Officer Handbook

An Introduction to What it Means to be a BSOS DSAC Leader

– Created Spring 2013 –  – Updated Spring 2020 –
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People You Should Know

Dean Ball
Dean of the College of Behavioral and Social Sciences
Contact Sarah Goff-Tlemsani
  ● segofft@umd.edu
  ● 301-405-1691
  ● 2141 Tydings Hall

Cierra O’Keefe
Coordinator for Undergraduate Communications and Recruitment
Current DSAC Instructor
cokeefe@umd.edu
(301) 405-4134

Michelle Slone
Assistant Director of Special Events
mcslone@umd.edu
(301) 405-8746

Giselle Denbow
Coordinator of Undergraduate Education Administration
gdenbow@umd.edu

Blessing Enekwe
Program Director of the Office of Postdoctoral Affairs, Former DSAC Instructor
blessing@umd.edu
240-605-5953 (cell)

Laura Ours
Director of Communications and Marketing
lours@umd.edu
301-405-5722

Tom Bacho
Associate Director, Marketing & Communications
tbacho@umd.edu
301- 405-2171

Jenny Kilberg
Associate Director of Alumni Relations in the Office of External Relations
jkilberg@umd.edu

Chair of the Board of Visitors
Currently: Steve Cooker

Daniel Alpert
SGA (Undergraduate) President
sgapresident@umd.edu
Guide For The Chair

At the beginning of their tenure, the Chair should contact the Dean’s assistant to schedule a recurring meeting with the Dean of the college. It is recommended to hold at least 2 meetings; one mid-year update (in December) on the progress the council has reached and goals for the next semester, and one end-of-year meeting. The extent to which these meetings occur is at the discretion of the Chair and contingent upon how many updates they think will be necessary throughout the semester and year. Previous Chairs have met with the Dean 1-3 times per semester. Throughout the semester, weekly updates to the Associate Dean of Undergraduate Studies, Dean Katherine Russell, are highly recommended; this can be done during the officer’s meeting or outside of DSAC meeting times.

Responsibilities

1. Lead and organize weekly meetings
2. Guide the Council in its mission and objectives
3. Meet regularly with the Dean of the College and other individuals from the Dean’s office
4. Lead the DSAC retreat at the start of each semester
5. Organize fun and engaging team-building activities for the council
6. Hand disputes between council members and delegate activities between them
7. Liaise between the Council and Directors of Undergraduate Studies, Department Chairs and Directors, Office of External Relations, the Board of Visitors, and Alumni Chapter Board.
   - Contact for Board of Visitors: Dean Rhebergen: drheberg@umd.edu
   - Contact for Alumni Chapter Board: Jenny Kilberg: jkilberg@umd.edu

Liaise With College Leadership

The Chair should ensure that the Dean’s assistant is well aware of their new role and request to be provided the meeting times for the Department Chairs and Directors Council and the Board of Visitors meetings as they become available. The Chair should also remain in close contact with the Office of External Relations, through the Assistant Dean for External Relations, for opportunities for involvement and assistance. It is dependent on the Chair to determine to what degree they wish to remain in contact with these individuals in accordance with their priorities and initiatives.

Election

- Must be a current or newly selected member of DSAC to run.
- Must provide a short, 2-5 minute speech to the council.
- Must win a majority vote of DSAC members who will be on the council when the elected official's term will start.

Lead Weekly Meetings

An agenda detailing all intended topics for discussion, guest speakers and presentations should be distributed to the Council prior to every meeting or displayed on the projector during the meeting. All members of the Council have the ability to request an agenda item—which for presentation, discussion, or for ideation sessions. If council members request to have an item on the agenda, they must have their topic and a general overview by the Sunday preceding the upcoming meeting to the Chair. They also are
responsible for leading that portion of the meeting along with the Chair. The Chair should solicit and encourage all such submissions, particularly from Vice-Chairs.

During the Officers meeting, the Chair can ask for suggestions/recommendations from the vice chairs, instructor, or dean. It is at the discretion of the Chair to determine the last day and time to accept these submissions before council. Ideation sessions are a time for anyone on the council to either come up with an activity that can build leadership, work on an agenda item that is not listed, play activities, etc. It can be anything that the council wants to accomplish or work towards. Here is an example outline of an agenda:

I. Welcome  
II. Call to Order  
III. Ice-Breaker (Optional)  
IV. Instructor Updates  
V. Undergraduate Dean Updates  
VI. Officer Updates  
   A. Chair  
   B. Vice Chair of Academics  
   C. Vice Chair of Student Services  
   D. Vice Chair of Programming  
VII. Guest Speaker (If present that week)  
VIII. Ideation Session / Other Updates or Presentations  
IX. Committees  
X. Comments for the Good of the Council  
XI. Adjournment  

The Chair should create a folder in the dsac bsos google drive for the agendas, and share it with the instructor, Undergraduate Dean, and Vice Chairs.

Guide the Council  

The Chair should serve as a source of information and resource for all members of the Council. Thus, the Chair should remain aware of all policy discussions that impact the College of Behavioral and Social Sciences and its students on the USM, College Park, and College levels. The Chair should regularly disseminate this information whenever and however possible.

It is recommended that the Chair, in collaboration with the Dean of the College, develop an overarching theme that will occupy a substantive portion of the Council’s discussion as this will help to provide direction. The Chair should also develop specific tasks and or events they would like to see accomplished during their tenure; past examples have included gaining DSAC a seat at the Board of Visitors, Alumni Chapter Board, and the Chair’s and Director’s Council, faculty/alumni roundtables, and BSOS sponsored Coursera courses.

