

2016 GOVWEEK IMPACT REPORT

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> Research and data compilation supplied by the Students' Union's Department of Research and Political Affairs and Office of Discover Governance

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CONTEXT

" GovWeek was intended to be the ultimate way for students to get their foot in the door of governance."

Marina Banister, Vice-President Academic of the University of Alberta Students' Union, campaigned on the idea of having workshops for populations who are typically underrepresented in student governance. These demographics include but are not limited to; international students, students in professional programs, women and gender minorities, mature students, and indigenous students. These workshops later translated into a panel series called the "Diversity in Governance Panel Series." During a meeting with Rebecca Taylor, Manager of Discover Governance, VP Banister had the idea to expand this original idea to capture more students. Based on the concept of "GovCamp" a weekend long

retreat for Students' Councillors aimed at giving them the necessary tools and knowledge to make meaningful impact in student governance, VP Banister decided to create an event called "GovWeek." The idea of GovWeek originated in May of 2016 and was executed between September 19-23, 2016. GovWeek had a total of 62 events and sessions, which can be found on the GovWeek schedule. They were organized by the Students' Union, Faculty Associations, student groups, Department Associations, students, University administrators, and the larger campus community.

MANDATE

The purpose of GovWeek was to:

- Inform students on how governance works and what opportunities are available
- Give stakeholders (i.e. organizations on campus) a platform to reach students
- Help inspire students to run in elections
- Get students excited about student governance

• Help create tradition and collaboration amongst different governance stakeholders

Often students say that governance can be hard to access and understand. GovWeek was intended to be the ultimate way for students to get their foot in the door of governance. Through a variety of Students' Council meetings, it became clear that we needed a way to capture the impact of GovWeek. As a result VP Banister created a series of surveys to collect feedback. These surveys included one distributed to GovWeek participants, one given to program organizers, a by-election candidate survey, and a general governance population survey. The survey findings are included in this report.

PROCESS

GovWeek worked on relatively quick timelines from idea inception to implementation in September. The timeline was roughly as follows:

- May 11, 2016 VP Banister had the idea for GovWeek.
- May 19 The Students' Union Executive approved the VPA to pursue the project.
- May 20 VP Banister had the initial marketing meeting for GovWeek.
- June 16 Applications to be part of GovWeek Advisory Group (GWAG) opened.
- June 16 GovWeek was officially announced to the public.
- June 23 Applications to be part of the GWAG closed.
- July 5 Applications to be a program organizer opened.
- August 5 Applications to be a program organizer closed.
- August 7 All applicants were contacted.
- August 15 All marketing materials were submitted.
- September 13 GovWeek marketing began, schedule went live.
- September 19 23 GovWeek took place.
- September 23 November 1 GovWeek survey results compiled.
- November 15, 2016 GovWeek Impact Report released to the public.

GOVWEEK ADVISORY GROUP

" The purpose of GWAG was to help inform decision making and shape GovWeek to be the best and most inclusive series of events and sessions possible."

During the first month of planning it became clear that GovWeek was striving to engage all aspects of the campus community. As such it was deemed important to have an advisory group which could help inform GovWeek decision making. The GovWeek Advisory Group (GWAG) was aimed at students who wanted to be more involved in the planning and execution of GovWeek. The GWAG met for 1-2 hours every two weeks starting in early July and conclude once GovWeek had taken place. The purpose of GWAG was to help inform decision making and shape GovWeek to be the best and most inclusive series of events and sessions possible. The GWAG was involved in programming, planning, logistics, marketing, and recruitment. This group had 10 members, including VP Banister, a representative from the Office of Discover Governance, the Chair of Council Administration Committee, 3 Faculty Association representatives, 3 student at large representatives, and 1 representative from Students' Council. GWAG members filled out an application to apply.

GWAG was an effective body that helped VP Banister with high-level strategic choices, reviewed application forms and marketing materials, and helped decide which applications to accept as well as which applications to accept as well as which applicatimes between July and September and on the last meeting the team proposed feedback on the process.

GWAG RECOMMENDATIONS

In this last meeting GWAG also went over GovWeek's successes and areas of potential growth. For successes, GWAG thought the buy-in from programming hosts was excellent, as our expectations for the amount of applicants was far surpassed. They also thought the branding of GovWeek was successful and recommended it be used in future years. GWAG thought that the alumni room was a good venue for the majority of the programming as it had high visibility. GWAG was satisfied with the quality of the programming content, specifically the keynote speakers, and agreed it was appropriate to have given them small gifts as a token of appreciation.

