



COLLEGE OF BEHAVIORAL & SOCIAL SCIENCES

DSAC | **DEAN'S STUDENT
ADVISORY COUNCIL**

Officer Handbook

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

– Created Spring 2013 – – Updated Spring 2025 –

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People You Should Know

Dr. Susan Rivera, Dean

Contact Sarah Goff-Tlemsani, segofft@umd.edu, 301-405-1691

Dr. Dean Katherine Russell, Associate Dean for Undergraduate Education

Contact Giselle Denbow (bsos-ugdean@umd.edu, 301-405-1692)

Dr. Blessing Enekwe, DSAC Instructor/Program Director of the Office of Postdoctoral Affairs

Contact: blessing@umd.edu, 240-605-5953 (cell)

Abigail Messaris, Coordinator, Undergraduate Communications & Recruitment

Contact: amessari@umd.edu

Nancy O'Rourke, Assistant Director of Special Events

Contact: norourke@umd.edu, (301) 405-8746

Giselle Denbow, Coordinator of Undergraduate Education Administration

Contact: gdenbow@umd.edu

Laura Ours, Director of Communications and Marketing

Contact: lours@umd.edu, 301-405-5722

Tom Bacho, Associate Director, Marketing & Communications

Contact: tbacho@umd.edu, 301- 405-2171

- **Kenny Beaver** -, Associate Director of Alumni Relations in the Office of External Relations

Contact: beaver@umd.edu, 301-405-8607

Dr. Katherine Pedro Beardsley, Chair of the BSOS Board of Visitors

- **Reese Artero** -, President, Student Government Association (Undergraduate)

Contact: sgapresident@umd.edu

Guide For The Chair

Throughout the semester, the Chair will mainly be responsible for conducting the weekly officers and council meetings, as well as guide the entire council and its committees through their initiatives each semester. Below you can find several duties that are typically held by the Chair with tips and tricks on how to complete these tasks.

Main Responsibilities

1. Lead and organize weekly meetings
2. Guide the Council in its mission and objectives
3. Lead the DSAC retreat at the start of each semester
4. Organize fun and engaging team-building activities for the council
5. Handle disputes between council members and delegate activities between them
6. Lead both BSOS DSAC Selection Process & BSOS DSAC Election Process

Additional Responsibilities

1. Meet regularly with the Dean of the College and other individuals from the Dean's office
2. Liaise between the Council and Directors of Undergraduate Studies, Department Chairs and Directors, Office of External Relations, the Board of Visitors, Alumni Chapter Board, and/or Provost Advisory Council.
 - Contact for Board of Visitors: Kenny Beaver: beaver@umd.edu
 - Contact for Alumni Chapter Board: Jenny Kilberg: jkilberg@umd.edu
 - Contact for Provost Advisory Council: Lynn Mullineaux: lynnmull@umd.edu
3. Selecting a Representative to serve on Dean's Undergraduate Provost Advisory Board (if they choose to not serve as the BSOS Rep)
4. Managing the DSAC website (either alongside Student Services/Outreach or by themselves)

Lead Weekly Meetings

Officer's Meetings. Officer's meetings are typically held at 5:00 P.M for 30 minutes. each semester before the council meeting and serves as a time for the executive board to update each other of the progress of their initiatives. Each member will share what they and their committee members have done for each initiative in the previous week and what they plan to complete by the next officer's meeting. During the Officer's meeting, the Chair and the Vice-Chairs can ask for suggestions/recommendations from each other, instructor, or dean. 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.

Council 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—whether for presentation, discussion, or ideation sessions. If council members request to have an item on the agenda, they must have their topic and a general overview by the Tuesday morning 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.

Here is an example outline of an agenda:

- I. **Welcome**
- II. **Call to Order**
- III. **Guest Speaker (if they present that week)**
- IV. **Ice-Breaker**
- V. **Dean and Instructor Updates**
- VI. **Officer Reports**
 - A. **Chair**
 - B. **Vice Chair of Academics**
 - C. **Vice Chair of Student Services**
 - D. **Vice Chair of Programming**
 - E. **Vice Chair of Outreach**
- VII. **Ideation Session / Other Updates or Presentations (optional)**
- VIII. **Committee Breakout**
- IX. **Housekeeping**
- X. **Adjournment**

The Chair should keep the Agenda in the **Chair Duties** folder within the shared Google Drive, and share it with the instructor, Undergraduate Dean, and Vice Chairs. For this document, it's recommended to have all agendas in a single file and make them in reverse chronological order. It is recommended that you share the Agenda either the evening before the council meeting (Monday between 4-5) or on the morning of each council (Tuesday between 10-11) via email with the entire committee, the instructor, and Dean Russell. This way it gives everyone the time needed to add any updates they may have for later that evening. **Pro tip:** Schedule these emails ahead of time so you do not have to worry about them the day of!

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. This information may come during officer's meetings, at Undergraduate Provost Advisory Board meetings, or via email. The Chair may set aside time during the meeting to discuss this information either as a separate agenda item or during their Chair updates.

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/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, International Week, Provost Advisory Participation, BSOS-sponsored courses, holding council bonding events, creating a DSAC/Chair newsletter and blog, etc.

Keep Track of Officers. One of the Chairs primary duties is to help the officers with anything they may need for events. You should set the tone for the council and dedicate time to both

coming to DSAC and all hosted events. Oftentimes, others may not be willing to say they need help so, do not be afraid to ask if they need help! It can be very easy to tangle yourself in wanting to fix every issue for the committees, however, sometimes it is best to be a cheerleader, offer your help, and let the officers try to handle situations on their own. notice a blindspot or potential issue, note it and discuss what you observed with the officer/committee when you see fit! It is great to be proactive but, at the end of the day, you are one person. You cannot take on everyone's burdens; trust in your officers to do the best thing for the council and add your point of view when needed.

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 *dsacbsos* Gmail account to eliminate the hassle of adding emails one-by-one and ensure 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 that member's responsibility to request approval from the instructor. . Any attendance updates should then be shared with the Chair as soon as possible.

Team-Building/Council Bonding. 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 in team-bonding activities would be going to the UMD RecWell Center, bowling on campus, or going to a local restaurant. Campus resources to check out 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. The role of the Chair is mainly to just serve as a guide for all members of the council, it is important to emphasize to the others the role that you serve and remind both committee members and officers that you are there for them.

Start-of-Semester Retreats

At the beginning of their tenure, the Chair should work closely with the Academic Advisor and Dean Katherine Russell near the start of the fall semester to plan and coordinate the retreat a week before the fall semester starts. It is recommended that the Chair work closely with the Academic Advisor and Dean Russell to host a fall retreat the week before the fall semester starts. This is a good way to start the fall semester off running, allow students to really see what each committee may entail, allow members to get to know one another, and start the first official council meeting off running.

Before the Retreat. Deciding a retreat date and time will be discussed during the first meeting with the instructor and Undergraduate Dean. Typically, fall/spring retreats are hosted the weekend before the first day of classes. In some years, it has also been hosted on the first council meeting of the new semester. Additionally, deciding a location will also be discussed during this first meeting. In previous years, the retreats have been hosted at Dean Russell's residence and Tydings Hall (the Feller Center Conference Room/the Dean's Office Conference Room). Furthermore, should the Chair decide they would like to provide lunch/dinner to the council, they must determine whether they would like to get catering at least two weeks before the retreat date. Once a restaurant has been established, make sure to contact Giselle Denbow

to either create a group order link or place the order directly. It is also recommended that the Chair create a Slack for the entire council to use before the start of the fall semester so it is ready for the academic year to come. In said Slack, each committee should have its respective private channels as well as a channel for the officers and advisors in DSAC..

General Run of Show. Fall and spring retreats are typically run like regular council meetings, except heavily focused on team building and goal setting for the upcoming semester. Below is an example of a fall/spring retreat agenda:

- I. Welcome/Lunch
- II. Call to Order
- III. Icebreaker
- IV. Governing Documents Review
 - A. [Constitution](#)
 - B. [Bylaws](#)
- V. Goal Forming (Post-It Activity)
- VI. Committee Selection + Committee Breakouts
- VII. Announcements/Housekeeping
- VIII. Adjournment

The Chair should familiarize themselves with DSAC's governing documents, the Constitution and Bylaws, prior to the fall semester retreat as new council members may need to be briefed again on the various duties and responsibilities of each committee and what will be expected of them as a DSAC council member. Goal forming activities should be interactive activities that get council members thinking about possible initiatives for each committee in the upcoming semester. In 2025, the goal forming activity was a post-it activity, in which each member was given a couple post-it notes and a pen. Members were given two minutes to brainstorm possible ideas for each committee (extensions to the time were permitted if time allowed/the council requested more time). Once the time was completed, members were then prompted to post their initiative suggestions under the respective committee's poster board. Vice-Chairs of each committee member read out each suggestion and made note of which ones they too were interested in pursuing and those that they believed may be a bit difficult to implement.

Future Chairs do not need to use this activity exactly; feel free to choose another activity if you find one that might be more engaging, fun, etc. The main point is to make sure ideas are being brainstormed so each committee has a good starting point for possible initiatives! Something else to consider including, moreso for the spring retreat, could be team building activities. Other fun team building activities (not related to goal setting) to include during fall/spring retreat may include head, shoulders, knees, cup, blind drawing, paper tower building challenge, etc.

Committee selection is usually done using a Google Form, where council members will indicate their first, second and third committee choice. Once all responses have been collected, the Chair will then discuss with the instructor and/or Undergraduate Dean on council member placements. Committee assignments will be announced once those decisions have been made. If a council member has a particular issue with the committee they were placed in, they may approach the Chair and the instructor/Undergraduate Dean to discuss concerns.

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.

Meeting with the Dean. While this is not required by any means and has not been done by the most recent Chair ('24-25), previous Chairs have suggested that the Chair may find it helpful to reach out to the Dean's assistant to schedule a recurring meeting with the Dean of the college. During this time, the Chair and the Dean can go over the semester's goals and an overarching theme for the Council. 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. 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.

Undergraduate Provost Advisory Board. The Chair is welcome to serve as the BSOS representative for the Provost Undergraduate Advisory Board if they wish. The Board meets two to three times per semester with the Provost of the University. Said representative should be decided by the first week of the fall semester. If the Chair decides to be the BSOS representative, it is expected that they are present for all semester meetings. Should they be unable to attend, they should request another council member, preferably a Vice-Chair, to sit in their place.

Management Duties

Google Drive. The Chair has full responsibility for the larger organization of the DSAC-shared Google Drive. It is important that folders for the semester are updated and information that should and should not be accessed by the larger council is allocated correctly. It is recommended for incoming Chairs to move the previous DSAC's folder into the DSAC Archive folder and create a new folder for the current council before the fall retreat. Furthermore, it is highly recommended that come to the end of each full year that the Chair will update the shared settings to reflect current members within the organization. This consists of removing graduated/non-returning members of DSAC and adding incoming members of DSAC. All council members should be given 'Contributor' access, which allows members to create and move files on their own but not delete files.

Social Media/Website. The Chair is the co-owner of the Council's Facebook and Instagram pages. It is their responsibility to manage DSAC marketing with the council's instructor and the Outreach Committee. Lastly, the Chair needs to collect short bios from each of the members to update on the DSAC website. It is important to work closely with who is running the DSAC website so that new bios are shared in a timely manner at the start of the semester. **NOTE:** No one person is currently formally assigned the role to manage the website. Future Chairs could

decide to formally assign a role, offer the role to other council members, or take on the role themselves. However, collecting bios is still a task to be handled by the Chair.

Terplink. Prior to the end of the school year, the chair must request their council members to join the BSOS Dean's Student Advisory Council Page on or sync to get the organization registered. Terplink typically has an early June deadline for the following fall's roster. 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.

NOTICE: This process can take up to multiple weeks and requires various moving parts so give yourself time! Oftentimes, Terplink will find things wrong with the application and it's on you to ensure that you don't miss the deadline to register as an organization. The process of getting approval will also require a treasurer to complete a quiz and get a 100% on it, as well as the advisor, signs an updated agreement. The Chair is responsible for facilitating and ensuring both the DSAC Treasurer (Programming Vice-Chair) and Advisor (Dr. Enekwe) know what their required responsibilities are in relation to the DSAC reapproval process.

BSOS Selections & Elections

The chair is responsible for setting up the interview process and spreadsheet for initial selections, updating the BSOS DSAC application, and leading the selection process. It is important to refer to the Selections Handbook in terms of the actual process on the day of. The chair will reach out to accepted and rejected applicants in a timely manner as well as keep the Academic Advisor, Dean Russell, & Vice-Chairs in the loop of pertinent updates.

Elections Guidelines

- Must be a current or newly elected member of DSAC to run.
- Must provide a short, 1-2 minute speech
- Must win a majority vote of DSAC members who will be on the council when the elected official's term will start.

Please feel free to contact the previous Chair, Cydney Simmons, with any questions at cydney.simmons03@gmail.com.

Guide For The Vice Chair of Outreach

Responsibilities

1. Chairperson of the Outreach Committee
2. Responsible for overseeing and managing DSAC social media presence and creating outreach events to constituencies.
3. Oversees all proposals falling within the realm of outreach and engagement.
4. Oversees and collaborates with the Chair for recruitment.
5. Is to main contact with BSOS engagement and recruitment team, including Abigail Messaris and Laura Ours

Election

1. To be eligible to run:
 - a. Must be current or newly selected member of the Council to run.
 - b. Provide a speech, no more than two minutes, to the Council
2. Must win majority vote of DSAC members who will be on the council when the elected official's term will start.

