

# YEAR PLAN

*Fourth Year Representative*

*Danial Aminaei*

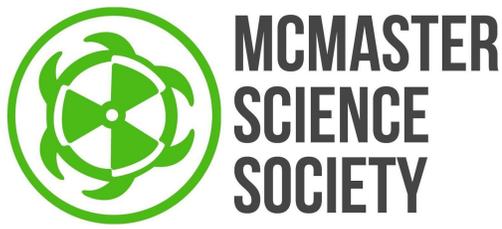
McMaster Science Society

2020-2021

(submitted *06/04/2020*)



**MCMASTER  
SCIENCE  
SOCIETY**



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Hamilton, ON, L8S 4L8  
905-525-9140 Ext: 23322  
Burke Science Building (BSB), B108

## 2020-2021 Year Plan

Letter from the MSS Fourth Year Representative,

Hello, MacSci community! My name is Danial Aminaei, and I'm a fourth-year student in the Honours of Life Sciences. I'm very excited and happy to have the opportunity to represent my fellow fourth-year science students as a core executive on the McMaster Science Society (MSS). McMaster Science Society (MSS) is the primary connection between students in the Faculty of Science and the university itself. MSS thrives on contributing to building academic excellence and creating an interconnected community by offering valuable educational resources, hosting exciting academic and social events. In my opinion, the amount of services and resources provided by the MSS is incredible, and they have helped me a lot with adjusting to university and achieving academic success.

Over the past couple of years, former Fourth Year Representatives, along with the rest of the executive team, have designed some excellent resources for not only fourth-year students but also all science students in general. The creation of the McMaster Science Opportunity Board and implementation of the Exam Destressor Initiatives are some notable examples of this continuing progress. After receiving some consultation and listening to students' suggestions, I have come up with two major projects that I am going to develop by the end of my term. My first project will be designing a new website to allow science students to share their own course experience, read an overview of each course and the advice posted by other students on an online platform. My second project involves close collaboration with the MSS Sub-Societies (Program Societies) for hosting more frequent and better graduate school or career information sessions.

My support is always available to anyone regardless of whether it is an academic, social, or extracurricular issue, or if you just want to chat! So feel free to contact me, ask me questions about my projects or other MSS resources, give me feedback/suggestions, or if you would like to arrange a meeting.

Danial Aminaei

Fourth Year Representative

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OBJECTIVES:

Objective 1: <i>Developing the "McMaster Science Course Advice Forum" Website</i>	
Description/ Current State	<p>Lack of Availability and Accessibility to Course Reviews</p> <ul style="list-style-type: none"> <li>- Current MSCAF format is unpopular among students</li> <li>- Current MSCAF is cheaply designed and it's hard to navigate through</li> <li>- Difficulty in reaching out to upper year peers during social distancing</li> <li>- Hard to find someone who has taken a course with a small class size</li> <li>- Upper year courses are not well supported with course reviews</li> </ul>
Goal	<p>Designing a New Website</p> <ul style="list-style-type: none"> <li>- Search courses based on course code, level, or department.</li> <li>- Students can share their own course experience</li> <li>- Students can learn about overall course structures</li> <li>- Students will be able to read course specific reviews and advice.</li> <li>- Collaboration with the WebMaster and Program Societies for setting up the platform and gathering information.</li> <li>- Filtering system to remove inappropriate/offensive comments</li> <li>- Ensuring that the new system is easy to use and runs smoothly</li> </ul> <p>Looking into possibility of adding even more features</p> <ul style="list-style-type: none"> <li>- including useful resources for specific courses</li> <li>- E.g. previous midterms, lecture notes</li> </ul>
Barriers to Success	<ul style="list-style-type: none"> <li>- Organizing Sub-societies to help with the info collection</li> <li>- Costs and necessary skills required</li> <li>- Necessity of strong promotional campaign to encourage the use</li> <li>- Creating incentives for people to write reviews on the website</li> </ul>
How?	<ul style="list-style-type: none"> <li>- Follow up meeting with VP academics from each sub society</li> <li>- Using MSS design team to minimize the costs</li> <li>- Creating promotional videos and banners</li> <li>- Encouraging Sciclone to write reviews</li> <li>- Giveaway prizes for those who participate in writing reviews</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Helps students with course selections</li> <li>- Direct students to appropriate academic resources</li> </ul>
Partners	MSS WebMaster (Jasmeet Sidhu), MSS VP Communication (Nathale Pulla Abasto), MSS President (Nicole Wong)