The suggestions GWAG had for the future included giving classroom talks to help marketing, have the days be themed around specific content and making handouts for those themes, having the online information more easily accessible through a designated website, having a street team that is tasked with talking to students about GovWeek in person, having a table during clubs fair, increasing the signage on the alumni room, reducing the catering during programming to only beverages and cookies, having more "swag" for GovWeek attendees, being more restrictive about who we accept as programming hosts, having less programming per day, being more explicit with the programming hosts as to their role in marketing their program, and printing the attendees surveys on better quality paper.

For the most part, GWAG members thought the group had appropriate membership. If GWAG were to be struck again in the future they recommend having a continuity ex-officio to maintain a smooth transition. If GovWeek were to happen again in the future they recommend starting to meet in May instead of July. Similarly, they suggested a future GWAG should have members that are not only advisors but also ambassadors where they are expected to attend and help bolster programming. Lastly, GWAG discussed if they thought GovWeek should happen again in the future and the committee unanimously agreed that it should.

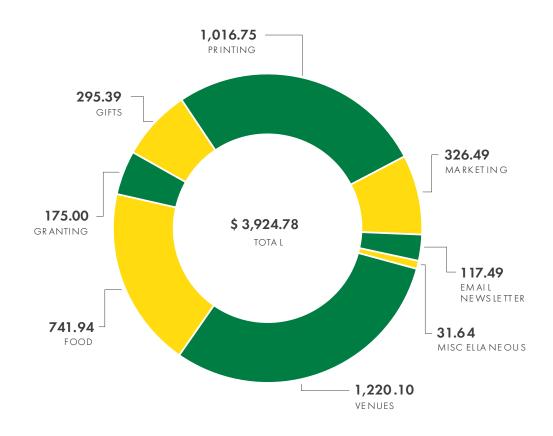
GWAG ANALYSIS

GWAG went over the extent to which we felt GovWeek accomplished its mission. The committee thought that for the goal to "inform students as to how governance works and what opportunities are available" GovWeek successfully educated people who came out, as the content was excellent. However, GovWeek did not reach as many people as hoped. GWAG discussed how it was hard to mobilize people, but that it could be reflective of a larger tone of apathy and due to the fact it was an inaugural event. The committee thought we accomplished the goal of giving stakeholders a platform to reach students, but there could be more clarity as to the responsibility of the program organizer compared to the Students' Union. GWAG felt we did help inspire students to run in elections, however there was room to see more candidates in the by-election. For the goal "get students excited about student governance" they thought GovWeek gave the concept of governance lots of exposure, however the attendance in the future could be better. Lastly on the goal of "help create tradition and collaboration amongst different governance stakeholders", this was only the first year so we haven't established tradition yet, and for collaboration we could have seen more multi-governance hosted events, However having all stakeholders on one calendar was visually strong.

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FINANCES

In an Executive Committee meeting held on September 1, 2016 the following motion for GovWeek expenditures was approved: "BANISTER/PACHES MOVED TO approve a project allocation not to exceed \$5000.00 for GovWeek as presented. 4/0/0 CAR-RIED". The GovWeek finances in actuality were as follows:



GovWeek expenditures totalled \$3,924.78 which is \$1075.22 under budget. This breakdown does not include other programming hosted by individual members of the Students' Union staff and units, including but not limited to Discover Governance, the Chief Returning Officer, and the Students' Union Executive.

MARKETING & COMMUNICATIONS

MATERIALS

VP Banister worked with the Students' Union Marketing and Communications Department to create the GovWeek brand and logo. The Marketing and Communications team developed a full suite of marketing materials including; FaceBook banners, a wall of gold schedule, speciality posters for the two keynote speakers, several digital posters advertising programming applications, several physical handouts with brief GovWeek information, printed GovWeek posters, drink/food specials slips, a website, a FaceBook event, a physical and digital schedule of programming, and SUTV ads. See attachments below for copies of the materials.