Note

The Outreach Committee was created by the 2021 - 2022 DSAC after a Bylaws update. The committee's goals are to address engagement with BSOS constituencies and promote DSAC events, among other responsibilities pertaining to student outreach. William Gouker served as the initial Outreach Committee Chairperson, feel free to contact at wgouker@umd.edu or will.gouker@gmail.com. UMD provides Adobe access for all students for free. While Canva's premium features are also now free for UMD students, Adobe Express holds most of our branding and works just as well, therefore, Abode Express is typically the default for creating promotional materials.

General Recommendations:

1. Managing Social Media Platforms:

- a. Linktree
 - i. This is a centralized location for all RSVP forms, BSOS resources, and other events and information relevant to the BSOS student body.
 - ii. The Linktree is updated on a weekly basis and can be found in the BSOSDSAC instagram bio.
- b. Posting flyers:
 - i. Generally vice-chairs will inform students to create their own fliers and instagram captions at the beginning of the year. The vice-chair will be responsible for posting these advertisements in a timely manner.
 1. *Note: It is recommended to communicate expectations with all councilmembers, i.e. please give me a [insert time] notice prior to posting.*
- c. Reminders



- i. Post reminders on the instagram story a few days prior to the event and on the day of. This practice is helpful to increase attendance and overall visibility.

Events and Potential Ideas

The DSAC Branding Guide, logos, and fonts are available in the DSAC Central Drive.

- d. **Coffee and Muffins (or Donuts):** When appropriate and there is available money in the budget, the Outreach Committee and chair will jointly host a small-scale donut and coffee events for students:
 - e. Time: This event can be held at any time of the year in the first floor foyer of Tydings
 - i. If held at the beginning of the year/semester: Could attract new followers to the DSAC instagram and could be useful in advertising upcoming DSAC events.
 - ii. If held in the Spring: The event should be held prior to the closing of DSAC applications (March 31st) for outreach efforts. In 2024-2025, the outreach committee hosted this event in two parts: once prior to spring break (March 12th) and once following spring break (March 26th).
 - iii. If held at the end of the semester/year: Could be used for students to “destress” from finals.
 - f. Location: If event is held somewhere other than the BSOS Alumni Room arrange to have table(s) and tablecloths delivered
 - g. Coordinating resources:
 - i. Inform Giselle that we need to order 10-12 bottles of starbucks brand iced coffee along with 4-6 creamer options and have delivered to the Dean's Office
 - 1. Premium coffee beverage flavors ordered in the past were sweet light, blonde roast, dark roast, and unsweetened.
 - 2. Creamer ordered in the past included vanilla, caramel, white mocha, along with one non-dairy creamer option
 - a. Since the coffee is stored in the fridge before the event, bags of ice are optional.
 - ii. Order 100 mini muffins
 - 1. We usually order blueberry, chocolate chip, or cinnamon buns.
 - 2. The donuts will be kept in Giselle's office until the event.
 - iii. Check to make sure that Giselle has disposable hot cups, napkins, and stirrers prior to placing an order. If supply is low, place an order from Peapod along with the coffee.

2. Tuesday Takeovers

- a. Takeovers occur on Instagram and are a way for DSAC members to introduce themselves to their constituencies and talk about their lives as student leaders.
 - i. The Committee should create a schedule at the beginning of the semester and ask Councilmembers to sign up for a date that works best with their schedule.
 - ii. The committee will post an introductory message on the main feed of the Instagram and give the username and password to the council member taking over that day.
 - iii. It is good practice to tag the BSOS Instagram account (@bsosumd) to

increase engagement opportunities.

3. Recruitment (Spring Semester)

- a.** The Outreach Committee is responsible for working with the Chair to publish resources to advertise the application period.
 - i.** Online: Film a simple, 60-second video to be shown in classrooms and on social media.
 - ii.** In-person: Provide councilmembers with a script and talking points to advertise DSAC applications in front of their classes.
 - iii.** Hold Information sessions for interested applicants to go over councilmember responsibilities and hold a Q&A session.

4. Faculty Spotlights

- a.** This initiative is intended to bridge the gap between BSOS faculty/administration and students through video interviews. These faculty spotlights will be posted to the Instagram account via Reels.

Please feel free to contact the previous Vice Chair of Outreach, Morgan O'Connell , with any questions at morgaan.oconnell@gmail.com or reach out via phone at (301) 466 - 3865 .

Fall 2025

Guide For The Vice Chair of Programming

It is recommended to talk to the Assistant Director of Special Events for BSOS. When the position is filled, this person will be your main contact for planning the Required Events, so please try to contact them during the summer or early fall semester!

Note: The BSOS Event Coordinator is a good point of reference for planning events, choosing menus, and sending information out to students or faculty. The current Event Coordinator is Jasmine Piggie her email is jpiggie@umd.edu. Contact her at least a three weeks in advance for event set-up, and at least six weeks in advance for event planning

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, such as the Student Faculty Social.
2. Lead the Programming Committee in implementing events.
 - These events include the regular events, such as the Student Faculty Social. The Programming Committee may work with Academics or Student Services on joint events.
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.
 - Celebrate BSOS students.
5. Work with BSOS Staff and other faculty on their events where Programming Committee help would be appropriated.
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 a current or newly selected member of DSAC to run.
- Must provide a short speech to the council.
- Must win a majority of votes by the DSAC members who will be on the council when elected.

Regular (Required) Events

1. Student Faculty Social (Spring Semester)
 - *Please check [this planning document](#) for more information!*
 - Prior Fall Semester:
 - Choose and confirm the date with Dean Rivera. The Dinner should be held during the time of a regular DSAC meeting sometime during the Spring semester but provide 3 tentative dates for the Dean before choosing.
 - Book a space – historically has been at the Riggs Alumni Center, but was hosted in the Stamp Colony Ballroom in Spring Of 2024.



- Choose the caterer and menu, usually Good Tidings Catering.
- Spring Semester Of:
 - Propose details of the Social to the entire DSAC Council (including budget with catering and proposed menu with breakdown of selection choices)
 - Email or hand-write formal invitations for BSOS faculty and staff
 - Must be approved ahead of time
 - Have DSAC members personally invite their favorite BSOS 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, DSAC Instagram, etc.)
 - Invite Dean Rivera 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 Rivera)
 - 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, bingo, etc. for cocktail half hour
 - Order and print name tags (order extra for people who did not RSVP!)
 - University Printing Services (make sure to include the 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 (usually assist in checking people in to the event)
 - Send out post-dinner survey to students and faculty who attended
 - Shared as a google form.
 - Thank students and faculty for attending.
 - Share the BSOS DSAC application in this email if possible.
- 2. Maryland Day (Spring Semester)
 - Programming Committee is responsible for Maryland Day as well
 - 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 canceled due to COVID19 pandemic
- 2021: Maryland Day virtually with no BSOS DSAC specific event
- 2022: Maryland Trivia and Cornhole
- 2024: Pie a DSAC, Trivia, Jellybean guessing contest
- § Prior Fall Semester:
 - Choose an event(s) and communicate plans for Maryland Day with the Events Coordinator
- § Spring Semester:
 - Attend campus-wide Maryland Day trainings
 - Communicate with Deans' staff to pick up shirts for DSAC members
 - Get every DSAC members' shirt size.
 - Draft a timeline with deadlines to have tasks completed for Maryland Day events.
 - 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, Abigail Messaris : amessari@umd.edu
 - Assistant Director of Communications and Recruitment, Rachael Grahame : rkg@umd.edu
 - Coordinator for Special Events, [position open]
 - 2025: Maryland Trivia, Cornhole, Jellybean guessing contest,
 1. Choose games, activities, and other things to attract people to the table
 2. Attend training for Maryland Day
 3. Communicate with Deans' staff and class instructor to get shirts for DSAC members
 4. Collect sizes from the council for shirts
 5. Draft up a run of the show with times for each game or event
 6. Everyone on the council is required to attend at least one shift
 - a. Shifts include set-up, tabling, and clean-up
 - b. Create a Google Sheet for tabling (can copy the past google sheet)

- c. Include information about the set up and take down, make sure everyone knows they must sign-up for at least one hour
- 7. Make sure you discuss DSAC and the College of BSOS with families, students, and future students
- 8. Reach out to Giselle about items to order
 - a. Reach out to Giselle Denbow (gdenbow@umd.edu) the Coordinator of Undergraduate Education
 - i. Giselle typically handles all things budgeting, ordering, set up for events
 - ii. When reaching out to Giselle have a list of all of the items you want, links to the item, and quantities
 - 1. Stick to amazon or giant for shopping
 - 2. In the email put the quantity needed by the link
 - 3. Keep track of the costs of these items
 - 4. When ordering for Maryland Day keep track of shipping dates!

Special Events (Occur Irregularly; not an exhaustive list)

1. Coffee and Muffins Events
 - 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
 - Could be held before DSAC applications are due in the spring semester for outreach efforts
 - If event is held somewhere other than the BSOS Alumni Room arrange to have table(s) delivered
 - Coordinate with Giselle to order 10-12 bottles of starbucks brand iced coffee along with 4-6 creamer options and have delivered to the Dean's Office
 - Premium coffee beverage flavors ordered in the past were sweet light, blonde roast, dark roast, and unsweetened.
 - Creamer ordered in the past included vanilla, caramel, white mocha, along with one non-dairy creamer option
 - Since the coffee is stored in the fridge before the event, bags of ice are optional.
 - Order 100 mini muffins
 - We usually order blueberry, chocolate chip, or cinnamon buns.
 - The donuts will be kept in Giselle's office until the event.
 - Check to make sure that Giselle has disposable hot cups, napkins, and stirrers prior to placing an order. If supply is low, place an order from Peapod along with the coffee.
2. DSAC Cookies & Cupcakes/Candy Grams/Coffee & Donuts/Muffins
 - Cookies & Cupcakes, Candy Grams, and Coffee & Donuts are all variations of the same type of event. This event is a tabling style event that occurs in Tydings (typically but can occur at another location) geared towards celebrating the semester, holidays, other events, and general DSAC outreach about initiatives and applications
 - Decide on a location for the event

1. Tydings Ground Floor or Floor 1 are typically utilized, but depending on the target audience other DSAC buildings could be used
 - Decide which variation of the event you're doing
 1. Candy Grams for Valentines, Coffee & Donuts/Muffins for normal school, Cookies & Cupcakes to celebrate the end of the year
 2. The variation should match the theme and be interesting to get students to come
 - Reach out to Giselle Denbow (gdenbow@umd.edu) the Coordinator of Undergraduate Education
 1. Giselle typically handles all things budgeting, ordering, set up for events
 2. When reaching out to Giselle have a list of all of the items you want, links to the item, and quantities
 - a. Stick to amazon or giant for shopping
 - b. In the email put the quantity needed by the link
 - c. Keep track of the costs of these items
 3. Let Giselle know of other materials
 - a. Table cloth
 - b. DSAC signage
 - c. Plates, cups, forks, spoons, napkins, etc
 - Create a sign-up table sheet
 1. If your committee is unavailable to table the entire time, or if you'd like it to be a council-wide event create a sign-up sheet through google sheets
 - a. Headers should be
 - i. Time
 - ii. Name
 - iii. Contact Information (in case you need to contact people)
 - b. Include set-up and take down location information on this
 - i. Typically the Dean's Suite or Events office a few doors down
 - ii. Add the sign-up sheet to the agenda for council meetings so everyone can access it and include information about the set up and take down
 1. Typically Giselle will let you know where the items are, and the code to the kitchen room if needed
 2. Include this in the information you provide to whoever is setting up or taking down
3. Senior-Send Off
 - This event has been held in the Fall and Spring for both December and May Graduates. The May event is typically much larger than the December event so pay attention to RSVPs when planning the menu (look at past invoices)
 - Reach out to Ledo Pizza or wherever the event will be held to solidify a date
 1. Will need to have Ledos send invoices before the event can be paid for (look at past invoices)

- Once the room is booked create a Google form and send out emails about the event
 - For the May event reach out to the BSOS Ambassadors to ensure people are working the sign-in table because some DSAC members will be unavailable
 1. Graduating council members do not need to work this event
 2. When making the google sheet
 - a. Headers should be
 - i. Time
 - ii. Name
 - iii. Contact Information (in case you need to contact people)
 - b. Add as much information about the event as you can!
 - c. Reach out to the ambassadors at least two weeks prior to the event and assign a point of contact on the committee to keep track of ambassadors
 - Reach out to students and send the Google form link
 1. Post it on the Instagram, blogs, etc
 - Meet with the BSOS Event Coordinator to get a list of necessities for the event
 1. Drink tickets
 - a. Everyone at the event should get one free drink ticket
 - i. The bartender will check the IDs
 2. Have a raffle of prizes for seniors at the event to win
 - i. Usually BSOS branded items (mugs, pens, shirts, etc.)
 3. Adhesive name tags
 4. Memory Board where seniors can write down memories over the past four years of college
 5. Table Decorations
 - a. Tablecloth
 - b. BSOS Branded items
 - c. Stickers for Graduates
 6. Have BSOS Ambassadors arrive 15-20 minutes before the event to get the rundown on the event
 7. Council members should arrive at least 30 minutes before the event to help set up
4. DSAC Alumni Social
- The DSAC Alumni Social is an event to allow current DSAC members and past DSAC members to communicate with each other and discuss their experiences and futures on and after the council
 - Book a room or place for this event
 1. Ledo Pizza in College Park is a good location for this event
 2. Reach out to the manager by phone number or email (this year we had a DSAC member who was also a Ledo employee)
 - Decide on a theme
 1. Since it's so close to winter break we decided on a holiday theme
 - Reach out the past DSAC members and inform the current council about the event
 1. Dean Russell has a list of all DSAC members so she can handle this part
 2. Create an RSVP form and a flyer to send out

- Create a run of show with icebreakers, breakouts, etc
 - Meet with the BSOS event coordinator to get materials for the event
 1. Table set up and name tags
 - Send a follow-up email to the RSVPs to ensure they will be attending the event
5. Election Night Celebration
- This event will take place every 4 years during the Presidential Election (November)
 - Prior Spring Semester:
 - 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
 - Fall Semester of Election Year:
 - 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 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 to additional partnerships in the future.

