LOT of information. Please read the two emails I sent out for the fall event in order to give out all the necessary information (*Fall Iron Ring Ceremony* and *Mentor Tickets for Fall Iron Ring Ceremony*). Here is some of the information: address, time of arrival (please stress this and put this on the tickets since once the ceremony starts, it is impossible for students to enter the room, the Wardens are EXTREMELY severe about this), no food (wine and water only), proper attire.

#### MENTORS & GUESTS:

- Each student is allowed to invite ONE mentor to attend the ceremony.
- If the student wishes to invite the mentor to the cocktail as well, then the mentor counts as a GUEST.
- Each student can invite two guests maximum. Therefore, if the mentor is invited to the ceremony AND the cocktail, the student can only invite one other guest (family member or friend).
- STRESS the fact that only professional engineers can be mentors. Mentors must have their iron rings since they must have gone through the ceremony themselves; the ring is therefore the only way to confirm the fact that they are in fact professional engineers.
- Family and friends who are not professional engineers CANNOT attend the ceremony. They must arrive later for the cocktail or simply wait in the hallway until the ceremony has ended.

#### WINE PURCHASING:

- Please note that you do not need to get an alcohol permit.
- Count the amount of wine boxes the ECA has in the B-Annex storage room. All the wine can be used for the iron ring ceremonies.
- Buy the rest of the wine at SAQ Dépôt (1001, rue du Marché Central - Local A-1, Montréal, Québec, H4N1J8). Rule of thumb: 60% red wine and 40% white wine & 1 bottle per 2 guests. The price per bottle should not exceed 12\$, but ask your VP Finance before purchasing the wine.
- Contact Mr. Bissonnette and set a time and date to drop the wine boxes approx. 2 days before the event (name each box "Café des beaux-arts, Att: Yan Bissonnette") at the MMFA garage. He will keep the wine cool and waiters will serve it during the cocktail.

- Purchase 1.5L or 2L water bottles as the café des beaux-arts charges \$10.00 (it used to be \$5.00) to open a bottle of wine or water (the fee might be slightly lower for water, please ask M. Bissonnette).
- Let M. Bissonnette know that we are bringing our own beverages as they sell some at a higher price.

### PHOTOS

- Find a photographer for the event. Ideally, ask Hao Yin (a Concordia alumnus). His email address is: [haoy7@hotmail.com](mailto:haoy7@hotmail.com)

### VOLUNTEERS

- You will need to recruit volunteers. Get as many as possible. Just for reference, there were approx. 10 volunteers for the fall event.
- Send out an email (place an ad in the ECA newsletter) with your email address.
- Meet the volunteers a couple of days prior to the event and explain the evening's events.
- You will need volunteers to verify the tickets, to guide the guests, to answer questions, to hand the envelopes containing their rings and to help the Wardens.

### ENVELOPES CONTAINING IRON RINGS

- Pick them up from Ms. Chow one day before the event. She will email you letting you know when the box is ready for pick-up.
- It is possible to have external students (i.e. not from Concordia) attending the iron ring ceremony. They will have registered on the iron ring website. If this is the case, Ms. Chow will advise you – they are called independent students. The 7 Wardens will have their envelopes (they will not be in the box).

### SPEAKER

- A graduating student must be selected by you to read a passage during the ceremony. Choose the student ahead of time and ask if he/she is willing. For the fall event, I asked a friend who was graduating.
- Have the selected student meet the Wardens upon arrival for him/her to receive the passage.

### NUMBER OF ATTENDEES AND ARRANGEMENTS

- A couple days before the event, please email M. Poirier and M. Bissonnette with the exact number of attendees (for the ceremony as well as for the cocktail). The team at the MMFA will place all the chairs. Request approx. 10 extra chairs in the fall and 40 in the winter.

- There should be two microphones (one on stage and one off stage, in the crowd), 8 seats on the stage and a small staircase to step on stage. Read over last year's "fiche technique" for information.

### **1.3.2 The day of the event:**

#### SEATING ARRANGEMENTS

- Ensure that the students sit in FRONT and the mentor sit in the BACK.
- You may or may not want to place ticket numbers or student names on the seats. If so, ensure that all students are included.

#### VOLUNTEERS

- Distribute the roles/tasks between volunteers. Ensure that other than the student and his/her mentor, NO ONE enters the ceremony (aside from the 7 Wardens).
- Two volunteers will be giving out the envelopes in front of the entrance to the ceremony. Ensure that students do not take their envelope and leave. If students have to exit the room prior to the ceremony, they need to hand the envelope back and get it before re-entering.