MARKETING

GovWeek was marketed using social media, including several Facebook and Twitter posts by the Students' Union main page, Students' Union executives, Discover Governance, and general students. There was also a Facebook event and attendees were encouraged to post about their GovWeek experiences using the hashtag #GovWeek. GovWeek was also advertised in several newsletters including the student digest, student group services newsletter, State of the Union, and a custom newsletter made up of all student representatives on campus. GovWeek was further marketed by distributing handouts at clubs fair and Week of Welcome, through the Students' Union Podcast, during reports at Students' Council, and from word of mouth. Every student was emailed at least once about GovWeek and students already involved in governance were emailed several more times. It was also explained that program hosts were expected to market their

own sessions. We supplied organizers with logos and banners for them to use in their advertising, as well as a google form where they could submit to be centrally advertised (Advertising Form) on the main GovWeek Facebook Page and Students' Union Twitter. GovWeek also has a dedicated tab on the Students' Union website, which was be accessed directly by www.govweek.ca which hosted information. During GovWeek, there was drink and food specials at Dewey's and Room At The Top to promote governance and GovWeek in the bars. During GovWeek hosts distributed schedules to attendees so they had a hard copy of the program of events. Overall the marketing of GovWeek was strong, and GWAG was pleased with the extent to which organizers self-promoted which largely included social media. In the future, marketing GovWeek should be less complicated as the necessary groundwork has already been established in this round.

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PROGRAMMING

APPLICATION PROCESS

GovWeek offered applications (Event Application ,Session Application) in both French and English. These applications were distributed on several newsletters and social media outlets. With a total of 70 applications GWAG was pleased with the amount of uptake the original application process drew. After GWAG reviewed the applications, 61 sessions were selected. During GovWeek, 2 sessions/events were cancelled totalling to 59 items of programming being executed. One of the tasks the original application process had to overcome was distinguishing to the public the difference between a session and an event. A session was something free of cost for participants, that was informational and directly related to the topic of governance. In total we had 34 sessions. Sessions were given more institutional support than events, such as higher access to room bookings, grants, and resources. An event was something that could be free or at a cost for participants. It was held by an organization that was involved in governance, such as a faculty or department association. These could be educational or social. We had 25 events.

Organizers of events were asked to identify what type of event it most closely aligned with. They were given the option of Faculty Restricted, Social Gathering, Open House or Information Session, General Meeting, or Other. Sessions were asked to select one of the following themes, Representation: Advocate for your peers, Citizenship: Contribute to your community, Engagement: Communicate relevancy, Team Development: Motivate and structure your organization, or Other. Programming hosts were presented with a Students' Union branded mug with a voucher for a free coffee at the Daily Grind, thanking them for their participation.

GRANTING

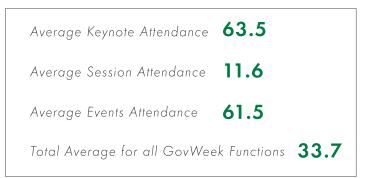
Granting was only offered to Sessions. This was because GWAG determined grants should be given out on the basis of need since sessions were often hosted by individual student as opposed to student groups that have access to established resources. GovWeek gave out a total of \$175.00 in granting. People could submit their grant application in the Session Application for GovWeek, there were 11 applications for grants, 5 grant requests were approved. The majority of the grants sought support for food for their programming.

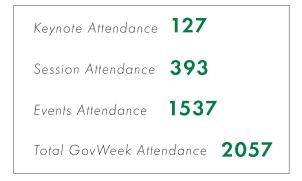
"A total of 2057 individuals participated in GovWeek."

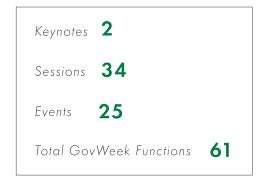
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ATTENDANCE

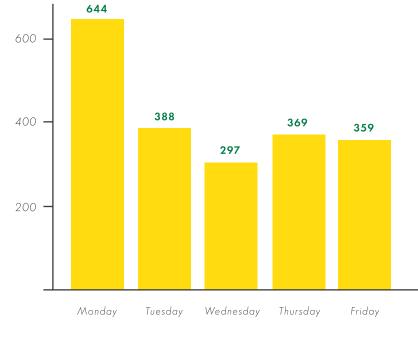
A total of 2057 individuals participated in GovWeek, with each planned occasion receiving an average of 33.7 participants. Arguably, attendance can be improved and did fall short of desired expectations. This can be addressed in the future by spending more time on promoting the individual programming as well as planning individual days around a single theme. Below shows the approximate attendance for all GovWeek programming.







ATTENDANCE BY DAY:



SURVEY RESULTS

Over the course of GovWeek, VP Banister with the help of Discover Governance, distributed a number of surveys to receive feedback on GovWeek. After GovWeek concluded, the Department of Research and Political Affairs compiled the feedback and supplied VP Banister with the findings. The following sections will go over survey results from the candidates who ran in the by-election, program organizer results, programming attendees surveys, as well as a general population survey.