<b>Objective 2: Year Representative Responsibilities</b>	
Description/ Current State	<p>Currently, year representative positions in the MSS are given a great deal of freedom in terms of responsibilities and goals for the year.</p> <ul style="list-style-type: none"> <li>- Open ended nature of the position allows the representatives to decide how to best support their respective years</li> <li>- The incoming representative may not be fully aware of the potentials of the role. Hence, It can be difficult for them to determine the optimal usage of time and resources.</li> </ul> <p>This role is not under a specific portfolio.</p> <ul style="list-style-type: none"> <li>- During many portfolio-based activities, the Year Representatives work with the VP Internal or the President</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- Setting up annuals surveys for students of each level               <ul style="list-style-type: none"> <li>● Identifying the most valuable and requested services</li> <li>● Getting feedback/suggestion on current MSS Services</li> <li>● What do they expect to see from their year reps?</li> </ul> </li> <li>- Establish some specific and regular responsibilities for year reps</li> </ul>
Barriers to Success	<ul style="list-style-type: none"> <li>- Students may not be motivated to participate in the surveys</li> <li>- Due to the size and varied nature of the science faculty it may be difficult to pinpoint resources which will benefit the most students</li> <li>- Changing the operating policy could be challenging</li> </ul>
How?	<ul style="list-style-type: none"> <li>- Reaching out to previous year reps to get their opinion.</li> <li>- Promoting the annual surveys through regular class talks and prelecture announcements, and placing incentives such as giveaways.</li> <li>- Have discussions with various MSS execs and president to determine what roles may be taken on by year reps</li> <li>- Organizing the MSCAF could be a potential role for this position.</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Future representative would be able to fit in the position faster</li> <li>- Making sure the position is utilized to its maximum potential</li> </ul>
Partners	Other year reps (Ellen Cheng & Angelina Lam)

<b>Objective 3: Increasing Student Engagement</b>	
Description/ Current State	<ul style="list-style-type: none"> <li>- Although the MSS offers a variety of valuable services, it appears that many science students are still unaware of these services.</li> </ul>

	<ul style="list-style-type: none"> <li>- Considering the large number of students enrolled in the Faculty of Science, only a small fraction of students tend to attend the MSS and the MSS-affiliated events/services on a regular basis.</li> <li>- Events and services should have a greater student-input on how they should proceed and better cater for student needs</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- Increasing the student engagement.</li> <li>- Having more people showing up to the MSS events.</li> <li>- Considering student inputs while making decisions to best cater for their needs</li> </ul>
Barriers to Success	<ul style="list-style-type: none"> <li>- Engagement may be negatively impacted by the COVID19 outbreak.</li> <li>- Some platforms such as the Facebook groups are no longer used by the students.</li> </ul>
How?	<ul style="list-style-type: none"> <li>- Posting meeting highlights/summaries.</li> <li>- Promoting provided resources through testimonial videos.</li> <li>- Regular class talks throughout the year.</li> <li>- Create more platforms for students to be informed about MSS resources/services/events.</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Boosted students engagement.</li> <li>- Students becoming more familiar with the MSS projects.</li> </ul>
Partners	Other year reps (Ellen Cheng & Angelina Lam)

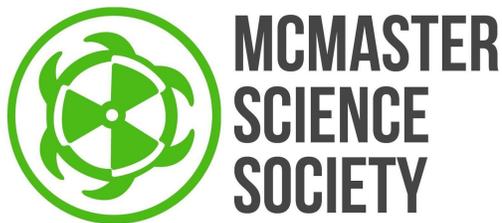
Objective 4: <i>Communication with the Sub-Societies and Science SRAs</i>	
Description/ Current State	<p>Program societies are funded by the MSS.</p> <ul style="list-style-type: none"> <li>- Currently program presidents meet with the MSS president and the MSS VP Admin on a monthly basis.</li> <li>- The MSS president &amp; the VP admin have a heavy workload, hence they may not be able to schedule more meetings.</li> </ul>
Goal	<ul style="list-style-type: none"> <li>- Making the Year Reps in charge of the communication between MSS, Program Societies and Science SRAs.</li> </ul>
How?	<ul style="list-style-type: none"> <li>- Setting monthly meetings with the SRA members</li> <li>- Setting monthly meeting with program societies executives</li> <li>- Creating slack groups to facilitate communication</li> </ul>
Long Term Implications	<ul style="list-style-type: none"> <li>- Helps to better define the year rep responsibilities</li> <li>- More events in collaboration with the program societies</li> </ul>

	<ul style="list-style-type: none"> <li>- Shared projects with the Science Caucus.</li> <li>- Addressing the concerns of the students in various science programs</li> </ul>
Partners	SRA Science, Science Program Societies, Year Reps

