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FEDS **EXECUTIVE** **ACTION** **PLAN**

2017-2018

PREPARED BY:

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OUR ACTION PLAN

Hello Waterloo,

Presented here is the Federation of Students Executive Action Plan for the 2017-2018 year. This document describes the goals that we as an Executive team will be striving to achieve during our term in office to improve all aspects of the student experience.

This Action Plan contains what our Board of Directors, Students' Council and all undergraduate students will expect us to accomplish throughout the year. Our goals are derived from the ideas we presented in our election platforms, as well as from the Feds Long-Range Plan (LRP).

We look forward to the year ahead as we work with you on helping Feds serve, empower and represent the undergraduate students at the University of Waterloo.

Sincerely,

Antonio Brieva, President

Brian Schwan, Vice-President, Operations and Finance

Jill Knight, Vice-President, Internal

Andrew Clubine, Vice-President, Education

PLANS AND GOALS

PRESIDENT

- Goal: Provide feedback on how to eliminate barriers at the Waterloo Regional Police Service level that prevents survivors of sexual violence from seeking recourse/justice
Actionable Items:
 - Ensure Feds is represented on the Waterloo Regional Police Services' Sexual Violence Task Force (May 2017)
 - Consult with Campus Police and form an advocacy stance/brief with student representatives from Conestoga College and Wilfrid Laurier University on the task force (August 2017)
 - Work with the Director of Equity to push for meaningful, timely outcomes (April 2018)

- Goal: Identify, commit, and implement sexual violence prevention programming, training, and education on campus, within Feds, and across the post-secondary sector
Actionable Items:
 - Advocate and work with the University to explicitly commit to a prevention strategy in Policy 42 through the Sexual Violence Response and Prevention (Policy 42) review committee (December 2017)
 - Ensure Feds is represented on the Provost's working group looking to identify best practices on sexual violence prevention programs/education specific to university campuses (August 2017)
 - Work with the Equity Office to implement the working group's recommendations (ongoing)
 - Work with VP Operations and Finance and Equity Office to implement or pilot sexual violence bystander intervention training for restaurant staff on campus (March 2018)
 - Work with VP Internal, the Sexual and Gender Diversity Working Group, the Equity Office, and the "Making Spaces" program to encourage our volunteers and staff to receive training that empowers them to create intersectional, positive, inclusive, safe spaces (ongoing)
 - Work with the Student Success Office (SSO) to include bystander intervention within Orientation leader training (April 2018)
 - Work with VP Education and the Ontario Undergraduate Student Alliance (OUSA) to advance sexual violence priorities at the provincial level (ongoing)
 - Partner with the the Equity Office and other student groups on campus to plan and execute student-facing sexual violence prevention education campaign (March 2018)

- Goal: Ensure policies and procedures around sexual violence, ethical behaviour, and accessibility are sector-leading, survivor-centric, and inclusive
Actionable Items:
 - Consult with the sexual violence response coordinator (SVRC) to see how we can improve our existing policies and reporting/disclosure procedures (September 2017)
 - Ensure the Policy 33 (Ethical Behaviour) drafting committee establishes effective procedures (August 2017)
 - Advocate for Policy 33 to be inclusive and protect marginalized identities from discrimination (December 2017)
 - Address the grey area of where/how sexual harassment should be dealt with: both Policy 33 and Policy 42 should include sexual harassment within their scopes (October 2017)
 - Work with Accessibility Committee to draft Policy 58 in a timely manner (December 2017)
 - Develop a multi-year strategy dealing with accessibility to become AODA compliant (April 2018)
- Goal: Ensure students take ownership of new SLC/PAC space
Actionable Items:
 - Working with the General Manager (GM) and VP Operations and Finance, negotiate a new SLC management agreement with the University and the Graduate Students Association (GSA) before the new space is completed (April 2018)
 - Work with the SLC/PAC project communications team to consult students via town halls and surveys on the design direction of the space (February 2018)
 - Collaborate with the Fine Arts Department to hold a student visual arts competition for artwork that would be showcased in the space with the goal of fairly compensating winning artists for their work (February 2018)
- Goal: Work with the University to create a holistic, evidence-based, preventive and wellness-centred approach to dealing with challenges around mental health on campus
Actionable Items:
 - Work with the President's Advisory Committee on Student Mental Health to select panelists that are both representative of the student population and expert-driven (July 2017)
 - Work with VP Internal to incorporate mental health as a theme of this fall's "Feds on Tour" to collect feedback from students and report back to the committee (October 2017)
 - Work with University of Waterloo President to ensure outcomes and recommendations reported back to the Senate are implemented in a timely manner (February 2018)
 - Partner with the University to facilitate focus groups and surveys to collect feedback on the work of the panels and the committee, while actively consulting with Feds Students' Council and faculty councils (ongoing)
 - Form and identify research-driven mandate questions for the panels (July 2017)