#### CHAIN

- The chain has to be placed in a certain way for all students to hold it while taking the oath. It should go from row to row. Mentors should not hold the chain (only students); that is why students should sit in the front and mentor in the back.
- The chain connects to the anvil, which is on the wooden podium.

#### POSTERS

- Create signs to direct people. Request an easel and ask M. Poirier its dimensions.

### **1.3.3 After the event:**

- Contact M. Bissonnette and schedule a time and date to pick-up the remaining wine (the next day usually).
- Perform an inventory of the alcohol and make sure it matches the invoice from the café des beaux-arts. You might be able to return some wine boxes to the SAQ. If not, store it in the B-Annex for the next event.
- Bring back any remaining envelope to Ms. Chow.
- If students want to exchange their ring, please refer them to Ms. Chow as the ECA is not responsible for additional ring fittings.

## **1.4 Tickets & Prices**

- Student ticket: 50\$ and includes ceremony + cocktail + ring.

- Guest ticket: 15\$ and includes cocktail
- Mentor ticket: Free for the CEREMONY (15\$ if mentor attends cocktail as well. If so, please give him/her a guest ticket)
- Please refer to last year's tickets for inspiration (on the drive).
- Like I mentioned earlier, each student can invite maximum TWO guests.
- Students MUST attend the ceremony to receive their ring. Please state this in your email.
- Set a deadline for the ticket sale.
- If you have not reached full capacity after the deadline, send an email letting students know that they can purchase one or two extra guest ticket/s if needed (it depends on the room capacity! Please verify with M. Poirier).
- The prices do not vary. For example, if a guest does not drink, he/she still needs to pay 15\$.
- Family members aged 10 and younger may attend the cocktail for free if desired.
- For the fall ceremony, tickets do not need to be numbered, but it can be useful for the office manager to keep track of who purchased a ticket.

## 2 FINAL EXAM CRASH TUTORIALS

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### 2.1 Booking

- The office manager and you will have to book classrooms for these tutorials. The 8<sup>th</sup> and 9<sup>th</sup> floor computer rooms are booked through the ENCS helpdesk while the rest of the rooms are booked rather through hospitality Concordia. The office manager will know how to book the rooms. You must get confirmation.
- If a projector is needed for the tutorial, that also needs to get booked. Please visit Service Desk in H0964-00 for assistance.
- Ask all tutors of their needs prior to booking the rooms.

### 2.2 Contacts

- Dr. Zmeureanu ([radu.zmeureanu@concordia.ca](mailto:radu.zmeureanu@concordia.ca)), the associate dean of student academic services, will have to approve the ECA hosted crash tutorials.
- Ms. Christina Souliere ([hospitality.booking@concordia.ca](mailto:hospitality.booking@concordia.ca)), main contact for bookings through hospitality Concordia.

### 2.3 Steps

#### 2.3.1 Before the events:

- You must first mention the crash tutorials to all society members (possibly discuss it during a council meeting). I solely allowed society members to become tutors as they would be

raising the money for their society. Start gathering tutors approximately 2 months in advance.

- IMP. #1: TUTORS CANNOT GET PAID PERSONALLY. ALL THE MONEY RAISED GOES TO THE SOCIETY OF THE TUTOR'S CHOICE.
- IMP. #2: TUTORS MUST HAVE GOTTEN A MINIMUM OF AN A- IN THE CORRESPONDING COURSE.
- Send out an email to all society presidents asking them to spread the word.
- Students interested in tutoring will have until a certain date to register at the ECA office. They will need to show the office manager their transcript (for proof of their good grade) & give their name, ID, email, course/s desired to tutor, corresponding society, availabilities (certain weekdays) and requirements (computer room, projector, room capacity, etc.)
- Once the students have registered, the office manager and you will have to come up with time slots for each tutorial. Each tutorial will last 3 hours and will cover the general and essential topics of the course.

#### ADVERTISING:

- Posters will be designed (communicate with your VP Marketing) in order to market the event. This is the perfect opportunity for students to re-cap the important notions learned in the classroom.
- Go to classrooms and ask professors if you can make a 2 minute announcement. If the teachers allow it, promote these tutorials to students! Tutors should also promote their tutorials.
- Also, include this event in the ECA newsletter (you could simply include the poster in the newsletter).
- Create a facebook group/page and invite as many students as possible. On this page, the different tutors and corresponding tutorials will be posted.
- Ask the office manager to send out an email to all students the day before their tutorial with the time, date, course number, tutor name and location of the tutorial.