Thank you again!

- Review survey feedback and make sure it's accessible for DSAC in 4 years!

3. 100 Days til Graduation with Senior Send-Off

- This event will consist of tabling events on 100 days, 75 days, 50 days, and 25 days before graduation each year, culminating in a senior celebration at a local restaurant or other venue.
- For ideas: check [this planning document!](#)
 - Fall Semester Prior:
 - Confirm date and time with Dean Russell
 - Book venue, such as Riggs Alumni Center (2018), Stamp, or The Hotel.
 - Choose refreshments caterer, usually Good Tidings, or look into an actual chain caterer.
 - Create list of decorations and supplies
 - Spring Semester:
 - 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)

4. Undergraduate TerpZone Mixer

- This event will take place during late October or early November before Thanksgiving Break during the fall semester, and/or will take place early-to-mid spring semester before Spring Break.
- Current Semester:
 - Reserve TerpZone bowling lanes during a Tuesday evening (all of DSAC attends)
 - 1-2 weeks out: Order catering for an anticipated crowd of 40+ people (in the past Chick-Fil-A has been the go-to in order to attract attendees)
 - 4-6 weeks out: Email faculty about promoting event or allowing you to promote event briefly at the start of their classes. The following email template can be used if desired:

“Dear Dr./Professor X,

I hope you are doing well!

My name is _____, and I am a representative of the BSOS Dean’s Student Advisory Council (DSAC). I am reaching out to share an incredible opportunity for BSOS students with you. DSAC has planned an upper/underclassmen mixer in Terpzone in Stamp on Tuesday, Nov. 8th, 6-8pm. The goal of the event is to connect underclassmen and upperclassmen BSOS students to form valuable mentor-mentee-like relationships and learn from one another.

We would greatly appreciate it if you could share this opportunity with your students in your 100/200 level classes, either in class, an elms announcement, through TAs, or any way you see fit. Alternatively, if it is easier for you, I can also announce it quickly at the start of your lecture next week (with your permission of course).

Here is the link to the rsvp form, which is required to attend the event: ter.ps/bsosterpzone, and I have also attached the flier for the event to this email to share as well.

Thank you for your consideration of this event and I hope to hear from you soon!

Best,
_____”

§ Create an RSVP form for students to fill out, with questions that ask for

academic-related information but also hobbies, career goals, and other questions that will help you get to know them as a person
 § As students sign up, assign them into groups based on similar interests, whether that be academic, career, or just general hobbies/shared experiences
 § Day of event: make sure catering is delivered to the correct spot in TerpZone, bring an attendance sheet to take attendance when attendees arrive at the event, bring blank name tags and markers, and finally: have fun bowling!

Customized Events

These events occur when there is a lot of planning time left or the Programming Committee wants to hold an event beyond the Regular and Special Events. For example, the Programming Committee completed these events during the COVID-19 virtual era (this list is not exhaustive).

2020-2021 Academic Year Events (All Virtual)

1. Virtual Student-to-Student Series (Fall/Spring)
 - Six virtual panels between the Undergraduate Director of each Department in BSOS, panelists, and the moderator.
 - Held on Zoom.
 - For reference, visit ter.ps/BSOSPanels.
 - Semester Prior:
 - § Confirm date and time with Dr. Russell.
 - § Finalize schedule for different Departments in BSOS.
 - § Communicate to DSAC members that this event is happening.
 - § Discuss the event with Michelle Slone.
 - Semester Of:
 - § Create a schedule for when panelists should be confirmed, emails should be sent, and other responsibilities fulfilled.
 - § Assign programming committee roles.
 - § Responsibilities Tracker
 - § Technician
 - § Ad Designer
 - § PowerPoint Designer
 - § Feedback Tracker and Survey Creator
 - § Monitor panelists that are confirmed as well as graphics created.
 - § MARKET the series on all social media and listservs.
 - § Choose a moderator for the event (this is usually the Vice Chair).
 - § Record all panels. If in person, then look into recording.
2. terptALK (Social Media Initiative)
 - Weekly social media posts that feature virtual study tips and Programming Committee members
 - Posted on Facebook, Instagram, Twitter, BSOS Undergraduate Blog
 - For reference, please see BSOS Socials
 - Semester Of:
 - § Create a schedule for each week's post

- § Assign programming committee roles:
 - § Completion Tracker
 - § Graphic Designer
 - § Content Creator
- § Monitor feedback, activity, and likes on social

3. Minors Exposure Project
 - Create exposure and advertising for minors in BSOS College
 - Minors include:
 - Black Women Studies
 - GIS
 - HESP
 - IDCM
 - Neuroscience
 - Survey Methodology
 - Terrorism Studies
 - African American Studies Certificate
 - Anti-Black Racism
 - Eventually distribute to students and faculty in UMD
 - Create infographic on Canva
 - Semester Of:
 - § Contact faculty for the minor(s)
 - § Coordinate which minor(s) want more exposure
 - § Assign programming committee roles

2021-2022 Academic Year Events (Some COVID-19 Restrictions still in place)

1. Student-Faculty Mixer
 - Held in place of Student-Faculty Dinner due to COVID
 - Hour and a half event hosted in the Grand Ballroom Lounge in Stamp Student Union
 - Set up 20 minutes early, have every member of committee helping out
 - Two tables per major, one professor at each table
 - § 5-8 students at each table with professor at one time
 - Two forty minute sessions
 - § 2 groups of students, one comes at the beginning of the event and one comes 40 minutes in for second session
 - § Students get put at one table for 20 minutes, then switch to the other professor in their major for the second 20 minutes
 - § One member of programming committee moderates room/checks time
 - § One member checks people in
 - § Few members scattered around tables with less people to be conversation starters
 - Provide conversation starter/sample question sheets on each table
 - We recommend hosting it for longer, as people's conversations began getting cut off due to timing issues

- 2 professors from each “big 4” major department (CCJS, GVPT, PSYC, ECON)
 - Example of Invitation for Professors:

Dear X,

I hope you are doing well! I'm X and I'm on the BSOS Dean's Student Advisory Council, reaching out to you about attending a networking event geared towards fostering student/faculty relationships. The Dean's Student Advisory Council has been working hard to plan our Student-Faculty Mixer. The goal of this event is to foster connections between students and professors, allowing students to ask any questions about the program, graduate school, research, or career path options.

If you would be interested in attending and have the time available, we would love your participation in helping students progress in their career. The event will take place in the Grand Ballroom Lounge (1209) in the Stamp Student Union on X from X-X time. Due to COVID precautions, we will be able to host two professors from each department, with 4-5 students per professor at a time.

Starting at time 1, there will be 20 minutes for each professor to talk with their first group, then switch to the other group of 5 students for another 20 minutes. After those students leave, we will have a brief intermission so professors can go to the bathroom and we can sanitize the room. At time 2, the second group of students will come in and there will be two more 20 minute sessions. During this time students will be able to ask questions about career advice, classes, research, or anything regarding their respective department. If you are still interested in participating in this event, please let us know as soon as possible. We would love to have you, and anticipate a lot of students having a high interest!

Thank you!

- Invite BSOS students through BSOS ListServ, DSAC Instagram, etc.
 - Sign up for event via google form to collect name, email, major, year in school
- Confirm attendance with students via email before event
- Give handwritten Thank You cards to Professors at the end of event
- Create feedback form (can be through Google Forms) to send to students after event
- Follow up with students via email to thank them for attending and get event feedback
 - Example of email that can be sent to students:

Hi everyone,

Happy Wednesday, I hope everyone is having a great week so far! I'm X, the Vice-Chair of Programming for DSAC. I want to first thank you all so much for coming out to the Student Faculty Mixer last X (day of week). I hope everyone enjoyed themselves and found the event helpful! This is our first time putting on an event like this, so now is a more important time than ever to get feedback! We would love to hear from you regarding how the event went. If you'd like, you can fill out our feedback form (with link). We would love to see you at future DSAC events, so follow us on Instagram to stay updated (with link).

Best regards!

2. Small Major Assistance

Note that this can be tailored to each small major and may vary based on the needs of the academic year.

- AASD: Informational Pamphlet
 - Communication with:
 - § Lecturer and Undergraduate Director: Ashley Newby, anewby1@umd.edu
 - Attempt to highlight the opportunities available in the African American Studies department
 - The pamphlet included components such as:
 - § Faculty position descriptions
 - § Information on major requirements
 - § Student testimonials
 - § Frequently Asked Questions section
- SOCY: Feller Center Partnership Event
 - Goal was to inform sociology majors of the resources at the Feller Center
 - Communication with:
 - § Feller Center Career Planning Graduate Assistant: Kristin Meyerling, meyerling@umd.edu
 - § Sociology Lecturer and Academic Advisor: Dr. Amy McLaughlin, amclaug1@umd.edu
 - Instructional presentation by Kristin in a SOCY200 lecture, open to all sociology majors to attend
 - § Information about Feller Center
 - § LinkedIn workshop

It is recommended that the Vice Chair of Programming prioritizes the Student Faculty Social and Maryland Day. The Programming Committee can decide internally if they have the capacity to put on these events as well as others. The 2023-2024 committee had great success with the more casual format of the Student Faculty Social. Our committee also put on Finals Wellness Week, providing snacks to BSOS students in Tydings during finals, and a Senior Sendoff at Ledo's.

Please feel free to contact the previous Vice Chair of Outreach, (name), with any questions at (personal email).

Guide For The Vice Chair of Academics

Responsibilities

1. Chairperson of the Academics Committee
2. Oversees all proposals falling within the realm of academics
3. Established and/or attempts to establish new proposals to promote student-faculty involvement and changes to current academic policy

Election

1. Must be current or newly selected member of DSAC to run
2. Must provide short speech to council lasting no more than two minutes
3. Must win majority vote of DSAC members who will be on the council when the elected official's term will start

Events

Faculty-Led Field Trips

- Find faculty member within BSOS willing to lead a field trip with students

Dear Professor X,

I am the Y representative on the 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/14oUXDtQXsWnRDsnulpMOJIHUwrSvhhKhadaQmNCn-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
3. 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
4. Create a Google Form
 - For reference: <http://tinyurl.com/sample-dsac-rsvp>
5. Share the response form with the Graduate Assistant
6. Create a Facebook event and link to the Google Form
7. 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 O'Keefe to post the event on the BSOS blog cokeefe@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
8. Select students through lottery if too many RSVP
9. Send selected students the confirmation email (copy below)
10. 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.
11. 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

12. Create an event evaluation form

13. During the lunch:

- Take pictures!
- Distribute the event evaluation form
 - i. For reference:

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 2nd 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 20th and will facilitate casual conversation over complimentary lunch.

*ECON—Professor X
Monday, December 2nd
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 2nd 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 2nd. 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:

Lunch with Professor X Feedback

Thank you for attending our Lunch with Professor X last week. In order to improve future events, we would appreciate any feedback you could provide.

Did you enjoy the lunch with Professor X?

- ☐ Yes
☐ No
☐ Unsure

What information shared during the discussion did you find most helpful?

- ☐ Professor X's professional experience
☐ Internships in Professor X's field
☐ Research opportunities in X's field
☐ Question and Answer Section
☐ Other:

Do you think this event provided you with an opportunity to connect with a BSOS faculty member?

- ☐ Yes
☐ No
☐ Unsure

Have you heard of BSOS Dean's Student Advisory Council (DSAC) prior to this event?

- ☐ Yes
☐ No
☐ Unsure

What aspects, if any, would you change for future Brown Bags?

Are there any other concerns or comments you would like to share?

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!



Mentoring Program Events

1. Send out a When2Meet (<https://www.when2meet.com/>) at least one month ahead of the event in order to determine availability of program participants. Typically, it takes at least one reminder email in order to have all participants fill out availability.
2. Once a time and date are chosen based upon availability, email an advisor within the mentoring program department to see if there is a room that could be used or reserve a room by asking a staff member (DSAC instructor) to email schedule@umd.edu with appropriate details (date/time, building, amount of seats, equipment needed, etc.).
3. If food is desired for the event (e.g. pizza), ask the DSAC chair to be added to the DSAC meeting itinerary at least a week before the event. Present reasons for the food and how it will contribute to the event, along with a budget. Council then votes on if the funds are approved for this use.
4. Send reminder emails to participants a week before and a day before the event.
5. Follow-up with participants that did not attend and CC both mentor and mentee about meeting up on their own time.