Attendance  

The Chair should have the contact information of everyone on DSAC, including the senior advisors. It is convenient to create a google contact form on the dsac bsos gmail account, so that no one is forgotten on the email chain. DSAC members may first contact the Chair if they will be missing a
meeting or running late. If a council member asks the Chair for permission to miss DSAC time, it is the responsibility of the Chair to ask the instructor for approval. Any attendance updates should be shared with the instructor.

**Meeting with the Dean**

It is recommended that the Chair meet with the Dean at least once a semester in order to go over the semester’s goals and an overarching theme for the Council. However, it is recommended that you meet with the Undergraduate Dean first and if you would like to convey anything to the Dean, it is best to do it through (or with) them.

**Team-Building**

One of the Chair’s main duties is to ensure the development of the council’s members in both a personal and professional manner. Everyone works together as a team, there is no “boss”— even the chair is an equal among the others. It is recommended to organize team-building activities throughout the year. The semester retreats are a great start, so come up with some engaging activities for the new members to learn about each other. Examples of engaging team-bonding activities would be going to the UMD RecWell Center, bowling on campus, or going to a local restaurant. Campus resources to checkout are the Leadership and Community Service-Learning Office (LCSL) and the Maryland LEAD Program; both offer free community service and team training activities to enhance student groups. *It is strongly encouraged that you take advantage of these on-campus resources!* 

**TerpLink**

At the beginning of the semester, the chair must request their council members to join the BSOS Dean’s Student Advisory Council Page on TerpLink to get the organization registered. Go to terplink.umd.edu and log in with your UID and password and continue to find the page. You must update our organization’s bylaws and roster at the beginning of each year. If you need help, reach out to Stamp’s Manager for Student Organization Development, Ashley Venneman, at venneman@umd.edu (email) or 301-314-7168 (office phone). You can also speak with the SGA’s Director of Student Groups.

**Marketing**

The Chair is the co-owner of the Council’s Facebook page. It is their responsibility to manage DSAC marketing with the council’s instructor (Cierra O’Keefe). The Chair should schedule a session in the beginning of the academic year to take professional photos of the councilmembers to post on the blog and to use for their personal use. This session should also include a council-wide photo as well. Lastly, the Chair needs to collect short bios from each of the members to post on the blog.

*Please feel free to contact the previous Chair, Alix Brooks, with any questions at alix.brooks98@gmail.com.*
Guide For The Vice Chair of Programming

Responsibilities

1. Develop program plans for large-scale and small-scale events.
   - Keep in mind that the Programming Committee is required to implement at least one large-scale event per year— the Student Faculty Dinner.
   - Traditionally, there is also a Spring event planned in conjunction with Alumni Association
2. Lead the Programming Committee in implementing events.
   - Any events that don't fall under the goals and responsibilities of Academics or Student Services will be led by Programming or a subcommittee created by the council
3. Treasurer of the council (according to the bylaws)
4. Propose new events that further DSAC’s goals.
   - Improve student-faculty relations.
   - Improve student-college relations
   - Improve the BSOS college experience.
   - Give BSOS students a well-rounded learning experience.
5. Work with BSOS Staff and others on events they plan where DSAC help would be appropriate.
6. Communicate progress of events to the entire council (at least bi-weekly - according to the bylaws)
7. Create and coordinate at least one activity during Maryland Day

Election

- Must be current or newly selected member of DSAC to run
- Must provide short speech to council
- Must win majority vote of DSAC members who will be on the council when the elected

Regular Events

1. Student-Faculty Dinner (Fall)
   - Semester Prior:
     - Choose and confirm date with Dean Ball, should be held during the time of a regular DSAC meeting either at the end of October or beginning of November
     - Book space, usually Riggs Alumni Center
     - Choose caterer and menu, usually Good Tidings Catering
   - Semester Of:
     - Propose details of dinner to council (include budget with catering and proposed menu with breakdown of selection choices)
     - Email or hand-write formal invitations for faculty and staff
       - Must be approved ahead of time
       - Have members personally invite their favorite faculty members
     - Invite faculty (suggested at least 1 month in advance)
       - Put printed invitations in mailboxes of those you cannot reach personally
       - Send out emails, ask department undergraduate chairs to send out emails
       - Request name, position, email, dietary restrictions
Invite students (about 3 weeks in advance)
- Request name, UID, email, major, dietary restrictions

Promote event (facebook, BSOS blog, Department Listserv, etc.)

Invite Dean Ball as keynote speaker
- Additional guest speaker optional as well

Order of speakers: Associate Dean of Undergraduate Studies (Dr. Russell), Chair of DSAC, Dean of the College of Behavioral and Social Sciences (Dean Ball)

Sign catering contract
- Final pricing and menu should be decided
- Send caterer number of each dietary restriction

Create seating chart for faculty (2-3 per table)
- Send out copies to council
- There is assigned seating for faculty but not students
- At each table have table numbers and the department so students can easily navigate where they would like to sit

Create fact sheets, conversation starters, etc. for cocktail half hour

Order and print name tags (order extra!)
- University Printing Services (have UMD logo)
- Names are based off of confirmed guest list

Have Dietary Restriction cards
- Based only off of guest list responses & catering agreement

Send confirmation emails to students selected to attend
- Maintain wait list in case people cancel

Ensure about 5 BSOS Ambassadors will be there to help set-up and assist DSAC

Send out post-dinner survey to students and faculty who attended
- Shared as a google doc.
- Thank students and faculty for attending