#### TUTORS:

- Advise the tutors that they CANNOT under any circumstance cancel the tutorial if they do not advise you 72 hours prior (it will allow you to try to find another tutor or advise students that the tutorial has been cancelled).
- Tutors will need to pick-up the attendance sheet and an envelope from the ECA office the day of (or one day prior to) their tutorial.

#### **2.3.2 The day of the events:**

- If students have not registered prior to the tutorial, they can still attend the tutorial if the latter is not full. They will then have to go see the tutor before the start of the tutorial, write



their name on the attendance sheet and pay the 20\$ fee. This can be mentioned on the facebook group just before the start of the tutorials and not earlier; this way we can know the approximate number of attendees.

- Each student will have to check their name off the attendance sheet (to keep track of who attended).
- Any extra raised money will go in the envelope and, once the tutorial has ended, the tutor will bring the envelope with the raised money and attendance sheet to the ECA office (and will slip it through the crack of the ECA office window – do not slip the envelope under the door since it can slide back out).
- Ensure that all envelopes all clearly labeled with the tutor name and course number.

### **2.3.3 After the events:**

- Thank the tutors and email them the total amount they each have raised for their society.
- Email Dr. Zmeureanu with the statistics in order to show that the ECA hosted tutorials are a success and should be repeated.

## **2.4 Tickets**

- Students can purchase their “tickets” at the ECA office. “Tickets” are 20\$/course. Each course is of a 3-hour duration.
- There is no actual paper ticket. The office manager will take down the student’s information once he/she decides to register and pays the 20\$ fee. The office manager will give the student the necessary information (location, time, date).

## **3 FACULTY COUNCIL MEETING**

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The VP Academic and president of the ECA as well as the four departmental representatives are all invited to the faculty council meetings, taken place once a month (generally on Fridays, from 2 pm to 4 pm). There, each student has one vote. Chaired by the Dean of Engineering and Computer Science, numerous matters are discussed and corresponding motions are voted on.

## **4 ENGINEERING & COMPUTER SCIENCE UNDERGRADUATE STUDIES COMMITTEE (ECSUSC)**

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Chaired by Dr. Akgunduz, eight members meet once a month and discuss about curriculum changes and graduate attribute assessment. The VP Academic is the only student present and it is beneficial for him/her to give his/her opinion on the matter as he/she represents the entire ENCS student community. The secretary of the meeting, Ms. Chow, will email you with the meeting dates in the summer.

## 5 ACADEMIC ROUND TABLE

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- This year, the CSU's VP Academic contacted the VP Academic of each faculty.
- I have therefore been sitting on an academic round table once a month.
- In the fall semester, we primarily familiarized ourselves with each other. We also helped Terry Wilkings (the current CSU VP Academic & Advocacy) with the Concordia Student Congress (CSC) by giving him ideas on the organization of the event.
- For more information about the CSC, please contact the CSU VP Academic & Advocacy.

## 6 FINAL COMMENTS

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- The iron ring ceremony is for undergraduate students ONLY.
- This year, hospitality Concordia modified their requirements for bookings. They requested that each tutor submits a document with the following information: what topics will be covered in the tutorial, general outline of the tutorial, how will the tutorial be structured, what material will be used during the tutorial, etc. (please inquire with hospitality beforehand).
- Every year, the fall iron ring ceremony causes some controversy. Although students graduating in the fall term are eligible to attend the iron ring ceremony, Ms. Chow's list does not include their names. Therefore, some students inquire about the iron ring ceremony once the registration period has ended and complain about the absence of advertising. Ms. Chow told me to solely email the students on the list because it would otherwise be too complicated and long to verify each student's eligibility. Although the students who registered late were able to attend the event (Ms. Chow emailed me throughout the end of the semester with additional names to add to the list of graduating students), I believe that this system should be improved.
- This year, Melissa Nielsen (a civil engineering student) brought up the fact that engineering students are not allowed to have a minor's degree. She has brought this up at council as well as at CSC. The ECA has decided to push for this to become possible. It would be an immeasurable advantage for engineering students to explore a different field and obtain completely diverse skills. This being said, next year's VP Academic should push for "minors for engineers" to be approved by the Faculty and for this to be explicitly stated in the Concordia undergraduate calendar.