



Assembly Meeting Agenda

Monday, October 30, 2017

12:00PM - 1:25PM

Saffell Boardroom

12:00PM - 12:05PM	Attendance																
12:05PM - 12:10PM	<p>Upcoming Events</p> <ul style="list-style-type: none">1. CEO Creative Mind Conference Nov 8th, winner gets full time job- in Woody's2. 7500 Club, Tacos and Board Game Night - in Woody's3. Comm Club Thursday event at 6:30p- Screening Room4. RHA Pasillo De Los Muertos5. Delta Dig Delta Dogs, next Wednesday in the Quad, Hoopin it with Adam next Friday at the basketball courts6. SUNNIE of the Dead this Thursday in the Quad from 12-1p																
12:10PM - 12:25PM	<p>Senator Reports</p> <p>School of Architecture</p> <table><tr><td>1. Mohamed Hassan</td><td>Mohamed.Hasan@woodbury.edu</td></tr><tr><td>a.</td><td>Before the next meeting, I'm going around and asking for suggestions. If anyone has anything email me as I'm compiling ideas from everyone.</td></tr></table> <p>School of Business</p> <table><tr><td>1. Angel Arias</td><td>Angel.Arias@woodbury.edu</td></tr><tr><td>a.</td><td>Hey guys! Just a quick reminder that the creative minds conference is coming up next week on wednesday november 8th at 6pm in the atrium. It's a collaboration between CEO, BPWOW, MBAA, the accounting society, & the student advisory board. There will be free headshots until 7:30, networking opportunity with local business leaders, and the so you think you can sell contest which provides an opportunity to win a full time job with green payment solutions. Please bring copies of your resumes and dress in business casual, signup via email with joy if you wish to participate.</td></tr><tr><td>2. Melissa Toribio</td><td>mellytoribio@gmail.com</td></tr><tr><td>a.</td><td>Hello everyone, on Tuesday I met with Wendy and she'd like me to let everyone know about the Innovation Tank class that she will be hosting on November 29th at 9 a.m, location to be announced. The class is open to all majors but will specifically give marketing students an insight into new trends and marketing techniques for millennials. I also met with Jeff Neumister this last week and we discussed a new course that will be added next semester for accounting students working to get their CPA license. Lastly, Dr. Marquez is taking suggestions for 2nd and 3rd place prizes in the "So You Think You Can Sell Contest," so if anyone has ideas you can talk to me about it.</td></tr></table> <p>School of Media, Culture, and Design</p> <table><tr><td>1. Niomie Glory</td><td>Niomie.Glory@woodbury.edu</td></tr><tr><td>a.</td><td>This week I will be meeting with the Communications chair, Jennifer Peterson. Our meeting is at the end of this week, so if anyone has any comments or concerns that they'd like me to bring up please email me by tomorrow.</td></tr></table>	1. Mohamed Hassan	Mohamed.Hasan@woodbury.edu	a.	Before the next meeting, I'm going around and asking for suggestions. If anyone has anything email me as I'm compiling ideas from everyone.	1. Angel Arias	Angel.Arias@woodbury.edu	a.	Hey guys! Just a quick reminder that the creative minds conference is coming up next week on wednesday november 8th at 6pm in the atrium. It's a collaboration between CEO, BPWOW, MBAA, the accounting society, & the student advisory board. There will be free headshots until 7:30, networking opportunity with local business leaders, and the so you think you can sell contest which provides an opportunity to win a full time job with green payment solutions. Please bring copies of your resumes and dress in business casual, signup via email with joy if you wish to participate.	2. Melissa Toribio	mellytoribio@gmail.com	a.	Hello everyone, on Tuesday I met with Wendy and she'd like me to let everyone know about the Innovation Tank class that she will be hosting on November 29th at 9 a.m, location to be announced. The class is open to all majors but will specifically give marketing students an insight into new trends and marketing techniques for millennials. I also met with Jeff Neumister this last week and we discussed a new course that will be added next semester for accounting students working to get their CPA license. Lastly, Dr. Marquez is taking suggestions for 2nd and 3rd place prizes in the "So You Think You Can Sell Contest," so if anyone has ideas you can talk to me about it.	1. Niomie Glory	Niomie.Glory@woodbury.edu	a.	This week I will be meeting with the Communications chair, Jennifer Peterson. Our meeting is at the end of this week, so if anyone has any comments or concerns that they'd like me to bring up please email me by tomorrow.
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2. Anna Harrington Anna.HarringtonBilu@woodbury.edu
- a. Niomie and myself have created an MCD Survey that is officially available through the ASWU website; students can access this by going to ASWU.woodbury.edu. The survey addresses: — software need, lab hours, internship opportunity, advocacy from ASWU, and faculty and staff support. I have been helping guide students to the Survey through word of mouth and through GroupMe messages. I plan to continue directing students to the survey in order to get a substantial amount of responses.
 - b. I will also be meeting with Sue Vassella today, Monday the 30th, at 3:30pm to go over: — the possibility of extending the Design Lab hours for students, a concern about a live beehive within the Design Studio, and the chance of bringing high school students on campus to view the MCD Program that Woodbury offers.
 - c. I am also in the process of scheduling meetings with William Novak, the chair of both Animation and Game Art and Design, and the Animation department's co-chair Doug Post. These initial meetings will give me the chance to introduce myself and better understand their thoughts, concerns, and ideas for the rest of the year. Once I have met with Novak and Post, I shall continue to meet with the Film, Anthropology, Design Foundation, and Fashion chairs.