2. Maryland Day (Spring)
   ○ For the past two semesters Programming Committee has been responsible for Maryland Day

   Encourage Council to host a different event every year.
   - 2015: Match that Department Trivia Board
   - 2016: Cornhole
   - 2017: Cornhole and Trivia
   - 2018: Cornhole
   - 2019: Cornhole, Giant Jenga, Giant Connect 4
   - 2020: Maryland Day cancelled due to COVID19 pandemic

   Semester Prior:
   - Choose an event and communicate plans for Maryland Day with the Events Coordinator

   Semester Of:
   - Attend campus-wide Maryland Day trainings
   - Communicate with Deans’ staff to pick up shirts after receiving everyone’s shirt size
   - Draft a timeline with deadlines to have tasks completed at the beginning of the semester
   - Delegate responsibilities to committee members
   - Remind Council that each DSAC member is required to attend Maryland
Day and table for at least one shift
  ○ Shifts include set-up, 2-hour shifts for tabling with at least four members/per shift, and clean-up
  ● DSAC members will be talking to prospective and current students, faculty, and families about the College and DSAC
    ○ Make sure members are comfortable interacting with children
  ● Facilitate DSAC bonding since this is an all day event

Contact information
  ● Coordinator of Undergraduate Communications and Recruitment, Cierra O’Keefe: cokeefe@umd.edu
  ● Associate Director of Communication, Andrew Roberts: andrewr@umd.edu
  ● Coordinator for Special Events, Michelle Slone: mcslane@umd.edu

Special Events

1. Donuts and Coffee Event
  ○ When appropriate and there is available money in the budget, DSAC will host small-scale donut and coffee events for students
  ○ Usually held at the beginning or end of the semester (before finals) in the first floor foyer of Tydings Hall or the lobby of Lefrak Hall
  ○ If event is held somewhere other than the BSOS Alumni Room, arrange to have table(s) delivered
  ○ Create a schedule of expected dates of event throughout semester and share this with Michelle
  ○ Order 10-12 bottles of iced starbucks coffee from here and have delivered to the Dean's Office
    ■ Flavors we usually order are caramel macchiato (most popular), vanilla latte, lightly sweetened and unsweetened.
    ■ Don't forget to pick up bags of ice as well (optional; we found that the ice wasn’t really that popular of an option), Dr. Russell will provide a cooler. You could also get the use of the white bucket inside the fridge or the cabinet to get ice from the fridge.
    ■ In the future, consider ordering regular milk instead of powdered creamer because the powdered creamer doesn’t dissolve in iced coffee.
  ○ Order 300 munchkin donut holes from Dunkin Donuts
    ■ We usually order powdered, glazed, and chocolate munchkins.
    ■ Someone will have to pick up the donuts the morning of the event.
  ○ Check to make sure that Dr. Russell has cups, napkins, and sugar prior to placing an order. Plan at least two weeks ahead of date. If supply is low, place an order from Peapod along with the coffee.

2. Election Night Celebration
  ○ This event will take place every 4 years during the Presidential Election (November)
    ■ Semester Prior:
      ● Confirm date and time with Dean Russell
      ● Book venue, Stamp Colony Ballroom (2016) or look into Riggs
      ● Choose refreshments caterer, usually Good Tydings
- Create list of decorations and supplies
  - Semester Of:
    - Propose details for the event to Council
      - Menus
      - Budgets
      - Games and Activities
      - Room Setup
    - Seek and Confirm Co-sponsorships. Utilize the list of active organizations on OrgSync.

Hello Organization X,

My name is Y and I am the Vice Chair of Programming for the BSOS Dean's Student Advisory Council (DSAC). I am emailing in regards to an election watch party the Dean's Council will be holding on November 8th in Colony Ballroom in Stamp Student Union. We'd like to cordially invite you and your organization to attend the event. We will have (list some activities) and refreshments. We will also be featuring several speakers from different BSOS academic departments to give overviews of the election from their specialties. We would be thrilled to have your organization in attendance.

This is also a co-sponsoring opportunity for X. If co-sponsoring such an event seems like something your group would be interested in, we are asking that your group contributes $ (dollar amount) towards the cost of (desired item from budget). Please send a photo of your group's logo in order to be recognized on flyers and other forms of advertisement regarding this event.

If you have any questions or would like to be more involved, please contact me at (insert email)

- Create a list of possible co-sponsors (4-5)
- Establish the requirements and benefits of co-sponsorship (pay fee and help to facilitate activities during the event)
- Once confirmed, collect all logos for marketing purposes

- Invite Guest Speakers (Faculty)

Hi (Faculty),

My name is (insert name), and I am the Vice Chair of Programming for BSOS Dean's Student Advisory Council (DSAC). DSAC is planning an Election Night Party that will open to the entire campus in the Colony Ballroom in Stamp from (time). There will be guest faculty speakers from BSOS, live streaming of results from a major television network, a (other activities), and desserts.
DSAC would like to personally invite you to be one of our speakers for the evening, where you can share your expertise. As a speaker, you can share your knowledge on how your field of study has been impacted by the election and the incoming administration will/can be impacted by the new presidency. Given the short notice and time constraints, your talk should be less than twenty-five minutes. We invite you to stay for the remainder of the event and network with students and faculty.