CANDIDATE SURVEY

This year we had a total of 17 candidates run for 30 vacancies on Students' Council and General Faculty Council. The Office of Discover Governance reviewed the available historical data to see if any correlation may exist between holding an event like GovWeek and by-election participation. Although the Students' Union had a high number of candidates running, based on available data, there may have been an increase in the number of candidates compared to the number of available positions, although at this time we only have access to reliable data on by-election candidates for the last five years. However, there was no appreciable difference in voter turnout or in the percentage of vacant seats filled compared with historical data going back to 2008. Also note that the VP Banister did not have access to the amount of candidates running in Faculty Association by-elections, so was unable to track that data. VP Banister attended the meeting for by-election candidates and surveyed the candidates on whether GovWeek played a role in their decision to run. Following are the findings:

There were 14 responses in total of which 8 respondents attended GovWeek programming.

92% of respondents were aware that September 19-23 was GovWeek.

65% of respondents attended GovWeek programming. Of this for 75% GovWeek programming had a high influence on their decision to run in the by-election.

Additionally, comments shared by survey participants suggest that GovWeek had a positive impact on most candidate's decision to run in the by-election.

PROGRAM ORGANIZER SURVEY

Once GovWeek had concluded, the programming hosts were sent a survey to seek feedback on GovWeek. There were 22 respondents to this survey. Majority of organizers became aware of GovWeek through email newsletter, followed closely by word of mouth, social media, and through direct communication (email, word of mouth) from VP Banister.

In regards to the question asking how the applicant found the application process to be a GovWeek organizer, comments from respondents here were relatively positive, saying that it was "straightforward," "smooth," "easy," and "intuitive". There were few suggestions for improvements, such as making the application less time consuming and clarifying upfront separate application processes for sessions or events. Another was confused at options in the form that they said ultimately were not optional in the administration of the session or event. Out of the 22 responses, 15 had only positive comments, 3 offered neutral response,

"65% of respondents attended GovWeek programming. Of this for 75% GovWeek programming had a high influence on their decision to run in the by-election." and 4 had some negative comments and/or suggestions for improvement.

On communication between the SU and organizers, respondents were generally positive as well outside of a couple of suggestions and one specific communications discrepancy. Out of the 22 responses, 14 had positive comments, 3 offered neutral response, and 5 had some negative comments and/ or suggestions for improvement.

Four respondents left general compliments about the programming, encouraging that it should be held again. Ten respondents left some suggestions, five of which were general comments seeking more support for designing marketing materials, advertising and overall better attendance. Other suggestions included limiting overlapping events, more transparency on event funding and separating AGM's for organizations from GovWeek activities. When asked if the organizer would like to be part of GovWeek next year, 8 answered yes, 11 said maybe/unsure, and 3 said "no - other reasons".

GENERAL POPULATION SURVEY

After GovWeek concluded, a survey was shared on social media and sent to the governance newsletter mailing list, to collect feedback from the general public on the successes and challenges of GovWeek. Only 28 students participated in this survey, making it not statistically significant enough to draw conclusive inferences from. That being said, VP Banister still chose to include the feedback received.

Of the 28 respondents, 26 were aware of GovWeek and a total of 22 students had attended one or more GovWeek Events. Majority of the respondents (26 in total) identified diversity of topics covered during sessions/events and keynote speakers as source of success of GovWeek. Further, they also highlighted that the events/sessions were accessible to all students and raised awareness of availability of leadership opportunities for students on campus. They also indicated that GovWeek helped raise awareness about importance of governance on campus. However, on being asked what they thought was not successful about GovWeek, respondents cited poor attendance at some events, especially during initial days, despite the elaborate planning and organization. Additionally, respondents also cited that timing of events can be reviewed to improve attendance as well as limiting the number of events in a day. A minority of respondents (2 in total) indicated that they considered GovWeek a "waste of SU resources" and were critical of the entire effort. These comments are noteworthy since they underscore the lack of student engagement with governance as a driving factor in lack of success of GovWeek, although VP Banister viewed the efforts of GovWeek organizers as trying to address this lack of engagement by organizing various events/ sessions that could "demystify" governance for the student population.