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!

Meet the Faculty Series

- This event is geared towards facilitating student faculty relations via zoom or in-person
- Ideally, tackle Big 4 Majors (GVPT, CCJS, PSYC, ECON)
- 3-4 faculty would serve on a panel

Action Steps:

1. Reach out to 5-6 faculty about interest in participating on a panel.
2. Once the faculty have confirmed their interest and preference for a date and time, create a zoom link or reserve a room in STAMP for a potential in-person venue.

- a. If creating a zoom link, make sure to enable zoom “registration” on to see the amount of participants that have registered prior to the event.
 - b. If registration is low, make sure to push out advertisements to other mediums so that you can gain a greater audience.
3. Create a script with the structure of the event and include which types of questions that the panelists will be asked.
4. A few days prior to the event:
 - a. Make sure to send all panelists a follow up email with the questions and/or the script so that they can see the questions ahead of time. Make sure to also include the zoom link/location of the event at this time.
 - b. When sending the follow up email, make sure to request that panelists show up ten minutes prior to the event so that you can go over the structure of the event once more and work against any technical difficulties.
 - c. Create and circulate advertisements
 - i. If the advertisements include pictures of the panelists, make sure to obtain permission from faculty to use such pictures or ask them for a photo that they would like to be used instead
 - ii. Refer to the email list for different departments mentioned under “Brown Bag Events” in order to distribute graphics or get the word out about the event
5. Create an event evaluation form
 - a. Example found here:
<https://docs.google.com/forms/d/e/1FAIpQLScq6GAak5lpiZ1WiMKreAw1fP6KGPIgbRPY5lpuu22GyMjVLO/viewform>
6. Create a slideshow of the questions that will be asked for the event
 - a. Purpose: To make sure panelists are aware of which question is being asked at the time in case they forget when they’re called on. This can also help students follow along.
7. Distribute evaluation form at the end of the event if over zoom/distribute QR codes at the beginning of the event if it is in person.
8. Repeat these instructions in preparation and execution for the remaining majors.

An example of an email that can be sent out to professors to gauge interest is featured below:

Dear Professor X,

I hope you are doing well. My name is Y and I am the _____ representative on the BSOS Dean’s Student Advisory Council (DSAC). I am reaching out to you because I am planning a “(insert which major) Meet the Faculty” event and was hoping you would not mind being a panelist for this event along with three other professors like yourself. This event will prompt you to discuss the classes you teach, tips for academic success, and any future endeavors you plan to explore. In addition, you can also discuss the undergraduate courses that you teach and possible suggestions for students on how to get involved with research. The objective of this panel is to familiarize (insert major) students with their current or future professors and learn more about (insert major) research. I would love your involvement with this event and think that you would be a great fit as a panelist.

We are planning to conduct the event virtually either on (give possible dates & times). Please let

me know if you are interested in being a panelist and if you are available during those days/times. I look forward to hopefully working with you on making this event a success.

An example of an email that could be sent out closer to the date of the event is mentioned below:

Hi everyone,

I hope you are all doing well. As I mentioned in my last message, this email will contain more information regarding the event. While you are all panelists, the event requires registration to attend. Please click this link to register: (create zoom link and place here). This is the same link you will use to log on to the event. While the event is only set to start at 5 p.m., I would really appreciate it if everyone could arrive at 4:50 p.m. in order to prepare for any technical difficulties and troubleshoot if need be.

Next, I will go over what I plan to ask everyone during the event. I will first ask to introduce yourselves and share your background, classes you teach, and general research interests that you've had.

Here is a list of the rest of the questions I plan to ask during the event:

- 1. Please tell us about your CURRENT research projects that you are working on and any preliminary findings you have*
- 2. Please tell us about any PREVIOUS research projects you have been involved in and the major findings of these projects? What are your FUTURE research plans?*
- 3. What challenges do CCJS researchers face?*
- 4. What got you interested in doing research in CCJS or the field itself?*
- 5. What advice would you give students who are interested in doing research in the future? What skills are important for them to have? Is there a way for undergraduate students to get involved in your current research?*

If you would like me to explain or clarify any questions, feel free to let me know prior to the event.

Lastly, one of my fellow council members decided to create a graphic for this event. I have attached it to this email and it would be great if you could use it to advertise the event to your classes. Again, thank you all for wanting to be a part of this event. I look forward to seeing you all soon!

Projects the Committee has worked on related to these kinds of changes and advocacy include: academic integrity education, internship and research opportunity awareness, and fostering student-faculty relationships.

Feel free to contact the previous Vice Chair of Academics, Justin Fox, with any questions or concerns: jgfox2000@gmail.com

Student Leader Spotlight

- Social Media Advertising initiative designed to highlight student body leaders within BSOS to

- the broader student community
- Expand partnerships between DSAC and other student organizations through highlighting the event.
- Initiative occurs through zoom interview that is recorded between student leader and DSAC representative and later edited into a more digestible format for social media and other publication platforms

Action Steps:

1. Reach out to several potential student leader candidates (Approximately 5-6). Remember that time is of the essence and dangers exist in implementation especially with respect to communication.
 - a. Introduction letter may look something like this:

Dear xyz,

*I hope you are doing well. I'm abc from the BSOS Dean's Student Advisory Council. I'm emailing you to see if you would be interested in participating in our initiative, the Student Leader Spotlight. This initiative is designed to draw attention to our leaders within the college as well as offer helpful tips and inspiration for our newer students. This would take the format of a zoom interview (**or another format you may prefer**) which would then be edited into smaller clips that can be dispersed to the broader UMD community. If this opportunity sounds interesting to you, please respond to this email and we can proceed forward with the following details.*

Sincerely,

abc

2. After contacting and securing a participant, schedule an appropriate time that works in conjunction with your student leader.
 - a. As a helpful tip, try to schedule in your student leaders all near the beginning of the semester. First, it's far more timely to do so as you'll have more time available at the front of the semester. In addition, you don't have to waste time attempting to communicate after each participant's event.
 - b. Second, you can organize the event by having panelists interview all at once and then space out the posts throughout the entirety of the semester. It saves a lot of time having to address time conflicts and other struggles you face in the later half of the semester.
3. After scheduling an interview, you can conduct it through the use of Zoom. Zoom offers a recording function which allows you to download a mp4 file. You can see so through the following photo.



- a.
- b. As for conducting the interview itself, the focus is really dependent on what you are seeking to highlight. Here are a few sample questions that we can offer.
 - i. *What's your name?*
 - ii. *What's your major?*
 - iii. *What are some of your involvements within UMD?*
 - iv. *What are your favorite memories of UMD?*
 - v. *What tips would you recommend for incoming freshmen students?*
 - vi. *What class in BSOS has been your favorite and why?*
4. After gathering all of the information that you needed, you should begin to edit your video into digestible clips that we can utilize in our social media. While you are welcome to attempt your own video editing software, **I would recommend recruiting the Outreach Committee** to get involved with this at this point!
5. When building your timetable, I would consider giving the Outreach Committee at least a week to edit your video, however, it may take longer especially if it is your first iteration.
 - a. You should be actively involved in the process of offering your perception of the video clips. At the end of the day, this is your initiative and you should ensure that you are happy with how the product turns out.
6. When the initiative is ready for distribution, use any and all resources at your disposal to spread the initiative. The main goal of this project is to spread knowledge of opportunities and better the academic life of our BSOS students. Some platforms we've used in the pass to great success include:
 - a. Instagram (BSOS DSAC + BSOS)
 - b. Blogpost (Contact advising offices)
 - c. Encourage student organizations to spread on their own social media
 - d. BSOS DSAC (TBD)

7. Feel free to adjust this process especially after progressing through the first cycle. You'll find for your own committee that there will be hiccups that were unexpected and you need to adjust accordingly.

Feel free to contact the previous Vice Chair of Academics, Justin Fox, with any questions or concerns: jgfox2000@gmail.com

TerpTalk

- TerpTalk is designed to be an initiative that furthers the bond of the student body with the faculty that they interact on a regular basis
 - This program is unique for the fact that it seeks to address an issue area that draws an interdisciplinary academic approach across numerous departments
 - Topic should be interesting and meaningful to student body; previous ideas included gun control reform, policing practices, marijuana legalization, democratic reform, etc.
 - Panel should typically include 3-4 panelists
 - Ideally in-person event
1. In order to begin this initiative, it requires a great deal of forward leg work to get the initiative off the ground. This is going to be a LARGE PROJECT.
 - a. I recommend that you plan for this project to be conducted in the Spring Semester and use the Fall semester as your chance to prepare. It is quite time consuming and it grants your committee more time to prepare.
 2. As for when actually beginning the work, you should begin by reaching out to 5-6 potential panelists.
 - a. It's highly likely that at least 1-2 of those panelists will have time conflicts that interfere with the event and will likely require replacements for their participation.
 - b. Once again, do all of this outreach up front, it's far more time consuming waiting for a response after several weeks only to hear a rejection and be forced to reach out to someone else.
 - c. A portion of outreach is determining who is the best fit for your initiative. When attempting to bring attention to an interdisciplinary issue area, you are going to run into roadblocks as professors don't have perfect academic alignments which will force you to cover the gaps.
 3. After reaching out to the potential panelists (and building in time to hear an affirmative response), you are required to then determine more of the logistical nature of the event. This includes the following:
 - a. Location & Accommodations
 - i. Reservations
 1. Reservations may include locations such as STAMP, ESJ, Hornbake, etc.
 2. Recognize while it will not be a large fee, you will still be required to pay for reserving the space. Therefore, you will be required to maintain regular contact with the Chair and the Financer in the DSAC main office.
 3. A portion of the reservation requires requesting accommodations such as a projector, microphone, lighting, seating, etc. Do the proper forward planning to know what exactly you are looking for.
 - ii. Snacks
 1. Snacks and drinks are a great way to encourage students to attend.

This once again is required to be done upfront. The most simplistic way to manage this is to cater through STAMP at any of the restaurants that are offered. You will be given directions by STAMP as to where and when to pick up the food and drinks on the day of the event.

- b. Event Plan
 - i. Timetable
 - 1. A rudimentary timetable should be designed to allow for the panelists and participants if you so choose to determine when events will be occurring. Some key points to consider are:
 - a. Time to arrive (Panelists)
 - b. Rundown of Event (Panelists)
 - c. Time to arrive (Participants)
 - d. Facilitated Conversation
 - e. Participant Q&A
 - f. Closing + Panelist Conversations
 - ii. Panel Conversations
 - 1. This truly depends on what the topic of your theme is attempting to hit on for its issue area but you should have a list of questions that you plan on asking the panel ready and prepared to go far before the event occurs.
- c. Availability
 - i. Availability is crucial as it allows you as the organizer to know when the panelists are available for the event.
 - 1. Typically, after securing confirmation and further deliberation on a final day, time, and location, we send a follow- up email alerting the panelists to ensure that they are available to attend. This is the final check in ensuring that they are able to participate.
 - ii. In addition, after all details of the event have been finalized, you can create a google form to gather information on the potential participants that may attend your event...
 - 1. Keep in mind that NOT ALL those who signed up will follow up through and attend the day of the event
- 4. After figuring out the logistical nature of everything, maintain communication with your panelists. Not everything will go as planned. Some may have time conflicts or you'll have challenges with logistics due to its online nature. Just be patient with yourself. In the meantime...
- 5. Advertise the event
 - a. You can do this through reaching out to similar organizations as our other events including:
 - i. Advising office blog posts
 - ii. Social media (BSOS DSAC instagram / BSOS Instagram)
 - iii. DSAC website
 - iv. Personal social media sharing
 - v. In-person events (Donuts and Coffee)
- 6. At long last, you reach the day of the event. Simply just be a good organizer and ensure that your panelists know where the event is being held, gather all logistics such as food and ensure that the room was properly prepared. Some helpful tips include:
 - a. Get there early!

- b. Do a quick rundown with your panelists before the event to make sure they are aware of what is going to happen
 - c. Set up a physical sign in form so you have an idea of your actual turnout
 - d. During the event, show excitement for the event you spent so long setting up. Excitement is contagious!
 - e. After the event, be sure to thank each panelist individually and send follow up emails
7. Send a final thank you email after the event has concluded to all of the panelists as well as the participants for showing up to the event!

