

# Senate Office Success

**Bridging the Gap with Senate Offices and Shared Governance**



# Senate Office Success is about YOU.

- It's about taking your training, time, and effort, and being able to channel that energy into productive means
- Evaluating your efforts and using your experience to benefit your personal and professional growth
- Using the ASI environment as an opportunity to experiment, test limits, and try new things
- Helping students by being a great student leader and working on yourself
- Building the efforts of your office and accomplish your goals to leave behind a legacy, and your contribution to Cal State LA





# Guiding Principles

**Keep these in mind as you set goals and take action as an ASI representative 😊**

# Communication

- Connect with Student Body and Make yourself known as an ASI point person that can help resolve issues
- Connect with committee members and help empower them to fill their rolls
  - Suggestions – Connect issues of your committee onto theirs to help fact-find
  - Set up a consistent check in
- Communicating to ASI about important issues/matters arising from the Shared Governance Unit
  - Internal memorandums on important information
  - Presenting to the BOD or other committees
- Visiting campus departments and faculty to explore issues and develop solutions



# Transparency and Accessibility of Information

- With all the knowledge you have – how can this be translated into accessible and easy to understand information for the student body?
  - Surveys
  - Committee Reports
  - Public Relation announcements
  - Signs/hand outs
  - Class Presentations/updates
  - Flow charts
  - Step-by-step instructions
- Your committee ASI page – what can be improved? What will help students in the future?
  - Are there any links we should include?
  - Is there any information you can organize and re-present in an easier-to-understand fashion?



# Leading the Direction in Student Perspective

- Emphasizing position within committee discussions with the student perspective in mind
- Always asking, how does this affect me as a student?
- Always asking, how does this affect other students?
  - Assessing student groups issue affects
  - Pro/Cons of issue
  - Tying these aspects into your stance as a student rep
  - Finding students affected by issue and retain feedback
- What is your action on the committee?
- What is your action within ASI?
- How will you marry your efforts on committees into ASI or your office?





- Now, apply it to your Senate Office!
  - How can you incorporate your committee members into the work of your office?
    - How can they help you achieve the information you need to make a stance?
  - Establish benchmarks for your office
    - What is the current state of your office? What is your projected goal for this semester? For the next administration?
  - Design your Action Plan
    - What are your next steps?
    - Plan week by week or month by month