On being asked whether Gov-Week should be held again in the future, 10 participants responded negatively. However, of these 10 respondents 4 were not aware and did not attend any GovWeek sessions. Among the remaining 6 respondents, only 2 students have expressed very negative reactions. Both these students raise the issue of expenses although one agrees that they are not against the idea per se, but how it was organized. Both these students seem to think GovWeek catered to a small group of already "converted" students. In fact, of the 6 students who were aware of GovWeek but argued against arranging it next year, 4 students indicated low turnout and poor awareness among general student body. This suggests that they were disappointed by low turnout and participation, rather than the fact that they are against GovWeek.

ATTENDEE SURVEY

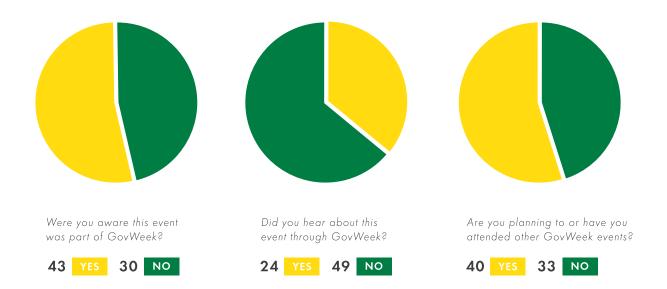
Surveys were distributed at sessions and events for students to provide feedback

on GovWeek and that specific program. The results are as listed below. Note that *percentage is based off of the number of surveys and the total attendance of all events, including large events that did not have surveys (i.e. Governance Clubs Fair, The Landing Open House & BBQ, Green & Gold Pep Rally).

"Majority of the 26 respondents identified diversity of topics covered and keynote speakers as source of success of GovWeek... and also indicated that GovWeek helped raise awareness about importance of governance on campus."

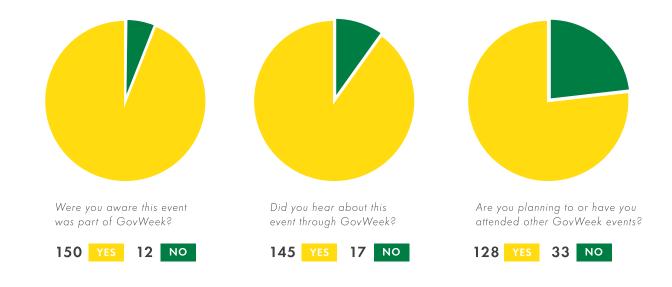
EVENTS:

TOTAL ATTENDANCE: 1537 TOTAL SURVEYED: 73 TOTAL % SURVEYED: *4.7%



SESSIONS:

TOTAL ATTENDANCE: **393** TOTAL SURVEYED: **165** TOTAL % SURVEYED: **41.98%**



CONCLUSION & NEXT STEPS

Overall, GovWeek was a success in its inaugural year. It is both the opinion of the Vice-President Academic, Discover Governance, the GovWeek Advisory Group, as well as clear from the surveys that there is a demand for GovWeek to happen again in the future. GovWeek's main struggles were in attendance and educating the population on what GovWeek was. The main successes were the high quality programming offered, as well as the high value taken away from people who did attend.

GovWeek had a positive reputational impact for the Students' Union with the University and the community. GovWeek has since been mentioned as an excellent undergraduate initiative by many administrators of University of Alberta. The week was also mentioned by the Council of Alberta University Students (CAUS) as a admirable initiative that has the potential to be implemented across other campuses in the future. The students' who did attend GovWeek programming found the content very helpful and a majority of students who ran in the Students' Union by-elections said GovWeek had an impact on their decision to run. Moving forward, it is the goal of VP Banister, Discover Governance, and GWAG, for GovWeek to become an annual event. Although it is ideal if the future VP Academic spearheads this initiative, Discover Governance is also willing to take it on, especially if the quantity of programming is reduced, which was a take-away from the inaugural year. Much of the groundwork in establishing GovWeek has been completed and can be reused in future years, such as the branding, application forms, etc. For GovWeek to have the full impact in making governance more accessible to students, having GovWeek become an annual event that takes place before every year's by-election, including repeating sessions held by the Chief Returning Officer on running in elections, would improve the culture of student governance in the longer term.

