

## SIMSA

Katie:

- We need bios and pictures for the SIMSA website. Send your bios to Katie by the end of July.
- Tips ad Tricks session:
  - Topics: Banner ID, NetID, DalOnline, MyDal, personalizing your e-mail address, accessing Brightspace, OneDrive, Google Calendar, Wifi, EduRoam, computer labs, etc.
  - Can we have a computer lab? No.
  - We will make a handout for the session.
  - 1:30-2:30 on Tuesday the 6<sup>th</sup>
  - Session will end with mini presentations. Ideas for topics: supportive resources such as counseling and the writing centre... Send Katie any other ideas or tell her if you want to run a session.
  - Jacob is going to make a checklist for orientation for the new students. JoAnn wants us to make a pamphlet with all of the information about orientation. Katie and Jacob are going to make it.

Keri IWB update:

- The confirmed date for IWB is February 15<sup>th</sup> 9 to 4ish
- Working on room bookings and getting a better breakout room.

Alice:

- Starting on swag bags this week.
- Look into all student groups and resources, such as the student resource centre, health services, library handouts ad bookmarks.
- Order bags soon in case they take time to come in.
- Keri suggested making a list of places with student discounts.

Jacob:

- We want to have an informal coffee meetup the Sunday the 4<sup>th</sup> before classes start. It won't be an official tour because we need to do that during a mandatory event. We could meet in the atrium of the Rowe so they can see the building. The tentative time is 4 PM. We could buy coffee and bring it to the Rowe or provide food. The food could be a pot luck. Maybe we can have an ice breaker. The focus of the event is to meet everyone.
- Orientation starts Tuesday the 6<sup>th</sup>.
- SIMSA "pit stop" and official tour: 10:00-11:15 AM. We have to provide refreshments.
- SIM welcome: 11:30-12:00 AM. We need to be at it.
- SIM luncheon: 12:15-1:15 PM. We also have to provide food for this. Last year they did a potluck. Jacob wants to do a "structured potluck" – everyone signs up to bring a certain thing. We could pay for Ben to make a bunch of sandwiches.
- Tips & Tricks: 1:30-2:30 PM
- After this most of orientation doesn't involve us. The next thing is the associations display and the SIMSA AGM on the 19<sup>th</sup>.
- There is no official time decided for the campus tour yet. We will try to find a time before or after another mandatory event so everyone will be there.

Zara (via e-mail):

- Domenic has offered to lead a Google Docs workshop.
- She has contacted ITS for an intro workshop to Office365.

- Keri and Nick suggested a workshop with Photoshop.
- She mentioned something about creating a business plan.
- Katie and Domenic sent her feedback about her workshop ideas. Jacob suggests that our workshops shouldn't overlap with class topics, Lindsey's workshops, or the PD sessions. They also should focus on things that will help students while they're here. Our suggested number of workshops is two per semester at most so as not to overwhelm everyone with workshops.

Alison:

- Sandra wants SIMSA members for the Tips for Graduate Student session on the 8<sup>th</sup>.