College of Liberal Arts

3. Akeima Young akeimayoung@hotmail.com
- a. Hey everyone hope you all had a good week! This past I had to reschedule a meeting my dean, when we meet we plan to discuss ways to improve student involvement in the college.
4. VACANT Please email any recommendations to aswu@woodbury.edu

12:25PM - 12:40PM

Executive Board Reports

1. Alexandra Holguin, President alex.holguin@woodbury.edu
- a. Coffee Vending Machine: The coffee vending machine will be installed Wednesday.
 - b. Woody's Lounge Furniture: We are proposing this to Randy and other today via email and will keep you all posted on the progress.
 - c. Student Life Fee Increase: We will be voting on the student life fee increase the week of the 13th. Flyers will begin going up Tuesday please be sure to spread the word about voting to increase the student life fee from \$100 to \$125. Unfortunately this will not be active until the fall due to financial aid for the academic year already being set but we hope since we are voting in the fall without elections that we can put more time and attention into this process.
2. William Garcia, Executive VP william.garcia@woodbury.edu
- a. Projects are still in the works from the interns, the ASWU E board has also taken on projects. Updates will be given upon completion
 - b. If you have any ideas for projects, please reach out to my email which is on the minutes
3. Bennet Cariaga, VP of Finance bennet.cariaga@woodbury.edu
- a. Hi everyone! Hope you have been all working hard and are starting to enjoy the cold temperatures recently. I have been a bit overwhelmed in the last week and will continue to be busy this week with a few items that I have been working on.
 - b. I have submitted a proposal for the Woody's lounge furniture to be approved by the administration. These included drawings, furniture renderings, examples, material selection, and more.
 - c. There have been a few orgs who have not completed their OAC Reconciliations yet. Please have them done ASAP and if there is something missing from your submission that prevents you from completing the last step, just let me know what it is and why to avoid being fined.
 - d. With that being said, there are no deadlines for reconciliations this week. I'd like to thank Behind the Seams for submitting their reconciliation as early as they could!
 - e. One last courtesy reminder: Please take down flyers as soon as your event has finished. This frees up space for other orgs to post their flyers as well. For OAC events, you may be fined.
4. Marta Huo, VP of Student Orgs marta.huo@woodbury.edu

- a. Hello everyone hope midterms went well and no one got sick. Black Student Association is now officially active.
- b. A reminder that when submitting an invoice, you need to have a check request that is signed attached to it. Also you can not create an invoice it needs to come straight from the vendor. Also please keep in mind that it takes two weeks for an invoice to be processed and done. So please turn it in before the two week mark of an event. Allow some push back time for your org incase if anything goes wrong. No paperwork can be processed overnight so please keep this in mind.
- c. Stress busters time frame is from 11/27 to 12/4, if anyone wants to participants will let me and Michelle Sidney know about the activity first before submitting the FREAs and flyers. We will need to approve of the activity since it needs to be a stress buster. If any org needs help coming up with an event idea please reach out to me. I am here to help in any way necessary.
- d. Thank you