- Have council recommend possible speakers
- Invite speakers via email
- Create list of order in which the speakers will talk
- Notify speakers of order and their time slots

**Market the event**
- Create flyer and send design to Andrew Roberts
- Add event to BSOS Listserv
- Post event on all social media accounts (Facebook, Twitter, etc), UMD calendar, and other campus listservs (Honors, Scholars, major-specific listservs)

**Room setup and AV requirements**
- Sketch room setup/layout
- Send sketch to Michelle Slone
- Contact Stamp IT to confirm what AV equipment will be needed
- Order decoration EARLY so that you may develop a concept for them prior to the day of the event

**Create Surveys for Guest**
- Short survey of 3-4 questions asking about guest experience
- Pass out surveys during the event (after last speaker)
- Collect surveys at the door as guests depart

**Games and Activities**
- Create 4-5 games/activities for event (2016: Pin the tail and ear on donkey and elephant, Inaugural Day Speech, Political Trivia, Photo Booth station with candidate cutouts, Live Streaming news)
- Type and print rules for each station
- Order all supplies for activities

**Assign Activity Stations**
- Organize a signup sheet for activities with time slots
- Allow Council to pick their own activities and time slots via google sheets
- Add in Co-sponsors and BSOS Ambassadors in remaining slots
- There should be someone at each table at all times

**Post Event**
- Send out “Thank You” email

Dear (Organization),

As Vice Chair of Programming for the BSOS Dean's Student Advisory Council, it is my pleasure to thank each and every one
of you for your contributions to the Election Night Celebration Event.

Your positive attitudes and joyful spirits created a welcoming atmosphere for the event. You all were very engaging, sharing laughs and smiles with the rest of us. We could have not pictured the night without you all.

I hope that you enjoyed the event as much as we enjoyed having you. DSAC looks forward additional partnerships in the future.

Thank you again!

○ Review survey feedback

3. 100 Days til Graduation (or Spring Senior Celebration Event)
   ○ This event will take place approximately 100 days before graduation each year
     ■ Semester Prior:
       ● Confirm date and time with Dean Russell
       ● Book venue, Riggs (2019) or look into The Hotel for next year
       ● Choose refreshments caterer, usually Good Tidings, or look into an actual chain caterer
       ● Create list of decorations and supplies
       ● Establish timeline at least 3 weeks ahead of event
     ■ Semester Of:
       ● Select appropriate theme to match game and activities
       ● Propose details for the event to Council
         ○ Menus
         ○ Budgets
         ○ Games and Activities
         ○ Room Setup
         ○ Theme
       ● Invite students/faculty
       ● Promote event (listserv, BSOS Blog, Facebook, Instagram, etc)
       ● Contact information
         ○ Director of Alumni and Donor Relations, BSOS Alumni Chapter Board, Jenny Kilberg: jkilberg@umd.edu
         ○ When corresponding with Jenny, cc: Michelle Slone on all emails

Feel free to contact the previous Vice Chair of Programming, Kathryn Obisesan, with any questions or concerns: kobisesa@umd.edu.
Guide For The Vice Chair of Academics

Responsibilities

1. Chairperson on the Academics Committee
2. Takes minutes at each DSAC meeting and sends them to the council
3. Oversees all proposals falling within the realm of academics
4. Established new proposals to promote student-faculty involvement and changes to current academic policy
5. Is to main contact with SGA and Senate representatives and facilitates a reciprocal and productive relationship with them
6. Must sit on SGA and Senate meetings when so requested

Election

1. Must be current or newly selected member of DSAC to run
2. Must provide short speech to council
3. Must win majority vote of DSAC members who will be on the council when the elected official’s term will start

Events

BSOS International Week *International Week is a subcommittee/general council initiative, the Vice Chair of Academics is not required to be the lead of this event
- Form a committee that will be in charge of planning International Week.
- Find organizations/events on campus that overlap with the mission and days of International Week, request collaboration of these on International Week.
- Request other organizations for their event and participation during the Week.

Dear X,

My name is Y, and I am reaching out as the Vice Chair of Academics on the College of Behavioral and Social Sciences Dean’s Student Advisory Council!! This year I, with the Academics Committee, am planning the BSOS International Week! This week-long event would be taking place on [dates here], and it will be celebrated across campus as part of a larger International Week of Education! The week will consist of information sessions, educational panels, seminars, and/or cultural events. The primary goal of this event is to educate other BSOS majors on the wide and diverse experiences of students at the University of Maryland.

I kindly request you to encourage the participation of your organization-X! Kindly, let me know if your organization will be interested in presenting at the International week and we can plan your particular
event and day of the week. I look forward to hearing back from you!!

Thank you so much for your time,

Signature

- Finalize all events, timings, locations, and special information for all events. Inform council if volunteering is needed at any event.
- Make a sign-up sheet for the council to volunteer to participate at various events.
- Design International Week flier, schedule of events, and social media graphics based on approved format. Available in the DSAC Google drive.
- Email Cierra to print the BSOS International Week flier at least 2 weeks before International Week.
- Email Cierra and other departmental blogs for the flier to be advertised.
- Encourage council to participate in events and post on social media.
- Thank the organizations on their participation and collaboration with DSAC and request feedback on the success of the event.

Gateway to Graduate School: GRE Workshop (Last Run Spring 2019)

- Event in collaboration with the Minority Retention Group by the BSOS Advising Office.
- Make a committee and ask council members if they’d like to work in planning the event. Work with a committee to divide work equally.
- Contact: Maya Aduba Williams, maduba@umd.edu, Academic Advisor, BSOS.
  - Request collaboration/partnership of DSAC with MRG on the event
- Preparation for the event:
  - Attend meetings with MRG help in form the agenda and plan the event.
  - Inform council on the steps, vote if sponsorship is requested..
  - Design sign-up sheet for DSAC members to volunteer for the event
  - Check in with Maya to see if other help is requested.
- On the day of the event:
  - Ask all DSAC Volunteers to reach early and help MRG carry their stuff to the location of the event.
  - Help organize set up, sign in, and catering.
  - Interact with guest students.
  - MC the event.
  - Help with clean up as necessary.
- Thank MRG for collaboration
- Follow-up with Maya on the success of the event!