Feel free to contact the previous Vice Chair of Academics, Justin Fox, with any questions or concerns: jgfox2000@gmail.com

Minor Showcase

- The Minor showcase is designed to draw attention to our minors within the BSOS College.
 - This is for the purpose of encouraging our student body to consider enriching their academic experience by selecting a minor offered by BSOS, especially those that may be less well known.
 - This is done by using student testimonials, video testimonials, interesting facts about the minor, etc.
 - The goal is to advertise approximately 3 minors each semester if possible (be patient if it doesn't work that way!)
1. The first step of this process is to select the minor. The way that we did this process was by selecting minors we felt were the least heard of but offered an interesting academic experience to the student body.
 - a. Of course this is entirely subjective but honestly whatever just works best for you!
 2. After having a preliminary list of which minors you hope to advertise over the semester, outreach is incredibly important as you have to begin reaching out to each minor.
 - a. A helpful tip is attempting to reach out to the faculty adviser who is responsible for management of the minor, they will most likely be able to lead you in the right direction towards which faculty may be able to help.
 - b. Do some background research, consider which classes are offered in the upcoming semester or which professors are especially well received by the student body... this all encourages the likelihood for students to engage with the initiative.
 3. After selecting and receiving some form of confirmation among the minors, begin collecting the information that you're hoping to gather. This includes:
 - a. Student Testimonials
 - i. Faculty recommended students are always a good start. These are students that are brought up when asking a faculty member who works in the minor
 - ii. LinkedIn or Professional Organizations
 1. These platforms often highlight students with their academic and professional backgrounds. This is especially helpful as you can scout out potential students that have noteworthy backgrounds that would be helpful in highlighting!
 - b. In addition, reach out to the Faculty themselves for written quotes or a short clip that you can record. This can include instant reactions about the minor, why students should be interested, or any other focus.
 - c. Finally, you will be required to do your own research. Students sometimes are seeking

more information about a minor but simply don't know where to look. This includes:

- i. Minor Website
- ii. Minor Academic Requirements
- iii. Minor opportunities
 1. Study Abroad
 2. Scholarships
 3. Internships/Research
4. After doing the appropriate information gathering, you will be expected to reach out to the Outreach Committee to aid in determining what is most effective in advertising your gathered information. Through their help, you will get some feedback on potential final products such as flyers, social media swipables, etc.
 - a. You must play an active role in what you are seeking your final product to look like. If you want a product with a certain characteristic, you have to communicate that to the Outreach Committee.
5. Finally, I would send the product to those who participated before publishing just to receive confirmation that they approve of what was created. We are attempting to build bonds as BSOS DSAC and we don't want anyone to feel misrepresented or offer incorrect information.
6. Finally, Publish the event!
 - a. Just as any other event, we have specific networks where we excel in spreading awareness of our initiatives:
 - i. Blog Posts (Advising Offices)
 - ii. Social Media (DSAC & Personal)
 - iii. Personal Networks
 - iv. DSAC Newsletter
 - v. In-Person Events (Donuts and Coffee)

Restorative Justice (RJ) Expert Panel – Fall 2023 – Vice Chair: Aliah Brown

1. **Description:** This event featured two guest experts in RJ, Josh Bacon and Debra Budiani-Saberi, who engaged in an open discussion about RJ practices in classroom settings, across campus, and beyond.
2. **Details:** Tuesday, November 14th, 2023, 5-7PM, in the STAMP Atrium
3. **DSAC Budget:** \$300 (for the room reservation and tech – MLAW and JLT covered the cost for the presenters and STAMP catering)
 - Stage set-up, microphones, projector, house sound, adaptors, etc.
4. **Contacts:** Robert Koulisch – rkoulisch@umd.edu, Justine Decamillis – jdecamil@umd.edu, Brandee Pettus – bpettus@umd.edu.
5. **Collaborators:** BSOS TerrapinSTRONG (Brittney Robinson – brobins7@umd.edu), BSU-UMD Social Justice Alliance (Jeanette Snider – jcsnider@umd.edu), Multicultural Involvement & Community Advocacy (MICA) (Jennifer Enriquez – jmge@umd.edu)
6. **Preparation:** First, determine the roles and responsibilities between DSAC, MLAW, and JLT. We decided that DSAC would be in charge of the room reservation, event planning, and outreach.
7. **Outreach:** Get the word out! Start at least one month in advance.
 - Reach out to potential collaborators. Ask around and find contacts for UMD organizations or academic departments. Encourage them to advertise the event on their socials and newsletters. Specify what other actions would be expected of them as your event partner(s).
 - Create an RSVP form: Building a Restorative Campus RSVP Form (bit.ly/RestorativeCampus)

- We created a flyer and QR code to the RSVP form:



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- Reach out to BSOS Department Advisors to encourage their students to RSVP for the event!
- Example of email blast:

SUBJECT: YOU'RE INVITED - Restorative Justice Event Next Week!

Good Morning,

I hope you're well! My name is [name], and I am the [representative/role] on the BSOS Dean's Student Advisory Council with Associate Dean Dr. Katherine Russell. I'm reaching out to you because I wanted to spread the word about a special event approaching next week:

"Building a Restorative Campus" Panel | Tuesday, November 14th from 5pm-7pm

The Dean's Student Advisory Council in the College of Behavioral and Social Sciences, in conjunction with the Justice & Legal Thought Scholars Program and MLAW Programs, is hosting an event focused around Restorative Justice (RJ) education. Our other campus partners include BSOS, TerrapinSTRONG, BSU-UMD Social Justice Alliance, and Multicultural Involvement & Community Advocacy (MICA).

The event will feature two guest experts in RJ, Josh Bacon and Debra Budiani-Saberi, who will engage in an open discussion about RJ practices in classroom settings, across campus, and beyond. It will take place next Tuesday, November 14th, 5-7PM, in the Atrium located in STAMP. We will also have food available for attendees. All students, staff, and faculty members are welcome and encouraged to attend!

RSVP here: Building a Restorative Campus RSVP Form (bit.ly/RestorativeCampus - case sensitive)

I also attached a flyer and QR code to the RSVP form if you are sharing it with a large group. Please feel free to share this information with your colleagues and students (or even offer extra credit for attending)! Thank you so much for your time, and please reach out if you have any questions.

*Sincerely,
[name]*

8. **Event Facilitation:** Create a schedule for the program, and review it with MLAW/JLT
9. **Confirm:**
 - Room reservation and payment

- Guest speakers and payment (if any), as well as any arrangements they may need for their presentation
- Food and beverage arrangements
- 10. **Create:**
 - Sign-in form QR (also print physical sheet) and feedback form QR
 - Open floor Q & A submission form QR
 - Background presentation screen (photos of the guest speakers and their names)
- 11. **Plan:**
 - Time blocks for each part of the event
 - Guest speaker biographies for introductions
 - Pre-submitted questions from the audience (if any) and other questions to help lead the conversation
- 12. **Evaluation:**
 - Ask questions on the sign-out form to gather feedback for future events
 - Is restorative justice something you'd be interested in learning more about?
 - Would you be interested in getting trained to be a restorative justice circle facilitator?
 - How would you rate the experience you had at the event?
 - What part of the event did you find least enjoyable?
 - What part of the event did you find most enjoyable?
 - What changes would you recommend we make for future events?
 - Debrief the event with collaborators
 - Send a follow-up email to attendees with the feedback form and guest speaker contact information included.

Restorative Circle Sessions – Spring 2024 – Vice Chair: Aliah Brown

1. **Description:** A campus-wide restorative justice circle event with multiple simultaneous circles and a diverse set of conversation topics that are related to one central theme, featuring trained student facilitators.
2. **Details:** Tuesday, April 23, 2024, 5-6:30PM, in TYD 1114 and 1118
3. **DSAC Budget:** \$200 (for Goodies 2 Go snacks and drinks)
4. **Contacts:** Giselle Denbow (gdenbow@umd.edu) – Room Reservations, UMD Student Facilitator Contacts (Astrid: 240-423-2640, Jayden: 443-522-1527, Zakiara: 443-780-5073)
5. **Collaborators:** BSOS TerrapinSTRONG (Brittney Robinson – brobins7@umd.edu), MLAW/Justice and Legal Thought (Robert Koulish – rkoulish@umd.edu, Justine Decamillis – jdecamil@umd.edu, Brandee Pettus – bpettus@umd.edu)
6. **Preparation:** First, contact the student facilitators to determine if they are willing to participate and what day/time they would be available. From there, decide topics for discussion and reserve a room space/order snacks through Giselle Denbow.
7. **Outreach:** Get the word out! Try to start at least a month in advance.
 - a. Reach out to potential collaborators. Ask around and find contacts for UMD organizations or academic departments. Encourage them to advertise the event on their socials and newsletters. Specify what other actions would be expected of them as your event partner(s).
 - b. Create an RSVP form: (bit.ly/BSOSCircle)
 - c. We created a flyer:



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- d. Reach out to BSOS Department Advisors to encourage their students to RSVP for the event!
- e. Send a reminder email to the RSVP list the day before the event
- f. Example of email blast:

SUBJECT: Invitation: BSOS Restorative Circle Sessions Next Week! [Please Share]

Good Morning,

I hope you're well! My name is [name], and I am the [representative/role] on the BSOS Dean's Student Advisory Council with Associate Dean Dr. Katherine Russell. I'm reaching out to you because I wanted to spread the word to [organization/department/etc.] about a special BSOS event next week:

"Restorative Circle Sessions" | Tuesday, April 23rd from 5-6:30PM

The Dean's Student Advisory Council in the College of Behavioral and Social Sciences, in conjunction with the Justice & Legal Thought Scholars Program, MLAW Programs, and BSOS TerrapinSTRONG is hosting an event focused around restorative justice education.

This event will include two restorative circles that will be led by trained student facilitators who are UMD students themselves! Attendees will have the chance to participate in open conversations covering various topics such as burnout, balancing work and school, mental health, support from university administration, and more. Our aim is to foster a stronger BSOS community!

It will take place next Tuesday, April 23rd, 5-6:30PM, in Tydings 1114 and 1118. We will also have snacks available for attendees. No prior knowledge about restorative justice is required. All students, staff, and faculty members are welcome and encouraged to attend!

RSVP here: Restorative Circle Sessions RSVP Form (bit.ly/BSOSCircle)

Please feel free to share this information with your colleagues, students, and other networks! Thank you so much for your time, and please reach out if you have any questions.

*Sincerely,
[name]*

8. **Event Facilitation:**
 - a. Create a schedule for the program, and review it with the student facilitators
9. **Confirm:**
 - a. Food and beverage arrangements
 - b. Allow the student facilitators to have creative freedom with the flow of discussion – after all, they received training for restorative circles!
10. **Create:**
 - a. Sign-in form QR and feedback form QR (also print physical sheet)
 - b. Background presentation screen (with sign-in and feedback forms on the screen)
11. **Plan:**
 - a. Seating formed into a circle in each room
 - b. Direct attendees to sign in
12. **Evaluation:**
 - a. Ask questions on the sign-out form to gather feedback for future events:
 - b. Is restorative justice something you'd be interested in learning more about?
 - c. Would you be interested in getting trained to be a restorative justice circle facilitator?
 - d. How would you rate the experience you had at the event?
 - e. What part of the event did you find least enjoyable?
 - f. What part of the event did you find most enjoyable?
 - g. What changes would you recommend we make for future events?
 - h. Debrief the event with collaborators
 - i. Send a follow-up email to attendees after the event with the feedback form and send your thanks!!

Academic Advising Reform – Spring 2024 – Vice Chair: Aliah Brown

Planned by: Mahi Pandya

1. **Description:** Reaching out to academic advisors within BSOS to bridge the gap between student and faculty expectations when it comes to advising. Creating transparency about the structural issues within advising by having one-on-one conversations with advisors about their concerns.
2. **Contacts:** Stephanie Grissom (grissoms@umd.edu), Shanna May (sedinge1@umd.edu), and Jillian Santos (jsantos5@umd.edu)
3. **Preparation:** First, emailing advisors of various departments within BSOS to schedule a time to meet, individually to have a conversation about advising. Second, creating a list of questions to ask each advisor about concerns.
4. **Outreach:** Since this is not a specific event, it does not require additional outreach. Can also compile information collected during meetings to create a graphic or pamphlet to send to students to facilitate transparency.

Research Newsletter – Spring 2024 – Vice Chair: Aliah Brown

Planned by: Sanjana Chokkaku

1. **Description:** This is a newsletter that encapsulates the research done by BSOS majors. It is to spread awareness that there is important research outside of STEM majors. The newsletter focuses on students from small BSOS majors and their experience with doing research for the first time.
2. **Preparation:** Interviewed students from the Undergraduate Research Day and piled together questions to understand the process of doing research and skills they wish they'd know. Prepare by learning about the research process, and lead the students' answers towards future

advice for students.

3. **Outreach:** Reach out the department heads and attend research panels to be able to talk to students directly.

Fundamentals of Law Lecture Series – Spring 2024 – Vice Chair: Aliah Brown

Planned by: Simone Flynn

1. **Description:** This initiative offers a lecture series introducing University of Maryland undergraduate students interested in law and legal studies to fundamental first-year law school (1L) topics. Led by guest lecturers from UMD Carey Law School, the series provides a low-pressure environment for students to explore their legal interests without grades, expectations, or prior knowledge.
2. **Event Dates:**
 - a. Thursday, April 25, 2024, 6-7pm, in ESJ 2204
 - b. Tuesday, April 30, 2024, 5-6pm, in ESJ 2204
 - c. Tuesday, May 7, 2024, 5-6pm, in ESJ 2204
3. **DSAC Materials:** Leftover gift bags (umbrella & tote) + Hand-written thank you note
4. **Contacts:** Giselle Denbow (gdenbow@umd.edu) – Room Reservations, Future Collaboration
Robert Koulish – MLAW (rkoulish@umd.edu).
5. **Lecturers:** Michael Van Alstine - Contract Law (mvanalstine@law.umaryland.edu), Guha Krishnamurthi - Constitutional Law (gkrishnamurthi@law.umaryland.edu), Brian Miller - Property Law (b.miller@law.umaryland.edu).
6. **Preparation:**
 - a. First, identify 1L topics [torts, contracts, constitutional, property, criminal, civil, legal research, and legal writing].
 - b. Second, go to the UMD Carey website and go search up the 1L courses. Then, you are going to email every professor that teaches every 1L topic you choose. Sidenote, Do this as soon as humanly possible in the semester. Next, make a spreadsheet to keep track of all the professors, their titles, topic, contact information, dates or correspondence, and responses. Additionally, keep note of those who would like to participate at a later date.
 - c. Third, once you start to get professors who would like to participate make sure you only have one per topic. Priority goes to returning professors and those who responded promptly. Make sure you are communicating properly with professors, including responding to rejection, confirmations, rejecting professors due to scheduling conflict, and responding within a timely manner.
 - d. Fourth, you need to make mock dates that you can attend and confirm them with the participating professors (I did Tuesdays and Thursdays), use these days to try and reserve rooms in an ESJ classroom (the same classroom if possible) through Giselle Denbow.
 - e. Fifth, you must reach out about a week before confirming with the professor the date, time, and location of the event. If helpful...

