

Prabhjyot Shinh
Director of Undeclared Students

To: Sadia Ashraf
Director of Undeclared Students Elect

From: Prabhjyot Shinh
Director of Undeclared Students

Subject: End of Year Report

Introduction

Hello Sadia,

Firstly, CONGRATULATIONS on being elected as the next Director of Undeclared Students! I welcome you as one of the newest members on the ASI 2020-21 Board of Directors. Believe me, you are going to have an amazing time with this organization and you should be extremely proud of this accomplishment.

Now that you have been elected, I want to go over the rules, roles and responsibilities of this position. Below are the important duties for the ASI Director of Undeclared Students. To learn more, I would recommend to check the bylaws and operating rules by visiting

<https://asi.csus.edu/governing-documents>.

1. Directors are required to keep a minimum of 4 hours in the office per week. If you prefer having office hours in areas such as the FYE Space, you still can, just be sure to check with the EVP and the assistant to the board. If you cannot make office hours, notify the EVP and Board Associate. Failing to attend office hours without proper notification may result in consequences most likely being a warning or strike. You are allowed 3 strikes during your term before you will be relieved of your duties.
2. The Director of Undeclared Students must meet with the Dean of Undergraduate Studies at least twice. The Dean of Undeclared students is Dr. James German. His email is: james.german@csus.edu. You can always CC Celena Showers at celena.showers@csus.edu when trying to find a time to schedule an appointment with Dr. German.
3. Directors are required to complete 4 classroom presentations and 3 student club/organization presentations per semester in order to promote and enhance the Board of Director's yearly Strategic Priorities.
4. Directors must sit on at least 1 ASCSUS internal committee.

5. Directors must sit on at least 2 ASCSUS University committees. If you cannot meet with any of the committees because of a conflict with your class schedule, you may be excused of 1 external committee by notifying the President and EVP who will then ask for approval from the board.
6. Directors shall assist in recruiting students to serve on.
7. Directors must attend all Board: strategic planning sessions, orientations and retreats. Board Meetings, Special Meetings, and Emergency Meetings.
8. Each Director will be required to attend:
 - a. At least 3 events a semester hosted by the ASI Board or an ASI department;
 - b. At least 2 events a semester hosted by the ASI Office or Governmental Affairs;
 - c. At least 3 University-wide events a semester; and
 - d. At least 3 events a semester hosted on behalf of their representative constituency.
9. Each Director will be responsible for maintaining and updating (at least twice a semester) their ASI bulletin board in their respective academic college. In addition, the Director of Undeclared Students will place their information on each of the other Director's boards and are equally responsible for the maintenance and upkeep of their portion.
10. Directors shall prepare a final report highlighting their accomplishments in relationship to the strategic plan and any recommendations for changes or continued activities to the new Board. The final report should be submitted to the ASCSUS Executive Vice President prior to the end of the semester. This due date is to be determined by the Executive Vice President in consultation with the Board Associate. The document should be presented to the new Board during Orientation.

Each month, you will be required to write a Board report. To see my Board reports for the year, please check: <https://asi.csus.edu/pod/monthly-board-reports>

Internal Committees

The VPUA will help you select 1 committee to sit on for the academic year. My Board started working in the office before the Fall semester began. I chose to be part of the Scholarships committee (I was really busy for the first semester, and this committee has no meetings, you basically work/grade in your own time). The second semester that I was on Board, I sat on the Student Marketing and Outreach committee (being a business major, I was really interested in this one). So, just schedule a meeting with the VPUA (who is Lovepreet Kaur) in early August, and you can see the list of committees and find the one that you are interested in. Try to sit on

a committee that is meaningful to you, something you will continue to be engaged with for an entire year.

External Committees

There are 2 external committees, or university committees that you are required to sit on. Once again, the VPUA will assist you in this process and it's up to you to choose which committees you want to sit on. I chose to sit on the Well Advisory group and the Sustainability committee. The way I selected them mostly was dependent on the timings they meet and my interest. The sustainability committee did not meet much, for the second semester it was mostly because of COVID-19. Check with the VPUA and ask whether these committees you select meet throughout the year to ensure you are maximizing your learning curve as a director.

Accomplishments: Strategic Priorities

Each year at the initial board retreat, Directors decide on a selected list of strategic priorities that they feel can be accomplished throughout the year. Throughout the year, the Directors work on the priorities they choose to work on. For myself, below are some the priorities I was a part of and in what ways I helped achieve them.

1.1.2 Support/market voter registration to Sac State students

Did tabling with other Board members and OGA

1.2.1 Collaborate with other campus partners in support of census education

Board is working with Serna center to promote CENSUS 2020

1.2.2 Promote census education

I participated in CENSUS challenges and promoted them on social media

1.5.1 Promote CHESS Conference Attendance

Promoted and attended CHESS conference

1.6.1 Support the continued efforts of the "Don't Litter Our River" campaign

Volunteered for the river cleaning.