ACTION PLAN

- Goal: Reform Students' Council to reflect student engagement and enhance the Council's ability to effectively drive the policy development of the organization
Actionable Items:
 - Update Council policies by working with VP Education and Policy and Procedures Committee (PPC) to propose a list of policies to Council that should stay expired, renewed without change, or renewed after updates (September 2017)
 - Work with the Speaker of Council and VP Education to propose a policy calendar (September 2017)
 - Pass existing proposed bylaw changes at the Fall Annual General Meeting to ensure presidents of societies have voting seats on Council (October 2018)

- Goal: Continue to improve student engagement with Feds Elections and General Meetings
Actionable Items:
 - Work with Marketing to create a marketing plan for nominations and elections (October 2017)
 - Pass existing proposed bylaw changes at the Fall Annual General Meeting to move election period to January (October 2017)
 - Identify barriers and possibilities around remote participation in General Meetings (December 2017)
 - Prioritize and plan a Feds Elections results party at The Bombshelter Pub (February 2018)
 - Develop a learning resource for candidates that focuses on marketing best practices (January 2018)
 - Work with IT to improve user experience for relaunch of Vote site (ongoing)
 - Identify a theme (fall will be mental health) for the General Meetings and propose consistent dates going forward (September 2017)
 - Work with the President's Advisory Committee on Student Mental Health to organize a student-facing Q&A panel during the Fall Annual General Meeting so that students can ask questions and find out what we're doing collectively as an institution to address challenges around mental health (October 2017)

- Goal: Lay the groundwork for the 2020 Long-Range Plan (winter 2017)
Actionable Items:
 - Work with the GM and VP Operations and Finance to determine timeline and work plan (October 2017)
 - Propose timeline and work plan to Exec board (October 2017)
 - Start the request for proposals (RFP) process (March 2018)

ACTION PLAN

- Goal: Lead and work with our U15 partners to ensure that short and long-term federal advocacy priorities and strategies are sustainable and benefit the unique needs of Waterloo undergraduate students

Actionable Items:

- Run and get elected to be Chair of the Undergraduates of Canadian Research-Intensive Universities (UCRU) (June 2017)
- Ensure all institutions are engaged and a part of the advocacy priority making process (August 2017)
- Work with VP Education to advocate for this year's priorities (Indigenous students, international students, research funding, and Canadian Student Loans) to federal stakeholders (ongoing)
- Partner with other federal advocacy organizations to advance common advocacy priorities (September 2017)
- Rebrand, develop bylaws, and operational policies that formalize UCRU as an organization within its informal framework (April 2018)

VICE-PRESIDENT, INTERNAL

- Goal: Continue to improve relationships between Feds and student societies
Actionable Items:
 - Encourage and assist in facilitating cross-faculty society events
 - Work with student societies to be incorporated more into government reforms (as needed)
 - Create more “legacy” events that allow for presidents of societies to take more of a leadership role in the execution of the event e.g. planning an event for all students (termly)
 - Develop the role of the Society Relations Commissioner to have more responsibility with societies
 - Improve training for the Society Relations Commissioner (ongoing)
 - Create more outreach opportunities for the Society Relations Commissioner at satellite campuses (fall 2017)
 - Create a year at a glance outline (May 2017)

- Goal: Continue to improve relationships between affiliated institutions
Actionable Items:
 - Encourage all affiliated institutions that have vacant seats on Students’ Council to work with Feds President (fall 2017)
 - Continue to provide secondary support for affiliated institutions’ student councils (winter 2018)