SUBJECT: Updates about upcoming program!

I hope all is well. Your lecture is approaching, and I'm eagerly looking forward to meeting you in person and learning more about contracts. Just to confirm the details for Thursday, the lecture will be held at Edward St. Johns (4131 Campus Dr, College Park, MD 20742). I believe the most convenient parking option would be Regents Drive Garage, which should be free after 4 pm. The classroom will be located on

the second floor of the building room 2204.

If you require any assistance, feel free to contact me at [number]. Do you need any materials printed? We'll have a projector available for presentations, please bring an usb flash drive with your presentation

*Best,
Me*

7. **Outreach:** Get the word out! Try to start at least a month in advance.
 - a. I found finding collaborators to be hard, but this could be attributed to the fact that my initiative was an idea at the time of reaching out and nothing concrete.
 - b. Reach out to all colleges and majors, focus on advising and select a few professors and deans from each major. Reach out to programs (MLAW, rawlings), DM every law related instagram you find from DSAC instagram.
 - c. Request that professors share with classes and put it in their announcements, socials share on their stories, advising posts on the undergraduate blog.
 - d. It could be very helpful to go and speak in classrooms to spread the word about the series. Preferably any MLAW class and any Spivey or Kobren class.
8. **Create:** Rsvp Form, Flier, Post, Presentation Slide
 - a. Put up fliers in any possible building and on the posts around the mall. (I think they clean them off at some point no idea when you can just be unlucky sometimes)
 - b. CHECK FOR TYPOS 10x (can you spot mine lol)
 - c. Send a reminder email to the RSVP list the day before/ day of the event!
 - i. I didn't do this... probably would've been a good idea.
 - ii. I had 3 email blasts. One for programs, one for professors, and one for advising. It only varied slightly just the difference in what I wanted from them. (can't ask a professor to put on undergraduate blog)

Example Email Blast (Advising):

Subject: Exciting Opportunity: Contract Law Series with UMD Carey Law School Professor

I hope this email finds you well. My name is Simone Flynn, and I serve as the GVPT representative for the BSOS Dean's Student Advisory Council.

I'm reaching out to inform you about an incredible upcoming opportunity for students interested in law. We have collaborated with several esteemed law professors from UMD Carey Law School to conduct a series of foundational classes. Our first session on contract law will take place on April 25th from 6-7 pm at ESJ 2204.

We would greatly appreciate it if you could help spread the word by sharing our promotional graphics with your classes and professors. Please encourage any undergraduate students who may be interested to attend! Additionally, we kindly request including this information in the undergraduate newsletter to ensure broader visibility.

Your support would mean a lot to us. I will also include the RSVP link for your convenience.

Thank you for your consideration.

Warm regards,
Me
Rep
BSOS Dean's Student Advisory Council

9. Event Facilitation:

- a. Create a Guest Speaker Introduction.
- b. Thank for coming, introduce yourself, Dsac and the initiative. Introduce the guest speaker, what they teach where they were taught. Hand it over
- c. At the end Thank for coming, ask them to sign in if they missed it

10. Create for Event:

- a. Sign-in form QR and exit ticket form QR
- b. Introductory presentation screen (with sign-in, presenter information, feedback forms, and next event post on the screen)

11. Plan for the Event:

- a. Put on a youtube music shuffle playlist (dead silence is awkward :)
- b. Seating in the middle or right of the room closer to the computer so the lecturer can easily engage students and limit to the rows before the very back.
- c. Direct attendees to sign in

12. Evaluation:

- a. Ask questions on the exit ticket form to gather feedback for future events:
- b. Did you enjoy the content of the lecture? (1-5)
- c. How likely are you to attend an event like this in the future? (1-5)
- d. In your opinion, would events like this be helpful to those on/ considering a pre-law track? (1-5)
- e. Did this influence your decision to go to law school? (Y,N,M)
- f. Did this event help you get a better understanding of how law school courses would be taught? (1-5)
- g. Did you feel the guest lecturer was engaging? (1-5)
- h. Send a follow-up email to attendees after the event with the next lecture information, feedback form, and send your thanks!!

Updated Fundamentals of Law Lecture Series – Spring 2025 – Vice Chair: Simone Flynn

Planned by: Simone Flynn

1. **Description:** This initiative offers a lecture series intended to introduce University of Maryland undergraduate students interested in pre-law studies to topics that are covered during a legal education. The program includes multiple lectures hosted by UMD Carey Law School Professors, creating a low-pressure environment for students to explore their legal interests without grades, expectations, or prior knowledge.
 - a. 2024 Spring Semester there were 2 lectures held around late march/ early april.
 - b. 2024 Fall Semester there were 3 lectures held around late october/early november.
 - c. 2025 Spring Semester there was 1 lecture held in late April.
 - d. The first couple of guest lecturers got Gift bags (umbrella & tote) + Hand-written thank you note. (If hand-written note not possible, an email will suffice)

2. **Contacts:** Giselle Denbow (gdenbow@umd.edu) – Room Reservations,
Lecturers: Maryland Carey Law School Professors (Current/Past Participants) & There's potential to work with other Maryland area law school professors.
3. **Preparation:**
 - a. First, identify law topics. It would be beneficial to have general topics (contracts, constitutional, criminal justice) with just a few specialized topics after a few general topics (environmental, family, human rights) – this might help with student attendance displaying more broad options.
 - b. Second, search theUMD Carey website and enter the topics into the courses section. Then, you will email a professor about 8 broad/specialized topics. Do this as soon as possible. Next, make a spreadsheet to keep track of all the professors, their titles, topic, contact information, and presentation dates. Additionally, keep note of those who would like to participate at a later date.
 - c. Third, once you start to get professors who would like to participate make sure you only have one per topic. Priority goes to returning professors and those who responded promptly. Make sure you are communicating properly with professors, including responding to rejection, confirmations, offering spots next semester to professors with a scheduling conflict, and responding within a timely manner.
 - d. Fourth, you need to make mock dates that you can attend and confirm them with the participating professors (I did Mondays, Wednesdays, and Thursdays), use these days to try and reserve rooms in an ESJ or Tydings classroom through Giselle Denbow.
 - e. Fifth, you must reach out about a week before the expected lecture date to confirm with the professor the date, time, and location of the event. You could also set up zooms with the professors to tell them a little about yourself and make a networking effort of your own. If helpful, here is an example of the emails I've sent out...

SUBJECT: Updates about upcoming program!

Hello Professor , I hope all is well.

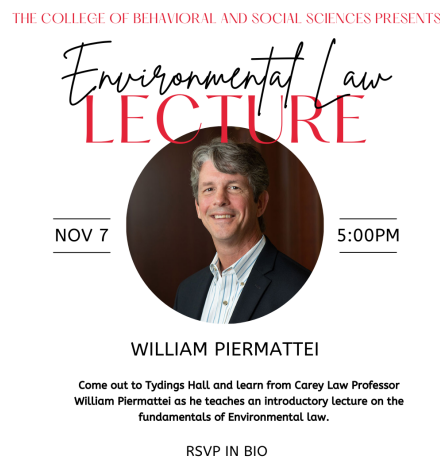
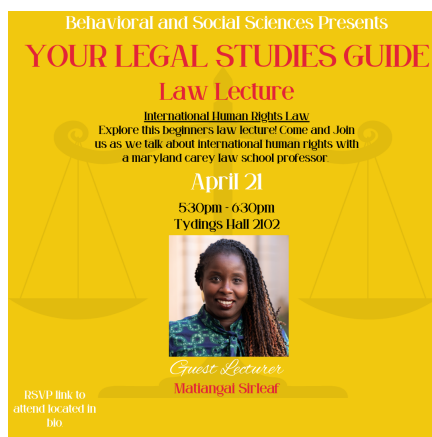
Your lecture is approaching, and I'm eagerly looking forward to meeting you in person and learning more about Environmental Law. Just to confirm the details for Thursday, November 7th from 5:00pm - 6:00pm the lecture will be held at Tydings Hall (7343 Preinkert Dr., College Park, MD 20742). The classroom will be located on the basement floor of the building room 0117.

I believe the most convenient parking option would be Mowatt Lane Parking Garage, which should be free after 4 pm where the areas indicate U2. Another option would be the regents drive parking garage which is also free after 4pm. If you require any assistance, feel free to contact me at (phone number). If you don't mind sending me your presentation slides that would be helpful. We'll have a projector available for presentations.

Best regards,
(Name)

4. **Outreach:** Get the word out! Try to start at least a month in advance. Creating advertisements first and then sending out to organizations within 2 to 1 week of the lecture date.
 - a. I found finding collaborators with other departments and programs to be hard, but working with student organizations was quite easy.
 - b. Reach out to all colleges and majors, focus on advising and select a few professors and deans from each major. Reach out to programs (mlaw, college park scholars), DM every law related instagram you find from dsac instagram.

- c. Request that professors share with classes and put it in their announcements, have DSAC socials share on their stories, request that advising post about it on the undergraduate blog, request law or bsos programs repost your advertisement on instagram.
 - d. It would be helpful to go and speak in classrooms to spread the word about the series. This will give students a better chance to engage and connect with the initiative. Preferably any MLAW class and any spivey or kobren classes.
5. Create: Rsvp Form, Flier, Post, Presentation Slide
- a. Put up fliers in any possible building and hand them out when you go speak in person.
 - b. TIP: I would recommend thinking of other methods not normally used to get student participation. While some in person methods work better than social media methods. It could be possible that the normal methods are just a little less reliable as time goes on. But, still to the basics and add on from there if necessary.



- c. **Send a reminder email to the RSVP list the day before/ day of the event!**
- d. I had 3 email blasts. One for programs, one for professors, and one for advising. It only varied slightly just the difference in what I wanted from them. For example, don't make the mistake of not making it personal (to professors) or emailing a professor something meant for an advisor.

Example Email Blast (Professors):

Subject: Exciting Opportunity: Contract Law Series with UMD Carey Law School Professor

Hello,

I hope this email finds you well. My name is Simone Flynn, and I serve as the GVPT representative for the BSOS Dean's Student Advisory Council. The Academics Committee is excited to reach out to you regarding an incredible opportunity for students interested in law.

We have Robert Percival, an esteemed law professor from UMD Carey Law School offering a foundational class on global environmental law scheduled for November 12th from 5:00 PM to 6:00 PM at TYD 0117.

We would greatly appreciate it if you could help spread the word by sharing our graphics with your classes and encouraging undergraduate students who are interested in law to attend. Your support means a lot to us, and the RSVP link for the event is below.

Thank you for your assistance, and please don't hesitate to reach out if you have any questions.

Warm regards,
(Name)
Representative
BSOS Dean's Student Advisory Council

6. Event Facilitation:

- a. Confirm: Room Reservation & Guest Speaker
- b. Create a Guest Speaker Introduction: Thank students for coming, introducing yourself, Dsac and the initiative. Introduce the guest speaker, what they teach where they were taught, then hand the lecture over to the professor. At the end Thank them for coming, ask them to sign in if they missed it.
- c. Create: Sign-in form QR and exit ticket form QR & Introductory presentation screen (with sign-in, presenter information, feedback forms, and next event post on the screen)
- d. Plan: Put on a youtube music shuffle playlist (dead silence is awkward). Seating in the middle or right of the room closer to the computer so the lecturer can easily engage students and limit seating to the rows in the front, if possible.

7. Evaluation: Ask questions on the exit ticket form to gather feedback for future events:

- a. Did you enjoy the content of the lecture? (1-5)
- b. How likely are you to attend an event like this in the future? (1-5)
- c. In your opinion, would events like this be helpful to those on/ considering a pre-law track? (1-5)
- d. Did this influence your decision to go to law school? (Yes,No,Maybe)
- e. Did this event help you get a better understanding of how law school courses would be taught? (1-5)
- f. Did you feel the guest lecturer was engaging? (1-5)

Send a follow-up email to attendees after the event with the next lecture information, feedback form, and send your thanks!!

Please feel free to contact the previous Vice Chair of Academics, Simone Flynn, with any questions at (simonealeah03@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, Alumni Relations, and the Feller Center
4. Heads planning and execution of Alumni Career Panels
5. Lead meetings in the absence of the Chair (according to the bylaws)
6. Help guide the execution of BSOS International Week if a council member chooses to pursue the project as a proposal plan.
7. Leads the Council on initiatives related to Diversity and Inclusion
8. 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

Previous Events (non-COVID, in-person)

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 ngossett@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 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 theater 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. Another great way to find alumni is to search LinkedIn through the BSOS group and look for alumni in the BSOS Alumni Network Board. Dean Russell also has an extensive list of connections through prior DSACs.