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LINKS

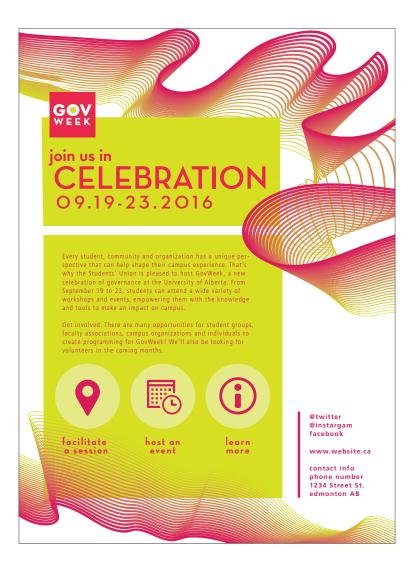
GovWeek Schedule <u>http://www.su.ualberta.ca/media/uploads/983/Gov-</u> Week Schedule 2016 09.pdf

GWAG Application Form https://goo.gl/forms/MOZ]jdFKIwvsDXtO2 GovWeek Organizer Survey https://goo.gl/forms/PcTwIDTTJZRMwYvz2 GovWeek General Population Survey https://goo.gl/forms/spMVgDxVZKdIkJoY2 Session Application Form (English) https://goo.gl/forms/TsZd4T8gpFNsHq852 Session Application Form (French) https://goo.gl/forms/wWhHDbd8PS3gq2IF3 Event Application Form (English) https://goo.gl/forms/rStmffn1gtcJYdQT2 Event Application Form (French) https://goo.gl/forms/ejPnPsmZ5Jg3OkYs1 Central Marketing Request Form https://goo.gl/forms/sNZPgiUVZudpezQd2

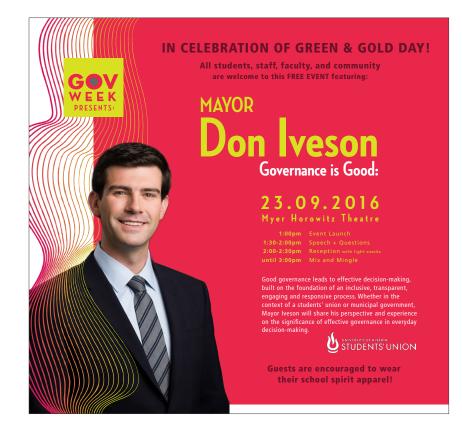
MARKETING AND MEDIA ATTACHMENTS





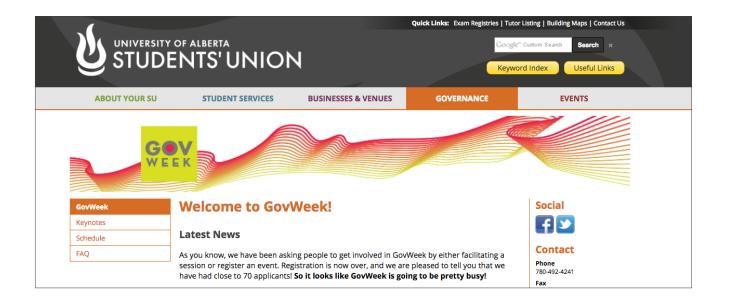


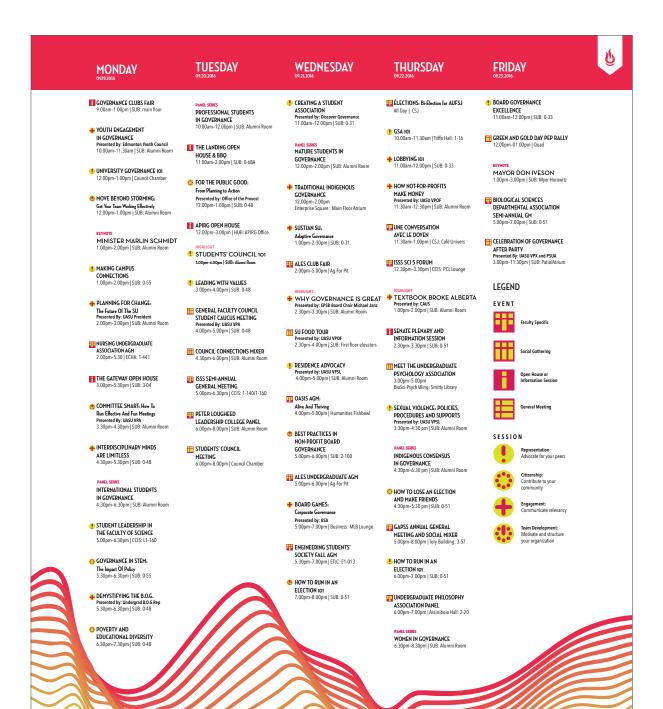












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