- Goal: Continue to improve relationships with satellite campuses
Actionable Items:
 - Work with Feds President to have council seats filled with representatives from each satellite campus (fall 2017)
 - Bring various services to satellite campuses (ongoing)
 - Routinely meet with satellite campuses to address needs (termly)
 - Introduce “remote” services to satellite campus, tailored to their needs e.g. Bike Centre services at Architecture campus (ongoing)
 - Ensure that events happening on main campus are accessible and inclusive of our membership on satellite campuses (initiated fall 2017; implemented by winter 2018)

ACTION PLAN

- Goal: Engage with and create more awareness of current student-run services
Actionable Items:
 - Ensure campus leaders know about the 12 services e.g. on and off-campus dons, Orientation leaders, etc. (winter 2018)
 - Deliver presentations, attend meetings, attend student-facing events to have opportunities to disseminate information (ongoing)
 - Provide opportunities for student-run services to join Executive's advocacy efforts (ongoing)
 - Create an "advisory committee" to facilitate additional advocacy opportunities for student-run services with Feds President and VP Education (implemented spring 2017; ongoing)

- Goal: Strengthen partnerships with other on-campus partners
Actionable Items:
 - Create a procedure of determining gaps in providing services to meet the needs of students, including creating a student advisory group (fall 2017)
 - Gather feedback from different student societies, clubs, and services to create opportunities for more collaboration with the University to examine what is being missed, what students want, and how we can better streamline what we and others do (November 2017)
 - Create strategic plan with students and community groups to implement the recommendations provided from the advisory group (February 2018)

- Goal: Enhance internal wellness strategies
Actionable Items:
 - Collect feedback from different partners on campus on wellness initiatives (fall 2017)
 - Connect with student-facing groups on campus to understand their initiatives and events
 - Assess Federation of Students' wellness approaches and identify areas of improvement (fall 2017)
 - Create and extend opportunities for partnerships for Wrap-Up/Wellness Week (ongoing)
 - Reach out to campus partners to provide opportunities to collaborate with stakeholders to address more students by providing services and materials (ongoing)

- Goal: Advocate for and provide support and space for clubs on campus
Actionable Items:
 - Create an online club event form submission system to ensure timelier responses for room booking and event approvals (ongoing)

VICE-PRESIDENT, EDUCATION

➤ Goal: Publish Vision Plan for portfolio

Last year, the Board of Directors approved a “Vision Document” for the Education portfolio. This document provides a good foundation for a more detailed long-term plan for the portfolio. It describes the major advocacy priorities that Feds will likely undertake in the near future. Building off these areas of focus, an implementation plan will identify changes in strategies, resources and structures that will be necessary to achieve the general objective in the vision document. The plan will suggest metrics and timelines.

Actionable Items:

- Complete draft for comment by President, GM and Stakeholders Relations Manager (SRM) (October 2017)
- Finalize document, present to Council and Board (December 2017)

➤ Goal: Improve part-time staff experience

Commissioners in the Education portfolio have been removed from the day-to-day operations of Executives and staff in recent years. This has made it difficult to make them feel part of a “team” and keep them accountable for their work.

Actionable Items:

- Set action plans for each Commissioner (June 2017)
- Obtain workspace for Commissioners (August 2017)
- Develop performance evaluation system for Commissioners (September 2017)
- Perform performance reviews and request feedback (November 2017)
- Revise draft job descriptions for 2018-2019 portfolio (February 2018)
- Complete Commissioner “handbooks” in preparation for April transitions (March 2018)

➤ Goal: Complete past VPED projects

Carrying on projects initiated by past VPEDs is an important part of this portfolio. Below is a list of the top 5 projects that will carry over into this year’s VPED portfolio.