Faculty-Led Field Trips

- Find faculty member within BSOS willing to lead a field trip with students
- Send an invitational email request — you will need to ask well in advance. Template below:

Dear Professor X,

I am the Vice Chair of Academics for the BSOS Dean's Student Advisory Council. As part of our mission to increase the number of student-faculty interactions, I would like to invite you to lead a field trip next semester. This is a great opportunity for students and faculty to build relationships, and for students to gain more in depth information in an experiential manner. If this sounds like something that you would be interested in doing, please let me know. Thank you very much for your time.

- Find a location where faculty member feels comfortable leading a trip
- Get approval from Council
- Set a date for and establish length of trip with faculty member
- Contact Robert Madison Shearman Jr at rmsjr@umd.edu to reserve a bus from DOTS to transport students to and from destination
  - Provide him with the following information:
    - Type of bus - transit vs motorcoach (typically transit)
    - Number of students/faculty attending (typically 10-20)
    - Intended pickup time & location (typically the side of STAMP)
    - Destination (typically somewhere in DC)
    - Intended departure/return time
- Pay for trip
  - Contact Cierra O’Keefe to get FRS#
- Draft email to send to BSOS students to RSVP
- Create RSVP form
  - https://docs.google.com/forms/d/1SKadDPS2Zh4QLDMxXJBy-3ls1_UQ8G7gKafVnKZU64E/viewform
- Select students through lottery if too many RSVP
- Notify selected students
- Send out evaluation form following the trip within 24 hours of the event
  - https://docs.google.com/forms/d/14oUXDItQXsWnRDsnulpMOJIHUwrSvhhKhadaOmNCn-ZY/viewform

**Brown Bag Events**

1. Invite a BSOS faculty member to host a Brown Bag
   - Try to pick professors with different positions in their department (leads the department honors program, director of undergraduate studies, recipient of the undergraduate teaching award etc.)
2. Set a date and time (start and end) with the faculty member
2. Reach out to the Graduate Assistant and ask them to reserve a room for the date and time (plus 15 minutes for clean up) that you agreed upon with the faculty member
3. Create a Google Form
   1. Share the response form with the Graduate Assistant
   2. Create a Facebook event and link to the Google Form
   3. Wait 24 hours after the creation of the Facebook event and then market via outside sources
   ○ Send direct emails to students via the Graduate Assistant or by emailing professors who teach relevant classes and asking them to forward it to their students
     i. Be sure to include the course number of the class you are trying to reach in the subject line e.g. “ECON424 - Sharing An Event of Interest” so that professors actually look at your email
   ○ Ask Cierra to post the event on the BSOS blog mshear@umd.edu
   ○ Send an email to the manager of the department’s blog (if they have one) and them to post a blurb about the event
     i. ECON Blog - Ms. Kendra Barber khbarber@umd.edu
     ii. CCJS Blog - ccjsadvising@umd.edu
     iii. GVPT Blog - Ms. Jillian Santos jsantos5@umd.edu
     iv. HESP Blog/Listserv - Ms. Kate Skinker kskinker@umd.edu
     v. GEOG Listserv - geog-advise@umd.edu
     vi. AASD Listserv - Ms. Valencia Skeeter vskeeter@umd.edu
     vii. ANTH Blog/Listserv - Mr. Erik Hanson ehanson@umd.edu
     viii. SOCY Blog/Listserv - Ms. Nicole DeLoatch ndeloat@umd.edu
     ix. When in doubt, email an advisor from that department and ask who to contact about posting something to the blog
   ○ Reach out to student groups that are focused on the topics to be discussed
     1. Select students through lottery if too many RSVP
     2. Send selected students the confirmation email (copy below)
     3. Send the faculty member a confirmation email with the time, place, and date as well as a reminder of what is the objective of the brown bag lunch. Also send them the Jason’s Deli boxed lunch PDF and ask for their lunch order.
     4. Come up with 2 ice breakers and a list of 5-6 on topic questions (incorporate theme words, maybe look at current events) to ask if students run out of questions/are shy; get a sense of whether the professor wants the discussion to be student lead or more of a lecture
     5. Create an event evaluation form
     6. During the lunch:
        ○ Take pictures!
        ○ Distribute the event evaluation form
   i. For reference: [https://docs.google.com/forms/d/1K1w6Zi_3Vner1EXAOdj1A9LkdCeM95ElbMvVQwaxyGA/viewform](https://docs.google.com/forms/d/1K1w6Zi_3Vner1EXAOdj1A9LkdCeM95ElbMvVQwaxyGA/viewform)
*While there is no “standard” format for Brown Bags in terms of content and organization, any Brown Bag that is planned with a strong emphasis outside of research should be consulted with the current undergraduate Dean of BSOS as well as the faculty adviser prior to the implementation of the Brown Bag. Failure to gain permission for Brown Bags that deviate from typical academic content may fracture DSAC relations with BSOS faculty.

Confirmation Email:

Subject: RESPONSE REQUIRED: Brown Bag Lunch Confirmation

Hello,

This email is to confirm your attendance for tomorrow’s Brown Bag. The event will take place from 11:30 am to 1:00 pm in 2141K Tydings Hall. Please make every effort to come on time and with questions! If you have any more questions or can no longer attend, please feel free to contact me. We look forward to seeing you tomorrow!

An example of an advertising blurb for a Brown Bag is given below:

Hey BSOS students!