5. Adam Ramirez, VP of Marketing adam.ramirez@woodbury.edu
- a. Hey everyone. Remind, for November's OAC events calendar flyers, if you want to be featured, you need to have your FREAs/flyer submitted at least 3 weeks in advance because I am only allowed to put events that are approved in time before printing these monthly event flyers.
 - b. Since no one took a picture with me after assembly last week, I will use everyone's organization logo as their image for our social media spotlight. I will send out an email shortly after this meeting to the president of your org with questions to answer for your post description. Thanks
 - c. FREAs/Flyers due this week:
 - i. BPWOW/CEO - High Tea - Due Today
 - ii. ASA - Thanksgiving Dinner - Due Tomorrow
 - iii. Accounting Society, Animation Club, ASA, BPWOW, CEO, AIAS, Delta Sigma Phi, PSA, - FREAs/flyer will be submitted for everyone so no need to worry about that.
 - iv. RHA - Harry Potter Dinner, Accounting Society/RHA - Bowling Night - FREAs/flyer Due Friday
 - d. ASWU tabling, 2 more times this semester
 - e. President will be out during lunch, he has his own umbrella
 - f. Let your organizations know

6. Autumn Davis, VP of Student Life autumn.davis@woodbury.edu
- a. Next week is the last CAB n get it
 - b. Winter festival planning is moving along well- which is quite fitting seeing as it seems to be finally cooling down! Orgs, if you haven't responded to CABs email regarding winter festival by tonight at 7pm, I will just have the team assign you a table and some chairs. As for organizations who still wish to request OAC to collab- please do so by 7pm tonight... I even have a list of things you can contribute to make it easier.
 - c. Tomorrow is halloween, aka the best day. CAB will be sponsoring Voodoo Donuts at RHA's pasillo- we hope to see you there!
 - d. Lastly, CAB has also begun planning for late night breakfast- we will NOT be having crepes- its old and getting boring/played out. Instead, we will be doing something fun and a little different. I'll tell you all about it next week, so get excited!

12:40PM - 12:45PM

Advisor Report

1. Mauro Diaz mauro.diaz@woodbury.edu
- a. ASWU is leading by example, they are working with masks on
 - i. Follow this example
 - ii. We do not need to spread our sickness
 - iii. Cover yourself if you are not feeling well, stop by the first aid center
 - iv. Wash your hands, don't touch your face
 - v. Drink water
 - vi. Eat

- vii. Try to get some rest
- viii. Don't just try to push your way through
- b. Remind your classmates that the dining hall is open 24/7
 - i. Flyers will be put out to let students know
 - ii. Woodys door closest to south hall will ALWAYS be open
 - iii. ALL doors will be open to enter Woodys
 - 1. If any of these doors are locked at night, email Mauro
- c. Dust from fires will be coming down when it rains here, flooding may occur
 - i. Mudslides may also occur, this happened 6 years ago
 - ii. Give yourself extra time to travel

12:45PM - 1:15PM

Guest Speaker: Randy Stauffer, Sr. VP of Academic Affairs

1. Been at Woodbury, started in 1990. He comes from architecture and interior architecture. Started full time in 2001 as chair of arch, then became Dean of Architecture, then he was pushed into higher positions
2. Student Lounge Space Project
 - a. We have proposals right now
 - b. Space is tight
 - i. Dedicated studios for design programs
 - ii. Semi dedicated labs for technology courses
 - iii. Number one concern is having the spaces to deliver the courses that are being paid for
 - iv. Student space- we have looked at a couple things
 1. All scenarios
 - a. Every space will disrupt someone in this room
 2. Space adjacent to outside patio at woodys
 - a. Fashion studio would be affected
 - b. Takes group away from academic community, this is not something that we want to do
 3. The Faculty Annex
 - a. Film editing bays were moved from Lawyers Title into the faculty annex
 - b. Difficult to put anything there
 4. We are currently looking at
 5. What do you want from this space most of all?
 - a. Dedicated org meeting spaces
 - i. Most of the time orgs have to schedule around classrooms during late times
 - ii. Delta Sig has 45 members
 - iii. Phi Sigma Sigma has 40 members
 - iv. Sororities and fraternities have higher numbers
 - v. Space for lockers and resting, as well as a space for executive meetings which involve 4-10 executive board members
 - vi. Non academic study spaces
 - vii. 24 hour accessabilities
 1. This is difficult to plan around
 2. Maybe not open 24/7 but open for reservation at any time outside of office hours
 3. This is difficult because we would have to pay security more for opening up facilities after office hours
 6. President Steele is looking into tearing down the whitten center to make a two story building and make that a student union space