- 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/14oUXDtOXsWnRDsnulpMOJIHUrSvhhKhadaQmNCn-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 rsmps 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> - 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
- Regularly update <http://askbsos.weebly.com/> with new articles for undergraduate students
 - 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

Initiatives during 2020-2021 Year (All Virtual)

1. Alumni of Color Career Panels
- a. For virtual events, it is much easier to put together a time and a Zoom link. Scheduling events for after work hours is best to increase attendance. For virtual panels, three to four panelists is best, so as to enhance the quality of the conversation and ensure that each panelist is able to speak. In 2021, Student Services hosted a series of 5 panels--careers in Sustainability, Politics and Economics, Health and Wellness, Communications and Journalism, and a Women of Color panel. This is not an extensive list, and more panels of different BSOS-related careers are possible. Previously, panels have been conducted in Zoom Webinar format.
 - i. To create the Zoom links for panelists, contact Michelle Slone (mcs lone@umd.edu).
 - ii. For a more extensive list of alumni, contact Jenny Kilberg (jkilberg@umd.edu)
 - iii. Dr. Russell has an extensive list of DSAC Alumni that can be utilized for contacts if needed.
 - b. Social Media + Advertisements
 - i. Flyers should be created via Canva or other program, and should be sent to relevant departmental blogs and listservs.
 - ii. Advertisements should be posted at least 3 days in advance, with a reminder day-of.

- iii. If relevant, reach out to other colleges to promote event.
2. BSOS Peer Mentor Database via TerrapinsConnect
 - Ongoing conversation between Student Services and TerrapinsConnect Staff on implementing Single-Sign On (SSO) access to TerrapinsConnect in order to facilitate better student outreach
 - If SSO is implemented, conversation will occur on how best to implement a sign-up process for those students who wish to be mentors AND those who wish to be mentees.
 - Potential for adding “flags” to TerrapinsConnect profile and advertising for TerrapinsConnect through the Student Services committee.

2021 and Onwards Events and Initiatives

1. Continuation of Terrapins Connect Peer Mentor Initiative and Terrapins Connect Awareness
 - a. Establishment of a “BSOS Undergraduate Mentor” affiliation that may be applied to mentor profiles, and that mentees may use in the “Network” section of Terrapins Connect to filter their searches
 - i. This was intended to facilitate student-led peer-to-peer mentorship program that would allow students to find people on their terms according to majors and experiences
 - ii. Technical difficulties were encountered, including students with the “BSOS Undergraduate Mentor” affiliation not showing up in searches
 - iii. Had these difficulties not happened, the intent was to have a pilot program where BSOS leaders (DSAC members, Ambassadors, BSOS Peer Mentors (unaffiliated with this initiative), departmental mentors, etc) signed up to be mentors by joining Terrapins Connect and applying the affiliation to their profiles, and then having a targeted marketing campaign around course selection
 - iv. Eventually, the hope was to make the mentorship a natural part of being a BSOS student, incorporating it into orientation and UNIV100 materials, and encouraging academic advisors to send their students to mentors for advice
 - v. Helpful contacts: Meg Masterson, Manager of Career Alumni Programs at the UMD Alumni Association, who has taken over Terrapins Connect as of April 2022 (meganjm@umd.edu). Please also feel free to contact Elli, Vice-Chair of Student Services 2021-2022, at ellini83@gmail.com for additional information
 - b. In collaboration with the Feller Center, raising general awareness to students about Terrapins Connect and its benefits to them
 - i. Changed Feller Center website language (<https://fellercenter.umd.edu/networking-options>) to make advertising of Terrapins Connect more welcoming and encourage more students to join
 - ii. Met with Feller Center staff to discuss joint priorities around Terrapins Connect
 - iii. Raised awareness of how resources advertised on Terrapins Connect were invalid or blank, and how additional resources may help incentivize students to join the platform
 - iv. Awareness would be especially vital to long-term success of a mentorship program
2. Semesterly Resource Awareness Campaigns
 - a. Recognizing that students may not be aware of all the on-campus resources that are

available to them, and the difficulties of transitioning back to in-person learning after over a year of virtual learning, we created two different infographics for distribution via various channels

- b. These infographics highlighted resources including:
 - i. the Counseling Center
 - ii. Guided Study Sessions and Tutoring Services
 - iii. the Writing Center
 - iv. CARE to Stop Violence
 - v. Undergraduate Student Legal Aid
 - vi. the Feller Center
 - vii. The UMD Student Crisis Fund
 - viii. Academic Achievement Programs (primarily for first-generation, low-income, and underrepresented students)
 - ix. The Campus Pantry
 - 1. BSOS Research Initiative
 - 2. Handshake
 - 3. Free Headshot opportunities
 - 4. BSOS Experience Funds
 - x. Clearly focused in-person campaigns are beneficial, especially when there is food to draw people in
 - 1. Create a poster and organized set-up
 - 2. Generate brochures
 - 3. Offer free items such as bags, buttons, stickers, or food
- c. Resource distribution should be varied, as different sources reach different students, and many students need to see information repeatedly before taking action. The following channels were used:
 - i. BSOS and BSOS DSAC social media
 - ii. BSOS and departmental blogs
 - iii. Dean Russell's weekly newsletter
 - iv. DSAC monthly newsletter
 - v. Contacting professors to share via ELMS (this is very important, as students are most likely to at least check ELMS)
 - vi. All DSAC members should use the methods for their respective departments that they think will be most effective. Providing an email template (example below) is the easiest way to facilitate this

*Script **for Professors:***

Subject: DSAC Resources for Students!

*Dear **[NAME]**,*

*My name is **[YOUR NAME]** and I am the **[POSITION TITLE]** for the BSOS Dean's Student Advisory Council.*

As a Council, we know that the upcoming spring semester is leading to a lot of stress among students. As such, we've compiled a list of resources that are available to students to help ease this stress and provide support, and we would

really appreciate your sharing the attached infographics with your class(es) along with your syllabus. Though some of these resources may have already been highlighted in your syllabus, we have found that giving students multiple ways to learn about and access these resources can help ensure they do so.

Thank you so much for your time! I am happy to answer any questions you may have about this initiative.

Best,
[YOUR NAME]

Don't forget to attach the infographics, as a PDF, to your email!!!

Who you should email:

- *Professors of large classes in your department*
 - *You should try to target larger/gateway classes and classes where you have a connection with the professor*
 - *Use your intuition! You can't send them directly to all professors, but I'm sure you know which classes in your department have large enrollments and which professors tend to be most receptive to DSAC initiatives*
- *Director of Undergraduate Studies in your department*
 - *You hopefully already have a relationship with them from the fall assignment! Again, make sure you are contacting your DSAC-assigned department*
- *Your own professors!*

- d. Though it is extremely difficult to evaluate the effectiveness of such initiatives, it is well worth the effort considering how beneficial it may be for students.
3. First-Generation and Low-Income Student Initiative
- a. Recognizing that first-generation and low-income students may not have access to the same information and resources as traditional students, as well as the lack of formal means to reach these students through the university, certain resources for these students were advertised to the general population in hopes of reaching them
 - b. Cassidy Jacobs, Student Services Committee Member, spearheaded an initiative to raise awareness of the Maryland Guaranteed Access Grant among high schools in Prince George's County with a high population of low-income students. She also received the emails of admitted first-generation students and engaged in correspondence with them to answer their questions about the University and help them in decision-making
 - c. This initiative required communication with Abigail Messaris of BSOS and requires 2-3 weeks to get the information from Admissions
 - i. Plan early and have the email templates ready!
 - d. Email templates and detailed steps can be found in the DSAC Central Drive and Student Services folder
 - e. The 2023-2024 Council should continue to advocate for underserved students and work towards DEI principles
 - f. Feel free to contact former Vice-Chair of Student Services, Cassidy Jacobs

- (kassidyjacobs13@gmail.com) for insight on the first generation college student experience. She is happy to be a resource beyond her graduation from UMD.
- g. The 2023-2024 Council hosted a social event for First-Generation students to increase social networks early in the year. Contact avess@umd.edu for details.
 - i. This was funded by the Do-Good Insitute Grant (up to \$750.00). Please consider applying to the grant to fund initiatives with a social impact focus.
 - ii. Picking an easily accessible space is crucial to garner attendance. We hosted this event at TerpZone
 1. Note: Keep in mind any venue in STAMP only accepts STAMP catering
 2. We originally wanted to do a movie night, but movie rights were priced at \$300.00-\$900.00 for viewing in any public place
 - iii. Secure the venue and catering at least a month in advance.
 - iv. We advertised widely. This included freshman classes, Division of Student Affairs newsletter, printed flyers around BSOS buildings, student organizations etc.
 - v. Use Adobe Creative Cloud for infographics
 1. Collaborating with Outreach was vital to the success of this project
 - vi. Create clear plans and delegate wisely
 1. Have tasks for group members each week
 - vii. Example RSVP form:
https://docs.google.com/forms/d/e/1FAIpQLSfm-XSi9pervev2CWMfpPgrlGX_a6sgxlkb083PNAVw9Ecwpw/viewform?usp=sf_link
 - viii. Link to Sign-up Sheet: [FGS Sign-in](#)

Potential Organizations to Reach Out to for Help Advertising First-Gen Initiatives

Organization	Email
multiracial student organization	mbsa.umcp@gmail.com
Association for Aspiring Educators of Color	aaecumd@gmail.com
LavozLatina Newspaper	lavozlatinanoticias@gmail.com
Latinx student organization	lsu.umd@gmail.com
Latinx preheath society	umdlphs@gmail.com
Luso Brazo student organization	umd.lbsa@gmail.com
Academic Achievement Programs (AAP)	fwoods@umd.edu
DEI Office	DiverseTerps@umd.edu
Equity Consellation	equityconstellationumd@gmail.com
Transfer and off campus student life	tocsl@umd.edu
student success leadership council	student.success.leadership@gmail.com
South asian student organization	umdsasa20@gmail.com
Prepair	casmith@umd.edu
CLISO	cliso@gmail.com

4. Graduate School Information Event (In-person)

- a. In-person event in the spring semester which aimed to inform students what graduate school entails and what the admissions process is like, and to help them engage in networking with current graduate students and professors
- b. This was an effort to make alternative post-graduation paths known; many BSOS students may feel pressured to follow a traditional path into the workforce or law school, and may not understand all their options
- c. Coordinating with faculty is the most difficult, as they are very busy! Pick a date far in advance and try to get on their calendars sooner rather than later
- d. The panel consisted of graduate students, graduate faculty, and Dean Jean McGloin, who is the Associate Dean for Research and Graduate Education, who is a fantastic resource for all things graduate school (email: jmcgloin@umd.edu)

Sample email:

Dear _____,

My name is _____, and I am a part of BSOS's Dean's Student Advisory Council for this year. We are organizing a graduate school information panel for undergraduate students to be held on April 5th, 2022 - where undergraduate students would be able to learn more about and become more comfortable with the prospect of graduate school. We are planning to have a few UMD professors, students, and alumni be panelists for a Q&A session, and also have more for an in-person networking event to be held right afterwards. This event would run from 5:00pm to 6:30pm and would be held at the Stamp Student Union's Atrium room.

We would like to ask if you would be interested in being a panelist for this event. Dean McGloin had recommended you as a speaker who would bring important insight to the conversation, and so we were wondering if you would be able to lend your time to do so. You would not need to prepare anything to speak, as this would be a Q&A session.

Questions:

What is graduate school (first ~30 minutes)

1. *What opportunities/careers does grad school prepare you for?*
2. *What type of student should apply to grad school? If I'm unsure about grad school, should I still apply/go?*
3. *How much does it cost?*
4. *What graduate programs are and aren't funded?*
5. *What is a funded program?*
6. *What is the work life balance like?*
7. *What do you wish you had known going into graduate school?*

Admissions stuff (last ~30 minutes)

5. *What classes/skills/experiences would prepare you for grad school?*
6. *What can we do now in undergrad to increase our chances of getting into grad school?*
7. *What are the parts of a grad school application?*
8. *Do you need to take the GRE?*
9. *When/how should you study for the GRE?*



Marketing email:

*My name is _____, and I am the _____ Representative on the BSOS Dean's Student Advisory Council. We are putting on an event about graduate school and the admissions process, and we would really appreciate you sharing it with your **students/listserv**/_____. I have attached our flyer, and here is a short blurb you can use:*

*Are you interested in graduate school? Do you have questions about the graduate school admissions process? Do you not know anything about graduate school but may want to learn? The BSOS Dean's Student Advisory Council will be hosting a Graduate School Information Event on **Tuesday, April 5 from 5-6:30pm in the STAMP Atrium.***

*We will have a panel of current graduate students and professors to answer all of your questions, from basic information about what graduate school entails to help with navigating the admissions process. There will also be an opportunity for one-on-one networking. If you are interested in this event, please **RSVP at ter.ps/bsosgrad** for more information!*

Thank you so much, and please let me know if you have any questions.

