



College Representative Report

Per the College Representative Code of Procedure Policy 018, each college pair is responsible for submitting one report and updates to the Cabinet Chair 72-hours before the cabinet meeting. Reports should cover college announcements, updates and speak to the following questions.

College: _____ Arts & Letters _____ Date: __9/24/2018_____

Representative Name(s): _____ J. Isai Amaya _____

- I. How did you complete your specific duties during this period in relation to the ASI policy? Please provide detail regarding the project(s) are you currently working on?

Since the last report, I have meet with two professors and one more department chair within my college. I started working with a grievance with a club that my college associates with, with CSI. I have meet with many of the clubs so far and keep gathering information from them. I have also continued to collecting narratives from students who are majoring in Television & Film to gather there narratives in respect to administration of TVF.

- II. What did you learn during this biweekly period? Do you have any comments or concerns that ASI can follow up on?

I learned that the Luckman Theatre and its smaller theatre's are a separate entity on campus, in which we have to pay a large price to use. I had the misconception that it was owned by the Department of Theatre & Dance.

I also learned more about clubs and organizations within my college, when they meet, what are their needs, where they are struggling, and what they stand for. My main work has been visiting these clubs during their meetings and establishing a working relationship with them.

- III. What are your goals for the upcoming semester?

I have to long term goals that I am working during my term as representative. First off, I am continuously meeting with clubs and organizations that fall under Arts & Letters. My goal with this is to make sure that clubs and organizations are utilizing me as an outlet to crucial information that they may need. For example, clubs and organizations can use me for the process on how to receive funding from



ASI, and so forth. Another long term goal I have is to establish a stronger connection with my college and ASI, making sure that we have a strong line of communication between me, the dean, associate dean and department chairs.

IV. How do you plan on helping resolve issues that constituents have?

First, I would establish the problem a constituent went about to fix the issue at hand. After that, I would make a plan of action as to what steps need to be taken to fix the issue as quick and professionally as possible. After the plan of action has been executed, I would then review what worked and what didn't work after. If the problem persists or continues to grow, then I would discuss with the constituent another plan of action and discuss why it didn't work initially. I would continue meeting with the constituent until the problem no longer exists and then I would review the whole situation.