The Dean’s Student Advisory Council has scheduled our next Brown Bag Lunch for Monday, December 2\textsuperscript{nd} with a longtime favorite among economics students, Dr. X. Professor X received his BA from Grinnell College and his PhD from Johns Hopkins University. His current research focuses primarily on private economics with an emphasis on mitigating cost. He currently teaches the following courses:

ECON 207: Introduction to Cost Analysis
ECON 434: Seminar on Mitigating Firm Cost (next semester)

If you see any topics here that interest you or just want to know more about the Economics Department in general then

RSVP Here!

This event will be on 11:00 am, April 20\textsuperscript{th} and will facilitate casual conversation over complimentary lunch.

ECON—Professor X
Monday, December 2\textsuperscript{nd}  
12:30 PM - 1:30 PM (Lunch provided!) 
2141K Tydings Hall  
All BSOS undergraduate students are welcome!
Another example of an email confirming students for a Brown Bag or reminding students for a Brown Bag is given below:

Hello from DSAC!

We are pleased that you can join us tomorrow, Monday, December 2\textsuperscript{nd} at 12:30pm in 2141K Tydings Hall (BSOS Dean's Conference Room) for our lunch discussion with Professor X. The discussion should last about an hour and will be a rather informal event to learn more about Professor X’s career path, his research, research opportunities in BSOS, and the exciting ideas Professor X has for the college. Professor X is also open to answer any questions you may have, so please bring a question or two.

If for any reason you will no longer be able to attend this event, please contact Y (y@umd.edu) as soon as possible.

We look forward to seeing you Monday!

Thanks,

Y

An example of a Thank You email to a featured professor is given below:

Dear Professor X,

Thank you so much for participating in the Brown Bag Discussion on December 2\textsuperscript{nd}. The students who attended really learned a great deal about your experiences and what it takes to be successful in your field. We hope you continue to participate in future DSAC events.

Thank you,

Y

An example of a Google Form evaluation is displayed below:
Policy & Procedural Changes:
The roles of the Academics Committee is unique because there are many changes and initiatives that can and have been done related to grading policies or procedures, academic integrity, and more. Below are recommendations for how to go about advocating for these changes.

1. **Discuss the idea with Dr. Russell and gauge its feasibility.** You may have to change the format of what you want to do, but focus in more on your goal than how you're going to get there. There's always a way!
2. **Do the research.** Find data, sources, or student testimony that help demonstrate the problem you want to address.
3. **Poll, if possible.** In the past we’ve had some serious difficulty with polling, but if there is a simple way to do it for the population you’re looking to support, this is great information to have.
4. **Get feedback.** Meet with whoever you can to get feedback on the solution you’ve found and how to advocate for the change you want to make — the Teaching and Learning Transformation Center, Dr. Russell, students, the Student Government Association — this will ensure you have the support you need when it comes time to start.
5. **Get ready to go.** Put together all your materials and inform all the stakeholders you’ve worked with that you are going to begin advocating. These materials may include informational pamphlets, opinion editorials, bills passed by the student government, and more. Be creative!
Projects the Committee has worked on related to these kinds of changes and advocacy include: academic integrity education, expansion of research in particular Departments, and encouragement of anonymous grading.

Feel free to contact the previous Vice Chair of Academics, Elena LeVan, with any questions or concerns: elena.levan@gmail.com.

Guide For The Vice Chair of Student Services

Responsibilities

1. Chairperson for the Student Service Committee
2. Oversees all proposals in the realm of Student Services
3. Works with External Relations and Alumni Relations
4. Heads planning and execution of Alumni Career Panels
5. Oversees marketing and social media initiatives
6. Lead meetings if the absence of the Chair (according to the bylaws)
7. Help guide the execution of BSOS International Week if a council member chooses to pursue the project as a proposal plan.
8. Leads the Council on initiatives related to Diversity and Inclusion
9. Leads the Council on initiatives related to Career Development

Elections

1. Must be current or newly selected member of DSAC to run
2. Must provide short speech to council
3. Must win majority vote of DSAC members who will be on the council when the elected officials term will start

Past Events

1. Career Development with the SOCY Department
   - Worked directly with the Sociology department to encourage students to think about life after graduation from an earlier age. Contact Dr. Nicole Cousin Gossett cgossett@umd.edu, and other professors in the sociology department that are interested in building career planning into their syllabus.
   - Developed an ELMS page to be utilized by the professors for students to learn about careers in sociology. The goal was to give students the chance to form a connection between what they have learned within the classroom to internship and job opportunities.
   - For more information on where to find templates for useful Elms assignments visit the BSOS Career Center. Instructors have access to the templates through Canvas Commons and the template used for this assignment was “Searching for Internships Using Careers4Terps.”
Worked closely with the committee and the Sociology undergraduate director to develop a capstone for the sociology major. A full breakdown of this project can be found in the DSAC Google Drive.

2. Career Preparation Fair
   a. Three members of the Student Services committee planned a Career-Preparation Fair during the Spring 2020 semester to help prepare BSOS students for career and educational opportunities post-graduation. The event was branded as “for the students, by the students.” This was an opportunity to get students involved in career preparation in a fun, low stakes event. The event included headshots, resume and cover letter workshops, and information about career resources on campus.
   b. Funding from Pepsi Enhancement Fund was used for all necessary costs. Tom Bacho (tbacho@umd.edu) from the BSOS Communications and Marketing team was contacted about helping with headshots.