- a. We are looking into left over spaces
 - b. Corridor in Miller and school of Business to allow small groups in the areas
 - c. Only places that are purely dedicated are the studios
 - d. As a community, most of these spaces have to be shared, just like meeting rooms, computer labs and classrooms
 - e. AIAS has started making a lounge space in the 5th year architecture building , there is a lounge-ish space in fashion studio, woodys cafe
 - i. Maybe more funding can be put into these areas
7. The company we are looking at is KI
- a. ASWU does not want to bucket together with Randy is because of timing to provide lounge furniture in Woodys sooner rather than later
8. Another great space is behind the Whitten, outdoor furniture, can turn into a nice reception space
- a. Bennet will send projects from last years' final from interior architecture
3. Events Block Day
- a. Wednesdays at lunch
 - i. Quick analysis was done
 - ii. There was a block on Tuesdays 15 years ago, this stopped due to architecture studios starting at 1
 - iii. Wednesday's work best for students according to surveys
 - iv. This was best time for faculty as well
 - 1. Only 10 courses fell within this time frame, 3 were grad programs
 - v. Schedules have already been set for the spring, 6 classes were set during this time. Randy reached out to them to see if they would be willing to change this
 - vi. Next fall, there will be a definite events block
 - 1. As of right now there are only 2 classes scheduled for this time
 - 2. Library course and film production course
 - vii. Faculty wanted this as well to have faculty wide meetings
4. Course Surveys
- a. The difficulty from student perspective is that there is never enough time to complete these evaluations
 - b. Can extend it past the day you get your grades because it will more than likely change your opinion
 - c. Teachers will not get results until after they have submitted grades for the same reason
 - d. Time frame in which you have the maximum amount of time
 - i. You have 21 days to fill out course for traditional courses
 - 1. Open on nov 7th, close on the 28th
 - ii. 7 week course give 14 days to complete
 - iii. 5 week course gives you 7 days to complete
 - e. Encourage faculty to let you finish your survey during class
 - f. You will get notices on moodle
 - g. These are beneficial to the students that will be taking the same course in the future
 - i. Comments should be productive to help the students that come after you
 - h. How many students on average submit their evaluations?
 - i. About 33%
 - ii. Talk to chairs for immediate problems
 - 1. If you are not getting a satisfactory response, reach out to dean
 - 2. If still no response, reach out to Randy
5. National survey of student engagement
- a. This is done every 2-3 years
 - b. Students self report different experiences that they've had on campus
 - i. Tend to be academic questions, but not limited to academic

- ii. Asks about fellow students, community, staff, other non academic questions
- iii. Gives you an opportunity to express your opinion, negative and positive
- c. FSSE- same but for faculty
- d. Will be coming out next spring
 - i. There might be a raffle as incentive

1:15PM - 1:25PM

Open Forum

- 1. Sprinklers turned on during ASAs event
 - a. Write this up and send to Mauro so he can address security
- 2. Security also didn't let people ASA worked with into campus
 - a. Write this up as well, send to Mauro so that he can address to security
- 3. Future events- Put in the FREAs to not have sprinklers
- 4. Hoopin it with Adam from 8:30-10. Delta sig needs to make sure lights are on during that time
 - a. Mauro oversees a grant that will bring more lighting into that area
- 5. South Hall courtyard- Tomorrow for Pasillo
 - a. We will talk to Tracy, as well as maintenance to make sure a similar situation will not occur
- 6. Thursday- Phi sig will have an event at night
- 7. ASA hookah- security should have been there for under aged students
- 8. If you plan to have an event in November, the ahmanson is not available from the 17- the rest of the month because of accreditation for architecture
 - a. Accreditation will be sequential. For the next 4 or so years will be periods in which we are displaying work for the respective major at the time to be accredited
 - b. This will take up spaces that are commonly used during that time
- 9. Dodger world series-
 - a. Will be showing in Woody's until the series is over
- 10. Co sponsor stamp for flyers have been incorrect sizes
 - a. There will be a link for the stamp with the correct size in jpeg format
 - b. People that use canva will be able to use a JPEG to drag onto the flyer
 - c. Fines will not be let go any longer
- 11. Flyer location-
 - a. Allowed on brick, except by saffel
 - b. Woodys are
 - c. Windows are okay
 - d. North hall lobby doors are okay
 - e. Cannot post on cement
 - f. Cannot post on trees
 - g. Cannot post on painted surfaces
 - h. Cannot post on library
 - i. Please use blue tape in resident halls
 - j. Restroom bulletin boards, USE PINS NOT TAPE
- 12. Saudi Student Association will be having an event next week
- 13. If you have anything that was not addressed, please submit an anonymous comment into the Comment Box right outside in the hallway, in the pool house, or via our virtual comment box on our website aswu.woodbury.edu.

1:25PM

Next Meeting

- 1. Monday, November 6, 2017, 12:00PM-1:25PM, Saffell Boardroom