



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: _____ 9/9/18 _____

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?

I established many connections within the College of Arts & Letters. First off, I connected with the new Dean, Dr. Linda Essig and spoke about ways I can advocate for the college. She also shared her vision for the college with me. After that, I met 6 out of the 9 department chairs and discussed with them in specific ways of advocating for each department.

Since I met with department chairs, I was able to get into contact with clubs and organizations through them. I met with a total of four clubs and brought two into the ASI office to discuss issues that they had, such as, issues reserving U-SU rooms, issues with CSI and how to go about receiving funding from ASI as a recognized club.

I'm currently trying to schedule a meeting with a representative from U-SU and CSI to discuss the issues at hand.

Lastly, the Arts & Letters Town Hall Mixer I had proposed was a success! I was able to pull the event together and gather as much faculty and staff from Art & Letters with the help of Marcus Rodriguez. Most importantly, I was able to gather information straight from the students as to issues they may be having with the college.

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



I learned how to utilize certain people within my college and I have been able to connect faces with titles and become recognized with them. I learned the steps on how to plan a successful event with the college the day of.
Concerns with CSI ?

III. What are your goals for the upcoming semester?

My main initiative for the upcoming semester is to work as closely as I can with advisement for Arts & Letters. I would like to have a steady flow of students being seen and making sure they are leaving the office with information they needed.

Another initiative is to collaborate with other college representatives to see if we can collaborate with a college event (proposal). I would like to see all colleges work together at one event, seeing that our staff has more than enough potential to go about this.

My long term initiative is to establish and strengthen my working connection with ASI and Arts & Letters until the end of my term.

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

First, I would establish the problem a constituent might have and hear how the 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 had 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.