Actionable Items:

- See course evaluations report pass at Senate:
 - Connect with all major stakeholders to determine levels of support for report (August 2017)
 - Work with student senators to ensure passage of Course Evaluation Project Team (CEPT) report at Senate (fall 2017)
 - Monitor implementation of report (winter 2018)
- Begin syllabus repository roll-out:
 - Receive demonstration of software (summer 2017)
 - Find “early adopters” for platform across multiple faculties (fall 2017)

➤ Goal: Complete past VPED projects (continued)

Actionable Items:

- Bring Ombuds office to attention of new Provost:
- Identify amount of political will available for implementation (September 2017)
- Determine course of action with fellow Executives (fall 2017)
- Bring partial grade return to admin:
- Bring Feds policy proposal to Undergrad Operations Committee (UOPS) (September 2017)
- Determine course of action (October 2017)

➤ Goal: Begin review of co-op fee

A comprehensive review of the co-op fee is long overdue. In the spring, I received confirmation from Co-op and Experiential Education (CEE) that this was a project which the University was prepared to undertake. Goals for the project will be identified with the working group over the summer and early fall.

Actionable Items:

- Identify project leads (May 2017)
- Establish working group (June 2017)
- Complete draft terms of reference for Student Advisory Board (SAB) (July 2017)
- Populate SAB (September 2017)
- Complete current state analysis with working group and begin consultation (fall 2017)
- Further steps will be determined by working group

➤ Goal: Improve procedures for students in need of academic accommodations or recourse

Actionable Items:

Perform outreach for Policy 70, 71, 72 review: these policies are being reviewed by the Secretariat and are in need of revision and standardization in many places. The VPED's contributions to the review committee will be informed by a targeted outreach strategy.

- Identify project leads (May 2017)
 - Find past and current students who have encountered problems with Policies; obtain permission to use case as anecdote for committee (spring/summer 2017)
 - Develop set of proposed changes to present to review committee (fall 2017)
 - Clarify and improve accessibility procedures for students in need of accommodations
- There are many reasons why a student might be in need of academic accommodations. Existing procedures are fragmented, confusing and not always enforceable.
- Research gaps regarding on-campus accommodations processes for students with chronic illness, mental illness and accessibility concerns (fall 2017)
 - Identify next steps to improve accommodations in collaboration with wellness and accessibility (winter 2018)

➤ Goal: Publish a report on campus design and development

Campus design and development has been a point of concern for several years, but Feds has done little advocacy to-date on this file. There has been recent interest in Waterloo's upper administration to discuss the issue of wayfinding on south campus. This suggests an openness to a broader conversation about campus growth and student involvement in setting that direction. The portfolio will capitalize on this openness by developing a report that comments on the University's progress on its Master Plan and that proposes future direction for design and development on campus.

Actionable Items:

- Scope, research and connect with major stakeholders (July - August 2017)
- Complete first draft of report (November 2017)
- Complete final draft of report (February 2018)
- Present report to admin and Board of Governors (March 2018)

➤ Goal: Maintain strong provincial advocacy presence during an unpredictable year

An election is scheduled for June 2018, but could happen any time before then. All parties are already developing platforms, so student groups must be prepared for a full year of lobbying for student priorities not only to government, but to parties as well. Given our close relationship with OUSA, much of this will happen concurrently with OUSA's advocacy efforts.

Actionable Items:

- Advance Feds and OUSA priorities (all are ongoing):
 - Expand open educational resources
 - Improve data collection across the sector
 - Consider the tuition framework and funding formula in conjunction
 - Improve mental health from a system design perspective
 - Sexual violence prevention and response
 - Funding and supports for experiential learning
- Influence policy development for all 3 major provincial parties (ongoing)
- Provide strong leadership to OUSA Steering Committee (ongoing)
- Obtain meeting with the Office of the Minister of Housing
- While student housing will not be OUSA priority this year, Feds will work with OUSA and Wilfrid Laurier University Student's Union (WLUSU) to ensure the issue stays on the radar of important stakeholders at Queen's Park. With a new minister in place, there may be opportunity to put student housing on the government's radar
- Send letter requesting seat on committee that will review standardized leases and/or meeting with Minister and solicit support for request (August 2017)
- Follow up with Minister's office (fall/winter 2018)

- **Goal: Expand and promote peer-to-peer rights advising services**

Academic Rights: Last year, the Academic Affairs Commissioner (AAC) developed a Student Rights Handbook and expanded Feds' academic rights advising service. The service has been so widely used that requests for help often exceed capacity to provide it. Internal processes and informational resources will be developed to increase capacity this year.