1.6.2 Check feasibility of a carpool application for CSUS students to promote carpool while maintaining security.

Met with UTAPS. The application can be built in collaboration with Waze/Google. There are no costs for the development of the application, and no costs from Waze/Google for

licensing. The only costs that are involved are regarding promotions and incentives for students.

3.3.2 Support and partner on Mental Health Initiatives

Promoted events on the IG page. Being part of the Well Advisory group, I got a chance to know what the health initiatives are in progress.

4.1.1 Promote Career/academic focused campus programs

Promoted SSA on ASI social media for their smart planner workshops

Promoted Focus 2 during the ASI Und & A&L kick-off and on Social media

Promoted Meet the majors on Instagram Story

4.1.2 Assess the feasibility of an online platform compiling career/academic initiatives across campus partners

In the meeting, we got to know that the online platform already exists.

4.1.3 Investigate current strategies being used by departments to support career/academic success

Met Dr. German, the strategies that focus on the academic and career success of the undeclared students include First Year Experience program, the Career Center (for career exploration), and the Focus2Career Application – a tool to help with career exploration.

4.2.1 Educate Board regarding SMART planner usage

Attended the Smart Planner Workshop during the Working Board Meeting

Finally, because of the COVID-19 situations, in the month of April and May, I worked with the ASI President and EVP in promoting CENSUS and resources that students might need because of the Coronavirus situation.

I just want to add, that you don't have to sign up for the priority to work on it. Board members can always assist and collaborate with other Board members. I was not part of all the priorities mentioned above. But I went to the events and tried to be supportive as much as possible.

Kick-off event

Each college Director, including the Undeclared Director, has to organize a kick-off event. Try to do it early in the first semester. I did a joint kick-off events, along with the Director of Arts and letters. For the kick-off, each Director is given a specific budget and because of joint kick-offs, you can combine monies and efforts. The attention of the event was coffee, hot cocoa, cookie, and a chance to win Sac State mugs. We did stamp cards and a lucky draw for the mugs. A lot of

students participated in that. Planning the event is real fun. You can ask Corinne and Lisa for assistance. Also, Lisa can help you get discount if you are buying stuff from bookstore. And Corinne can help you with placing the food orders.

I personally enjoyed the event. We had a great turnout. I invited the FYE space and the career center to table at the event. You can also ask the peer mentor club for tabling. I highly recommend you ask several board members if they would like to team up for the joint kick-off. It will be a lot easier and make the day so much more fun for everyone to enjoy.

Overall Recommendations

Last year I went to the 'Meet the Majors' that FYE space does. It is a great opportunity to meet students. You can figure out with Lisa if you can collaborate with the FYE space to make it a big event by integrating your kick-off with it. I wanted to do it, but I already had everything planned for my kick-off already.

Another recommendation is that meet the Dean of Undergraduate studies more than once a semester. Or just do regular email check-ins. He is really helpful and provides great feedback. Plus he has regular meetings at the FYE space. So, if you want to be more involved, I would suggest to develop a good bonding with the FYE space and go to their events.

The last year, I got a chance to arrange a forum for Dean of Undergraduate studies. The forum was intended to know about the opinions regarding the race and ethnicity courses. It was really fun to organize it. You can always invite your on-campus job coworkers, friends, and classmates to such open events.

Undeclared students are hard to find. But an easier way to be able to connect with them is through the first year seminars. Each first year seminar has a peer mentor, so reaching out to the Peer mentor coordinator or being involved with the Peer Mentor club will be really useful.

Also, go to as many events as possible. Take your business cards to those events. I was a panelist for multiple panels and went to the interviews that are held on campus for campus leader roles. It helps in learning more about what leadership roles are changing and a chance to meet more people.

Lastly, meet with advisors in the Career center. There are many tools that can assist undeclared students with choosing a right major like Focus2Career. I love this tool, I promoted it during my kick-off. Please check it and try your best to promote it. Also, Dean German loves this tool, and you can ask for his assistance if you want more information.

Prabhjyot Shinh
Director of Undeclared Students

Conclusion

I hope this helped you better understand the rules, roles and responsibilities. I know you will do an amazing job and represent your constituents to the best of your abilities. As you transition, I recommend you sit down with Lisa, Sandra, and your EVP to ask as many questions as you need to help make this as fluid as possible. Corrine, who works at the front desk as an Assistant to the Board is also a great option to ask any questions, though she does get busy at times. If you have any questions, comments, or concerns, feel free to reach me at my Sac State email (pshinh@csus.edu) or my cell phone (408-834-6167). I want to help make this transition as easy as possible for you so you can start the school year ready to go. As I am continuing being a Board member for 2020-21 year, feel free to reach out and ask me questions. Congratulations once again and I wish you the best of luck!

In Service,

Prabhjyot Shinh

Director of Undeclared Students