## EVENTS & PROJECTS

Name of Event/Project: <i>MSCAF</i>	
DATE	Project was started in June. Phase one is expected to finish by the end of the fall term. Final phase will be performed by the end of the winter term.
PURPOSE	The purpose of the project is to help students with course selections, and allow them to share their course experience with others.
PROCEDURE	Coming up with the ideas for the design. Finding an expert web developer to create the design. Transfer the previously collected data to the new system. Acquiring a list of all courses offered by the science faculty. Informing the program societies about the new system. Promotional campaigns to advertise the service.
DIFFICULTIES	Difficult to find a team of developers for constructing the website.
PARTNERS	MSS WebMaster, MSS VP Internal, MSS President
PROJECTED OUTREACH	All students registered in the faculty of science.
BUDGET	TBD (Estimated Max: \$1,000)

Name of Event/Project: <i>MSS Breakfast Meet &amp; Greet</i>	
DATE	Mid Feb 2021
PURPOSE	Students will get to know the executive better and they can communicate their concerns in a safe and friendly environment.
PROCEDURE	Setting up a breakfast meet and greet session open to all science students, in which they would be able to socialize with the other society members, and expand their network.
DIFFICULTIES	Finding the appropriate venue, Scheduling the event
PARTNERS	first, second and third year representatives



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PROJECTED OUTREACH	All students registered in the faculty of science.
BUDGET	TBD (Estimated Max: \$500)

### GOALS TO STRIVE FOR

5 things that you wish to have prepared for the beginning of September:

1. Getting to know the executive team.
2. Reviewing transition reports.
3. Formulate the 2020-2021 year.
4. Creating alternative social media platforms
5. Monitoring the "Science Class of 2021" & the "MSOB" Facebook page

5 things to be completed during the fall term (1<sup>st</sup>):

1. Constructing the student feedback survey
2. MacSci Instagram takeover
3. Creating a calendar of "Life After MacSci" events
4. Writing course summaries for the MSCAF
5. MSCAF promotion

5 things to be completed during the winter term (2<sup>nd</sup>):

1. Hosting the MSS Breakfast Meet & Greet
2. Help with the formaldehyde
3. Implementing changes into the operating policy
4. Compiling and analyzing student feedbacks
5. Write a transition report
6. Stress reliever events during Exams

### TIMELINE

Month	Objective/Project/Event/Goals
June	<ul style="list-style-type: none"> <li>● Review the previous Fourth Year Representative's transition report and formulate 2020-2021 year plan.</li> <li>● Finalize the year plan and discuss logistics with other MSS executives and program society executives.</li> </ul>

July	<ul style="list-style-type: none"> <li>● Discussion with Year Representatives about changes to position.</li> <li>● Monitor "Science Class of 2021" &amp; "MSOB" Facebook page</li> <li>● Coming up with ideas for the MSCAF design.</li> </ul>
August	<ul style="list-style-type: none"> <li>● Creating alternative social media platforms to better communicate with the fourth year science students.</li> <li>● Bi-weekly follow-up meetings with the Webmaster and VP Admin to monitor the progress of the website.</li> </ul>
September	<ul style="list-style-type: none"> <li>● Create a survey on google forum to get student feedback</li> <li>● MacSci instagram takeover to introduce the year rep team, explaining our goals for the year and answering questions.</li> </ul>
October	<ul style="list-style-type: none"> <li>● Promoting discussions of what to do after MacSci</li> <li>● Create a list of "Life After MacSci" events on campus, and advertise these events.</li> </ul>
November	<ul style="list-style-type: none"> <li>● Working alongside VP Academics of the program societies to collect information and write short summaries for different courses</li> <li>● Online events with different themes</li> </ul>
December	<ul style="list-style-type: none"> <li>● Start promoting the MSCAF</li> <li>● Continue monthly meetings with the Science SRAs &amp; Sub-Societies</li> </ul>
January	<ul style="list-style-type: none"> <li>● Help out with Formaldehyde</li> <li>● Official launch of the new MSCAF</li> <li>● Hosting the MSS Breakfast Meet &amp; Greet</li> </ul>
February	<ul style="list-style-type: none"> <li>● Reminders and support for summer work applications (e.g. NSERC, lab placements, internships)</li> </ul>
March	<ul style="list-style-type: none"> <li>● Compile all feedback from surveys</li> <li>● Composing new policies to make structural changes to the responsibilities of the year reps and solidifying their roles.</li> </ul>
April	<ul style="list-style-type: none"> <li>● Stress reliever events</li> <li>● Transitions to next year's rep</li> </ul>