Actionable Items:

 - Develop material to serve as triage for students in need (summer 2017)
 - Begin using new internal materials and process; monitor success (fall 2017)
 - Complete assessment of fall support program and develop recommendations for next year (winter 2018)

Housing Rights: In recent years, much of Feds' housing rights supports have been ad hoc. This year, this service will be developed and provided by the Municipal Affairs Commissioner (MAC), following suit with the academic rights advising service.

Actionable Items:

 - Meet with City of Waterloo Municipal Enforcement (August 2017)
 - Meet with University of Waterloo Housing (August 2017)
 - Develop internal documentation to be used for student support (fall 2017)
 - Soft-launch for student housing advising service (winter 2018)

- **Goal: Promote awareness of Education portfolio and engagement in Feds' advocacy efforts**

This is a very general goal, but a very important one. Staff stability in and around the Education portfolio will help ensure sustained ability to catalogue and communicate successes to staff within the organization and members outside of it. While this will be an ongoing focus that will manifest itself in many small ways, two more substantial efforts to increase awareness of the portfolio's advocacy efforts are the following:

Actionable Items:

 - Revitalize Feds' Teaching Awards: Feds' teaching awards are an under-utilized opportunity to raise the profile of Feds and good teachers simultaneously
 - Compare and contrast Feds process with other schools (summer 2017)
 - Design new process, develop communications plan (September 2017)
 - Launch new teaching award nominations (October 2017)
 - Execute new selection program (winter 2018)
 - Prepare for upcoming provincial election: Actions on this goal will hinge on whether an early election is called. We will follow the lead of OUSA and Elections Ontario. We will participate in a "register to vote" campaign in the fall. If an early election is called, the preparations for this campaign would pivot into a "get out the vote" campaign.

VICE-PRESIDENT, OPERATION AND FINANCE

- Goal: Continue to develop food options at affordable prices
Actionable Items:
 - Launch a new drink menu at The Bombshelter Pub (The Bomber) (ongoing/seasonal)
 - Develop and launch new menu items at The Bomber (fall 2017)
 - Continue to develop new Grab n' Go options at International News (ongoing)
- Goal: Evaluate and assess Health and Dental insurance for students
Actionable Items:
 - Develop a Health and Dental needs package for external providers (fall 2017)
 - Conduct an analysis of service levels and value offerings from the various providers (fall 2017)
 - Create a recommendation to the Board of Directors (winter 2018)
- Goal: Continue with legal insurance survey
Actionable Items:
 - Conduct a campus-wide survey in the fall to determine the interest in this program (fall 2017)
 - If the response to the idea of legal insurance is positive, we will work with providers to seek the best option for students (January 2018)
 - If there is interest from students, it will be brought forth to Students' Council to decide if there is adequate support for a referendum (January 2018)
- Goal: Reform the budget-making process to become more efficient
Actionable Items:
 - Identify what inefficiencies currently exist within the process (October 2017)
 - Develop an action plan on how to overcome barriers that the process currently faces (January 2018)
 - Work with stakeholders to collect feedback on recommendations (February 2018)
 - Revise and present the new version (March 2018)
 - Approval of the new process (March 2018)
- Goal: Create a craft beer section at The Bombshelter Pub
Actionable Items:
 - Identify and launch a new beer selection to better meet current trends
 - Continue to rotate the taps to ensure we are constantly providing new offerings (ongoing)

ACTION PLAN

- Goal: Advocate to University to display Feds administered fees more clearly
Actionable items:
 - Create a briefing to advocate to University admin (fall 2017)
 - Advocate to Student Relations committees as to why this is important (fall 2017)
 - Advocate to see change to student fee statements by spring 2018
- Goal: Further promote Feds marketing services to all student groups on campus
Actionable items:
 - Develop a student-friendly manual for student groups to display and explain all the ways Feds can help (fall 2017)
 - Share this manual with clubs and societies through various means including but not limited to the all-clubs meetings and the committee of presidents meeting (fall 2017)
- Goal: Continue to work towards opening a Warrior Tuck Shop (fall 2017)
Actionable items:
 - Advocate to the University to either allow Feds to open A Tuck Shop or for Retail Services to open an additional space on campus to improve access (fall 2017)
 - Continue to make it clear that price is a priority for students on campus and all on-campus retail providers should make it their mandate to keep costs down (ongoing)