3. Black History Month Events
   i. A series of events celebrating Black History Month were created in partnership with the Black Student Union. The following events that were executed: Black Games Workshop, Black Privilege, Student-Faculty Discussion, Black Art Expo, and the Cultural Show.
      1. The Black Games Workshop was designed to bring people together for a fun night with games commonly played by Black Americans.
      2. The Black Student-Faculty Discussion was a General Body Meeting, and brought together Black students and Faculty for a candid conversation on race relations on our campus.
      3. “Privilege in the Black Community?” lead Black students in an interactive workshop to decipher issues within the Black community such as toxic masculinity, homophobia, and colorism to name a few.
      4. Other events sought to highlight the beauty of Black culture and talent. The Black Art Expo brought together multiple talented Black artists to showcase their work. Finally the Cultural Show brought together all the Black Dance for performances.

4. Film Series
   ■ Partnered with former Petey Greene UMD chapter President, and DSAC alumna Sagen Kidane.
      • Displayed the movie Talk to Me at the Hoffman theatre in STAMP.
      • Gave attendees an opportunity to learn about the mission statement of the Petey Greene organization. Also sponsored a sense of community for members of the college that came and interacted at the event.
      • Partnership included a DSAC sponsorship in the form of advertisement.

5. Alumni Field Trips

NOTE: In previous years, the Vice-Chair has worked closely with the Alumni Relations coordinator for the Office of External Relations at the time, Laurie Brogdon (lbrogdon@umd.edu). They discussed going to NIH, NASA-Goddard, U.S. Supreme Court, Al-Jazeera, and the U.S. Senate for some of our trips. We may also have alumni in the White House--worth looking into! Contact the Global/Federal Fellows office to see if they can help coordinate any visits.
Find relevant alumni working in interesting sector of the economy (entrepreneurship) (identify alumni through the External Relations or by other means)
  ● Utilize the Alumni Advisor Network Program

Find where the specific alumnus works
Receive approval from the Council
Set date of trip
Contact Robert Madison Shearman Jr at rmsjr@umd.edu (301-314-7271) to reserve a bus from DOTS to transport students to and from destination
  ● Provide him with the following information:
    ○ What type of bus you want (transit vs. motorcoach) → typically we use transit
    ○ How many students/faculty will attend trip → typically 10-20
    ○ What the intended pickup time and location is → typically the side of STAMP
    ○ What the destination is → typically somewhere in DC
    ○ What the intended return departure time is

To pay for trip contact Peggy Marks at pmarks@umd.edu to get FRS#
Draft email to send to BSOS students to RSVP
The Chair can send out emails, through the dsacbsos account.
Create RSVP form
  ● https://docs.google.com/forms/d/1SKadDPS2Zh4QLDMxXJBy-3ls1_UQ8G7gKafVnKZU64E/viewform
Select students through lottery if too many RSVP
Notify selected students
Send out evaluation form following the trip
  ● https://docs.google.com/forms/d/14oUXDtQXsWnRDsnulpMOJIHUwrSvhhKhadaQmNCn-ZY/viewform

6. Service Trips

Target what themed service trips (hunger, homelessness, immigration) DSAC should implement each semester.
Contact relevant organizations at the beginning of the semester.
  ● If doing an environmental one, finds times at the beginning of the Fall Semester or at the end of the Spring Semester
  ● Try to make different themes each semester. The trips should cover all issues.
Receive approval from DSAC
Follow the steps from DOTS, emails and rsvps on in the Alumni Field Trips section
If possible, try your best to lead a reflection on the way back from the trip
  ● Ask questions like: What did you take away from the trip? Why does this issue exist? How can we solve these problems with our majors (this can be answered generally and specifically)?

7. Sustainability

This is a relatively new dynamic for Student Services. Soon, the College will start taking larger steps to address sustainability for BSOS
The Vice-Chair may be asked to sit on the task force concerning this issue
■ In general, Student Services should lead on “green” college issues.
■ For such proposals, the Vice-Chair should take the initiative and make the Sustainability Fund a resource for DSAC.
  ● Contact Information: Mark Stewart, stewartm@umd.edu
  ● [http://www.sustainability.umd.edu/content/about/fund.php](http://www.sustainability.umd.edu/content/about/fund.php) - Information about the fund, how to apply, etc.
■ Consider working with Earth Day in April to lead a Sustainability Week for BSOS students, perhaps holding a contest among BSOS for the best ideas for sustainable solutions for the College and awarding the winning idea with implementation and $250

8. Alumni Career Panels
■ Work directly with the External Relations Office to determine a career field and date/time/location for the event(s) at the beginning of each semester
  ● Contact Jenny Kilberg at jkilberg@umd.edu
■ Coordinate logistics of the event while External Relations locates appropriate panelists and schedules the pre-event dinner
  ● Food and refreshments
  ● Fliers, signs, online advertisements, listservs, etc.
  ● RSVP links (see examples under Alumni Trips above)
  ● Evaluation links (see examples under Alumni Trips above)
  ● Contact Margo Shear for help from BSOS Ambassadors at mshear@umd.edu

9. Oversees marketing and social media initiatives
■ Contact Sean Kim (kim.sean.j@gmail.com) or Meredith Lighstone (mlights@terpmail.umd.edu) for access to this website if you plan on updating it

**See consolidated marketing strategy below**

It is encouraged that the Vice-Chair sends out a mid-semester evaluation of themselves to their committee to see what they can improve on. Committee members have valuable perspectives in this regard. Additionally, whenever a Committee Evaluation is due make sure to share feedback with committee members after the assignment is turned in.

*Feel free to contact the previous Vice Chair of Student Services, Shelton Daal, with any questions or concerns: sjdaal@gmail.com*
Council Selections

At the conclusion of the academic year, the council must hold selections for all positions to be held for the next academic year. Planning for the selection process should begin about 2 months before the end of the school year to ensure there is enough time for applicants to apply (start planning after Spring Break). The chair should ask 2 of the council’s members who will not anticipate returning to oversee the planning (the chair may be one of these people if they are not returning). Currently, DSAC members who anticipate applying to return for the next academic year are not to be involved in the application process including: planning, reviewing documents, interviews, voting (for the same seats), or processing votes.

