

December 23rd, 2022

Hi APSA members, below you will find a summary of the tasks that I have completed thus far as **Community Education Director**.

July-August

- Sent Julia Tran, Vice President Finance, budget requests for the Community Education portfolio.
- Contacted Dr. Sanghera, course coordinator, to discuss BASE 2 presentations. In consideration of the in-person transition, confirmed that the presentations will not be mandatory this year.
- Attended the APSA Summer Retreat.
- Presented at first year orientation (day 2).
- Completed Event Organizer training.
- Got BearsDen approval for Community Education presentations.

September

- Updated the presentation sign-up form that is sent out to teachers and schools. Importantly, changed the wording on the form from “special needs” to “learning accommodations”.
- Submitted a post containing the presentation sign-up form to the EPSB Bulletin Board (Edmonton Public School Board).
- Updated the Community Education sections on myAPSA.ca .
- Contacted WISEST and confirmed APSA’s participation in the year’s SET and CHOICES conferences. Community Education to deliver compounding workshops during the in-person conferences.

October

- Organized presentation kits and tidied the APSA office + storage room.
- Updated the volunteer sign up spreadsheet. It now includes a video to help navigate the spreadsheet, school addresses, and approximate commute time from campus via transit.
- Coordinated with Gillian Johnson, lab administrator, to order chemicals and book lab space for the WISEST SET Conference.
- Recruited volunteers for WISEST SET conference compounding workshops via APSA Members’ Corner.

November

- Recruited volunteers for classroom presentations via APSA Members’ Corner.
- Delivered two lip balm compounding workshops at the WISEST SET Conference.
- Coordination of Community Education presentations (daily email correspondence between volunteers and teachers, scheduling, presentation matching, presentation monitoring to ensure teachers and volunteers show up, and presentation updating).
- Awarded Mint Cup points for presentations completed in November.

December

- Coordination of Community Education presentations (daily email correspondence between volunteers and teachers, scheduling, presentation matching, presentation monitoring to ensure teachers and volunteers show up, and presentation updating).

Throughout the Semester

- Attended bi-weekly general council meetings and tri-weekly office hours.
- Responded to emails and inquiries about Community Education.
- Updated presentations and corresponding instruction guides as needed.
- Asked volunteers for feedback regarding classroom presentations and WISEST conference workshops.

Next Semester

- Continue to coordinate and organize classroom presentations.
- Reach out to the First Peoples House to organize the Indigenous Admissions presentation.
- Reach out to other STEM conference contacts to establish/plan collaboration projects (ex. Science FUNdamentals).
- Develop PAM projects in collaboration with the PAM Committee (ex. PHARM 101 lunchtime sessions).
- After confirmation from WISEST, deliver compounding labs during the CHOICES conference.

I look forward to providing you all with more volunteer opportunities in the new year! Please feel free to reach out to me if you have any questions or concerns.

Take care,



Theresa Nguyen

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