5. Recommendations for faculty to adopt flexible academic policies
 - a. Given the unique nature of the 2021-2022 academic year, with transitioning back to hybrid/in-person instruction and acknowledging all the lessons learned from the pandemic, we felt it would be helpful to put together a guide for recommended academic policies that faculty may wish to adopt, along with a justification for these policies
 - b. This was put together over the summer of 2021, with advice from the other Vice-Chairs and Council members, and can be found [here](#) (also in the DSAC BSOS Google Drive)
 - c. While it is unlikely that similar circumstances will recur that would provide an opportunity for another such initiative, it is still worth considering how similar recommendations can be made to faculty in the future to bolster student well-being and academic success
6. Research Brochure
 - a. The research brochure initiative was spearheaded by the 2022-2023 HESP Representative, Avery Vess. The inspiration behind this initiative was the lack of resources diverted towards minority, low income and first generation students who want to pursue research opportunities and the institutional barriers they can encounter.
 - b. The brochure includes several sections: drafting an email, application tips, tips to land research, guide to finding your interests and opportunities for underserved students. The brochure also included an additional link to more resources and opportunities, including places to find affordable clothes in the College Park area. This link included the contact information for different HESP professors as well as their areas of specialization.
 - c. The brochures were created on Adobe Express utilizing the BSOS colors and official fonts. The brochures have been printed and placed in HESP Advising offices as well as high traffic areas around BSOS buildings. Avery will track the success of the brochures



through checking in with the HESP Advising office periodically and monitoring the feedback form.

- d. These brochures have been continually disseminated throughout HESP Advising and at other HESP tabling opportunities, such as the BSOS Peer to Peer Exploration Fair.
- e. This research guide can be made more broadly for other BSOS majors, or continue to be focused on HESP and clinical studies. The 2023-2024 Council should heed Avery Vess' insight and thoughts on the future of this project.

7. Hidden Gems Series

- a. This initiative was introduced by the 2022-2023 ANTH representative, Zoe Hill. She was inspired to create these informational posts due to her experiences as a Resident Assistant with freshmen, where they often are missing out on information that spreads from word of mouth.
- b. The first installment focused on midterm season tips and received around 50 likes on Instagram. This post included things like finding a study spot, student deals and free entertainment services like Xfinity or HBO. The second post highlighted tips for class registration, including resources like Planet Terp and UMD's transfer credit database. The third post highlights tips for next semester, such as looking for internships on Careers4Terps. This initiative sought to write down many of the resources that are shared among students, but are not located in a central resource.
- c. These posts are available on Instagram if future councils would like to repost these resources throughout the year, such as during finals or registration.

8. Website

- a. As the 2022-2023 Vice-Chair of Student Services, Kassidy Jacobs wanted to find a way to encourage longevity of the resources that are produced through DSAC. Taking inspiration from the Smith DSAC's website, consultations were completed with Abigail Messaris and Laura Ours, who both handle communications for the College of Behavioral and Social Sciences
- b. Upon receiving approval from the College, the Council was consulted to provide feedback on the desired goal of the website and things we should be mindful to include. Officers also discussed the distribution of responsibilities, such as how often the website should be updated and by whom.
- c. The website was created in Wordpress. We also received social media guidance, branding tips and disclaimers to include on the website. The official DSAC Gmail account created the Wordpress URL and it will be added to the transition documents for the incoming Chair and Officers.
- d. This website was completed over winter break and publicized at the beginning of the spring semester. The 2022-2023 Vice Chair of Student Services, Kassidy Jacobs, took lead on updating the website through formatting, posting events, and adding additional resources/tabs for student engagement. The website hosts Google Docs, event recordings and videos of Council.
- e. While the Vice Chair of Student Services took lead on this initiative, the responsibility has not been thoroughly assigned in the bylaws or handbook. While this can be a collaborative effort between Student Services and Outreach, or taken on by the Chair, Kassidy suggests that this responsibility be determined over the summer prior to the fall semester to ensure a smooth transition into the school year.
- f. In the 2024-2025 school year, the website was ran by the Chair, Cydney Simmons. In the future, I encourage the website to be run by either the Chair, to ease duties from committees, or Outreach Committee, so that there is consistency among platforms.



- g. The website was updated multiple times in 2024 in order to increase accessibility and aesthetic quality
 - i. Make sure to be careful with changes to the website as small edits can change formats on the page
 - h. The applications tab should be updated each year to reflect the correct form. There is currently a video that can be re-used from year-to-year until it is outdated.
9. First Generation Student Day
- a. To celebrate National First Generation College Student Day, Student Services created an infographic about resources supporting first generation students as well as highlighting Dean Rivera and the VP for Student Affairs, Patty Perillo, as first generation students.
10. International Week
- a. Student Services conducted outreach to several stakeholders who typically engage in events surrounding the international community to celebrate International Education Week. The email template that was sent out is below. These events were then compiled into a central location to encourage undergraduate attendance.
 - i. Hello,

I hope this email finds you well. I am reaching out as a Vice-Chair of the BSOS Dean's Student Advisory Council. The BSOS Dean's Student Advisory Council is planning to bundle appropriate events from departments & student groups occurring during the week of November 14-18, 2022 under the BSOS International Week label in order to highlight these events to undergraduate students.
 - ii. Does [INSERT DEPARTMENT NAME] have any events that week that would be appropriate to include on the list for students? There would be no obligation other than to allow DSAC to help advertise the event to make more undergraduate students aware of the opportunity. Thanks!
 - iii. Best,

[NAME]
11. Diversity, Equity and Inclusion Research Spotlight
- a. To raise awareness of diverse researchers and diverse topics being studied by BSOS researchers, the committee conducted research into diverse BSOS scholars and their current projects.
 - b. Different departments were targeted based on the current makeup of the committee. Our HESP Representative, Avery Vess, interviewed a HESP Professor and Zoe Hill, a PSYC/ANTH double major, conducted research into both the PSYC and ANTH departments. The committee also researched Grand Challenges Grants to highlight various research departments within the college. Kassidy Jacobs created the infographics for each of these and their templates are available on Adobe Express as well as Instagram.
 - c. Each infographic also had information on how students could get involved. Kassidy recommends that future committees continue this DEI work and uplift opportunities that are searching for marginalized students to be Research Assistants. It is not

adequate to simply advertise research opportunities, but Kassidy recommends that future committees work towards making these opportunities accessible and addressing diverse topics.

12. Graduate School Panel (Zoom)

- a. Avery Vess, our HESP Representative, spearheaded a panel where BSOS students could learn more about graduate school, both clinical and research focused. A diverse panel was curated with current PHD students and professors from different majors, backgrounds, genders and lived experiences. The template for reaching out to panelists as well as the specific individuals contacted is available in the DSAC Central Drive, Student Services folder.
- b. Both Kassidy Jacobs and Avery Vess moderated the event, swapping back and forth on questions exploring the admissions process, realities of graduate school and advice for future applicants. The specific questions can be found in the DSAC Central Drive, Student Services folder.
- c. A feedback form was also disseminated to those who attended the event, as well as the recording being uploaded to the DSAC website. This is the second iteration of a graduate school event put forth by Student Services, and Kassidy Jacobs hopes that the next Council continues to explore post graduate opportunities and career preparedness. While the specific event doesn't have to be a graduate school panel, Kassidy thinks it is worthwhile to do events surrounding higher education and career development, with an emphasis on showing diverse professionals and demystifying these processes for minority, low income, and female applicants.

13. Pathways to Success Panel (Zoom)

- a. In the 2023-2024 year, we combined experiences for Graduate School and other pathways to allow students to explore other possible experiences. We had both alumni and current professors in breakout rooms with different questions relevant to the specific group. Having representation for various options that students have to optimize their chances in graduate school is important.

Sample Event Structure

1. Introductions 5-10 minutes
 - a. 30 second intro for each panelist
 - i. Name, job, department, did you take a gap year?
2. Breakout Room 1A (Alumni & Current Grad Students) -20 minutes
 - a. General Questions
 - i. Why did you decide to do a gap year or join the workforce?
 - ii. How did you go about your job search?
 - iii. What is the best advice that you have for students looking to find jobs after college?
 - iv. How does what you're doing now tie into your long term goals?
 - b. Student Questions
3. Breakout Room 1B (Professors & Feller Center)- 20minutes
 - a. General Questions
 - i. What are the kinds of things that students do in a gap year?

- ii. What resources are available on campus to help you navigate finding a job?
 - iii. What experience is your taking a gap year or doing a post-bacc?
 - iv. Who would you recommend to take a gap year?
 - v. How can a gap year set you best up for graduate school?
 - vi. Any suggestions for gap years abroad?
 - vii. How do you best network
- b. Student Questions
- 4. Breakout Room 2A (Professors & Feller Center)- 20 minutes
 - a. General Questions
 - i. Same as before
 - b. Student Questions
 - i. Same as before
- 5. Breakout Room 2B (Alumni)- 20 minutes
 - a. General Questions
 - i. Same as before
 - b. Student Questions
 - i. Same as before
- 6. Closing- 5 minutes
 - a. Thank students for coming
 - b. Send-off

Sample Email to Panelists

Good afternoon,

My name is [Name] and I am part of the BSOS Dean's Student Advisory Council this year. As [Student Organization], I know that you support you members in their professional development and pursuits. We are currently teaming up with the Feller Center, BSOS faculty, and alumni (working for the government, non-profits, ThinkTank, and research labs before Graduate Shcool or Law School) to hold a panel discussion about gap years and working after undergrad. This event will be held over zoom from 5-6pm on Thursday, November 2nd. I was wondering if you could share the event information, zoom link, and interest form to your members. Thank you for your help!

Link to Interest Form: <https://forms.gle/UmZxtoGToSWpaocW9>

Link to Zoom: <https://umd.zoom.us/j/2330303627>

Best,
[Name]

- 14. Transfer Student Social
 - a. This event was held on Wednesday, April 17th, 10:30 am - 1:30 pm at the Benjamin Banneker Room in the Stamp Student Union. There was FREE MUFFINS & COFFEE, and an information pamphlet for transfer students, particularly transfer BSOS majors. The total cost of the event was around \$200.00

- b. Generate an RSVP form
 - i. Example form:
https://docs.google.com/forms/d/e/1FAIpQLSckG-D48JIAb_H4G8jTN9joVvLJY4rYVixRWt_li6PH2xNryw/viewform?usp=sf_link
 - ii. We made the event open despite RSVP, but this will give you a good sense of numbers
 - c. For the informational pamphlet:
 - i. Look at relevant resources such as:
 - ii. [Office of Undergraduate Admissions | Transfer Applicants \(umd.edu\)](#)
 - iii. [Transfer Resources - UMD](#)
 - iv. [Undergraduate Scholarships | The College of Behavioral and Social Sciences \(umd.edu\)](#)
 - v. Create pamphlet using Adobe creative cloud using DSAC branding
 - vi. Make sure that pages fold properly
 - vii. There is \$100.00 free printing at STAMP for student organizations
 - d. For room reservations;
 - i. Use e-calendar: [Home / EMS \(umd.edu\)](#)
 - ii. Make sure to book through DSA for reduced student-group prices
 - iii. For reference the total cost of the Benjamin Banneker room was ~\$86.00
 - iv. The room was booked from 10am-2pm, but the event ran from 10:30am-1:30pm to give time for set-up and clean up
 - e. For catering:
 - i. STAMP rooms can only be catered by STAMP affiliated sources
 - ii. Catering form: [Catering | Adele H. Stamp Student Union \(umd.edu\)](#)
 - iii. Email foodcourcatering@umd.edu the filled out form with the KFS number. Make sure to get this expense approved and keep any receipts.
 - iv. We ordered from the coffee bar. The “Tall Set- up” and 2 dozen muffins was more than enough for the 20 people that showed up.
 - f. Advertising
 - i. Create flyers in Canva or Adobe Creative Cloud. These flyers should be large for doors around Tydings and Lefrak and small (4 per page) for bathroom stalls
 - ii. IMPORTANT: Utilize SORC advertising at least a week in advance of the event. To do this, you must put a request in terplink and have
 - iii. Team up with other DSACs-found via website and instagram
 - g. Logistics for the Day-Of
 - i. The coffee bar will set up the room for you for free
 - ii. Make sure to have DSAC members sign up to be there (example sign-up: [Transfer Student Event Sign-Up](#))
15. Pathways to Excellence Resource Guide
- a. This initiative served to curate resources for undergraduate opportunities that prepare students with research experience before graduate school
 - b. Create a spread sheet with relevant resources: [DSAC - Pathways to Success](#)
 - c. Intergrate spreadsheet with the bsosdsac.com website

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. It is also encouraged that the Vice-Chair engage committee members in goal setting at the beginning of the semester, with periodic check-ins to see if they feel they are making progress towards their goals. Goals may also be used to delegate committee tasks.

Please feel free to contact the previous Vice Chair of Outreach, (name), with any questions at (personal email).

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). Current 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 1-2 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 at least 3 min. in total 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.

NOTE: A voting system has been created in 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, VC Programming, and VC Outreach. 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 Facebook, Instagram, and other social media platforms.
- 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 of the 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, Instagram and Other Social Media Outreach

Most social media outreach should be done on Instagram. However, if other social media platforms prove useful for engagement, the outreach committee should look to take advantage to those platforms as well (ex: Twitter, TikTok, BeReal).

BSOS Student Experience Feedback Survey

- The Student Experience Feedback Survey is a google form in the Chair email's google drive. This form is open indefinitely. The results should be regularly monitored by the Chair for updates.

Instagram: @BSOSDSAC Page

1. Outreach committee must approve post and content.
2. Content must be DSAC related for a main feed post – promotion of departmental events should occur on stories.

Facebook Event Steps

1. Create event 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 link to all council members a week before 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.

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