

Second Year Class Representative Semesterly Report 2019-2020 - Navjot Singh

* These are responsibilities that occur throughout the year.

FoPPS: Faculty of Pharmacy and Pharmaceutical Sciences

Fall 2019:

April-August:

- *Community Rotations: Created calendars for rotation deadlines/dates/assignments, and kept my class updated via Google Calendar/Facebook
- *Created and check my (1) Anonymous Feedback Form and (2) Share How You Are Doing Form
- Orientation Video: Worked with 2nd Year Social Rep and classmates to create an orientation video for the 2023s
- Created Class of 2023s Facebook Page
- Provided Class of 2023 with information on how to complete requirements & address FAQs
- Helped VP Social with orientation by providing Orientation Leaders with a training presentation
- Shared Orientation Day itinerary & information with Class of 2023
- *Attended first Curriculum Committee Meeting with FoPPS (monthly occurrence)
- Working with FoPPS and Class of 2022 to determine Wellness Day schedules for 2020-2021
- Helped VP Social with House Cup Teams
- *Attended first SAC Meeting

September

- *Continued: weekly class emails, updating class google calendar, providing facebook reminders, addressing class concerns, asking for clarification regarding assignments/seminars,etc., APSA office hours (bi-weekly), APSA General Council Meetings (bi-weekly), etc.
- Worked with Anjela to help facilitate the planning of White Coat Ceremony
- Worked with Anjela to find volunteers for Alumni Weekend
- Facilitated the transition from myself to new Class of 2023's Class Rep
- Worked with CAPSI Jr. Rep to find a company to do backpack embroidery
- *Attended Curriculum Committee Meeting with FoPPS
- Worked with Anjela and Class of 2023 to find a day/time for Commissioner for Oaths to facilitate completion of requirements for first years
- Worked with APSA and students to help resolve locker sale complications
- Worked with Faculty and APSA Representatives to determine exam schedules for all three years, to allow optimal planning of lunch & learn sessions

October

- Gathered Mid-Semester feedback from Class of 2022 and shared themes with class and with VP Academic
- Shared concerns with FoPPS regarding missing information from syllabi

- Reached out to professors regarding concerns around online quiz scheduling
- Worked with FoPPS to find volunteers for U of A open house
- Shared my Mid-Semester feedback form template with 1st and 3rd Year class reps
- Completed course review for first year class
- *Attended Curriculum Committee Meeting with FoPPS
- Facilitated midterm review dates

November

- Worked with FoPPS to clarify class schedule around 3-day week
- Continued to facilitate midterm review dates
- Collected class thoughts around second Wellness Day
- *Attended SAC Meeting
- Shared Mid-Semester feedback and concerns regarding scheduling around 3-day classes with FoPPS
- *Attended Curriculum Committee Meeting with FoPPS
- Meeting with Dr. Bachynsky regarding upcoming changes to pharmacy
- Shared concerns with FoPPS regarding BYOD

December

- Reached out to 3rd Year Class Rep regarding BYOD experience
- Attended Y2 Fall Focus Group
- Shared last year's rotation site and student match up list with first years

Winter 2020:

January:

- Set up consistent note sharing for those away for PDW (attended PDW)
- Centralize photos for Class of 2022 for easy access when it comes to our yearbook
- *Attended Curriculum Committee Prep Meeting
- *Attended Curriculum Committee Meeting
- Planning potential Home Health Lunch & Learn with APSA Publications Director
 - Discussed with President, VP Finance, PAM Committee, and APSA Council
 - Decided to move Lunch & Learn be held during 2020-2021 school year
- Attended RxA Advocacy Leaders Networking Night
- Met with FoPPS and was consulted in discussion regarding midterm schedule for second year students
- Shared 3rd year's rotation site and student match up list from last year with our class
- Created an excel sheet to help classmates contact others who matched to their same sites
- Shared information with VP Academic regarding research experiences and ethics approval process
- Assisted VP Academic with APSA Class Award (for 2022) nomination process
- Help facilitate APSA President elections by acting as time keeper for speeches
- *Continued: I kept in contact with course coordinators regarding concerns around courses/quiz opening times/organizing seminar groups/stethoscope requirements/timing of notes being posted/skills lab schedule, etc.

February:

- *Attended SAC Meeting
- Complete course reviews for Y1 courses
- Supported 2nd Year Social Rep with Blue & Gold Planning
- Provided a short written pieces for PQ+2 Quarterly
- *Attended Curriculum Committee Meeting (over reading week) & shared an update with VP Academic, and also shared RxA update with Community Education Director & APSA President
- Created and gather Winter Semester Mid-Semester Feedback
- Continued: Assisted VP Academic with APSA Class Award (for 2022) nomination process
- *Continued: Keeping in contact with course coordinators around concerns via phone call/provided feedback to Y2 Fall Focus Group Summary/emailing classmates regarding summer studentship opportunities/relaying information from course coordinators to class around seminars or class schedule changes/shared concerns with FoPPS regarding midterm formats/followed up with FoPPS regarding N95 fit testing, etc.

March & April:

- Helped facilitate elections by acting as time keeper for speeches, emailing candidates our classes' locations, & monitoring our class Facebook page
- Followed up with FoPPS regarding new electives format and created a "FAQ" sheet with my class, addressing common concerns/questions
- Communitted APSA Constitution changes with Constitution and Policy Committee
- SAC Meeting was canceled -instead I relayed important information to VP Academic and we shared an update with FoPPS during Curriculum Committee
- *Continued: Shared studentship opportunities/communicated broken links with course coordinators, etc.
- Transition to Online Classes ---
- Created a document to organize communication from course coordinators amidst COVID and online courses
- Shared collected mid-semester feedback with classmates, VP Academic, and updated FoPPS
- *Attended Curriculum Committee Meeting & shared an update with PAM Committee and 1st Year Class Rep
- Worked with 2nd Year Social Rep and CAPSI Jr. to create a physically-distanced class photo & hold fun Class Awards
- Helped 4th Year Class Rep gather study resources for PEBC prep
- *Continued: Shared information with class around course registration for next year (& notified FoPPS of an edit)/kept classmates up-to-date with courses via google calendar (implemented "To-Do" lists and marked live lecture times)/reached out to APSA President & VP Academic regarding student concerns/sharing student concerns with Course Coordinators/consolidated class questions for Town Hall/etc.