The Selection Process:

1. The selection handbook should be reviewed, discussed, and agreed upon by the entire council prior to interview, selections, and elections. The Chair is expected to distribute the handbook in a timely manner.
2. The current DSAC must finalize the application and timeline for interviews/deliberations.
3. An application is sent out for all BSOS students to apply.
   a. Current DSAC members who wish to be on the council next year must still apply.
4. Students are notified of the application's closure in a timely manner.
5. Once the application is closed, the council must schedule one-on-one interviews with the applicants.
6. Interviews are held in a 2 week period. They should be no longer than 20-30 min.
7. The council reviews all interview notes, applications, and resumes.
8. The council goes through each applicant and deliberates for 3 min. before voting.
9. Each council member votes either a “yes” or “no” for every applicant. At the end of voting, all votes are tallied for each applicant. Applicants are then ordered from most “yes” votes to the least. Applicants who receive the most “yes” votes have priority to their most-preferred position on the council. One of the officers who is not running will go through the list assigning the positions until none are vacant. If there is a tie, a run-off vote will be held for each position there is a tie.
   * A voting system has been created in the Google Drive which will improve the efficiency of the process. It is recommended to keep all results confidential from the council—especially if current members are running for the next year.
10. All the selected candidates will be notified within the next 2-3 days, and will be asked to confirm their position within the week. The Chair must share, with the new members, details related to meeting times, course selections, and upcoming elections.
Council Elections

During the first meeting of the new council, members must hold elections for the next year's officers. Elections will be held during the regular meeting time. Position holders must win by a simple majority vote of DSAC members who will be on the council when the elected official’s term will start. Elections should occur in the following order: Chair, VC Student Services, VC Academics, and VC Programming. The former council chair will oversee the beginning of elections. Once the new Chair is elected, he/she will run the rest of the election process. Candidates may run for more than one position, but may not hold more than one. If a candidate wins a position they cannot re-run for another.

DSAC Consolidated Marketing Strategy

Overview

- The BSOS Dean’s Student Advisory Council (DSAC) has a predominant interest in developing a sense of identity within the College of Behavioral and Social Sciences.
- BSOS DSAC also seeks to advertise its activities and initiatives throughout the BSOS student body. Student awareness and engagement is a key aspect of DSAC’s mission because of each representative’s commitment to their respective constituents.
- In order to accomplish these goals, DSAC must engage in effective and consistent branding through a wide variety of mediums. Advertising initiatives should reach students on a regular basis and be formatted in an accessible and informative way.
- The council must regularly maintain the DSAC page on the BSOS website and on Facebook.
- The Student Services Committee (SSC) will take the lead on all marketing initiatives for DSAC, but it is expected that the entire council will be held responsible for advertising their own proposals and initiatives when necessary.

Marketing Events

Food Giveaways

- The SSC will organize a Free Coffee/Donuts giveaway in the BSOS Alumni Room each semester. The ideal times for these giveaways are around the add/drop period, midterm week, and during finals.
- The SSC can also consider organizing a Rita’s or Ice Cream giveaway during early Fall semester or late Spring semester.

DSAC-sponsored Alumni Career Panels

- Students who attend these events should also be encouraged to like the BSOS DSAC page upon entering. This needs to be enforced by the council members who are setting up and running the event.

BSOS DSAC Student-Faculty Dinner

- This is the largest event run by DSAC and marketing should be an important aspect of event’s logistics. All participants should be encouraged at the beginning event to find the BSOS Dean’s Student Advisory Council page on their phones and “Like” the page.
**Fundraisers**
- Fundraising events throughout campus (similar to philanthropy events in DSAC) would be an enormously effective way to get the council’s name spread throughout campus. Although fundraising events are unprecedented within the council, charitable activity may align well with DSAC’s commitment to service and community involvement.

**Protocol for DSAC Events**
- As a general rule of thumb: whenever food is given away to BSOS students, **students must like the DSAC page on Facebook and demonstrate that they have done so** in order to receive the food. This ensures that the council is increasing awareness of DSAC and is also marketing effectively.

**Twitter, Facebook, and Other Social Media Outreach**

**Facebook**
- One individual on the council should be responsible for putting out regular posts and updates on the Facebook page. **This could potentially be considered a mini-proposal** so that the individual can receive appropriate points for their work.
- The Chair is the co-owner of the DSAC Facebook page with the Undergraduate Dean, but may permit other members of the council to manage event pages through the website’s settings.
- Senior Spotlight – the individual should take a journalistic approach and identify successful/accomplished senior students within the College. They can then request an interview and put out a picture and general information on the Facebook page on a weekly or monthly basis.
- All events organized by councilmembers should be posted and advertised through Facebook (i.e. Alumni Panels, Brown Bag Lunches, Field Trips, Financial Literacy Events, etc.)

**Facebook Event Steps**
1. Create events on Facebook.
2. Date, time, location, and description of the event must be clear and concise; relevant pictures and updates must also be posted on a timely basis.
3. Send a link to all council members at least one week before the event is scheduled.
4. All council members must invite all of their friends who are in BSOS within 48 hours of being sent the link.

**Instagram: @BSOSUMD Page**
1. Council wide approval of post, if DSAC orientated/DSAC content
2. Contact Cierra O’Keefe with content, picture, and caption
3. Share post or Instagram story to personal accounts for promotion and advertisement, if comfortable