

Leena Abed
ASI Director of Education

To: **Danielle Cochran**
ASI Director of Education – Elect

From: **Leena Abed**
ASI Director of Education

Subject: **Transition Report**

Introduction

In this report, I have summarized the work that I completed throughout my term. It includes committee work, strategic priorities, and other general business expected by a Director on the Board. I also included what I wish I would have known when I started my term and what I would do differently. I hope that this report helps smoothen the transition and helps the next Director of Education understand what this position consists of.

Internal Committees

Begin taking a look at the different committees during the first week of the semester. Highlight the ones that best interest you and make sure you have time for them in your school/work schedule. The best piece of advice I could give you regarding choosing committees, is find the one that you believe you would be the most passionate about and committed to work on, since you spend a lot of time and effort on it.

ASI Memorial Scholarship Committee

During the Fall 2019 semester, I was appointed to my position about six weeks after the term already began. My school schedule was set, I worked a part-time job, and was completing fieldwork off campus. I found that a scholarship committee would best suit me for the semester since I could work on it at home and choose the times I would dedicate to it. It took a lot of time to read through each applicant's essay, but I completed the work within a few days. If you like reading and don't have much time in your schedule for committee meetings, this committee would be good to take into consideration.

Wellness, Safety and Sexual Assault Committee

I served on this committee during the Spring 2020 semester. While our work was cut short due to the circumstances that followed the effects of COVID-19, this committee is very important to

our campus and is dedicated to ensure all our students feel safe and protected on our campus. We worked with campus partners, like WEAVE, on events that bring awareness to issues like sexual assault. Prior to the campus closure, we planned to take part in a series of events and activities during the month of April which is sexual assault awareness month. This committee meets every other week for an hour. If you have the time in your schedule to take part in this committee and if it interests you, I highly recommend considering begin a part of it. I wish I would have had the time to be a part of the committee during the fall semester, I feel like I could have been of more help.

University Committees

Parent Advisory Committee

I joined the Parent Advisory Committee in the Fall 2019 semester and continued through the Spring 2020 semester. PAC is a very interesting and mind-opening committee. It discusses issues that take place behind-the-scenes at the children's center, such as government funding, state visits, child care rates, etc. Initially, the committee didn't discuss much topics that were of high importance, but, as we approached the spring semester and the minimum wage increase took effect, we began to discuss a rise in child care rates. We have faced intense discussions in this committee, but, we were able to get through them and come to an agreement on what the increase in the rates for both, student-parents and faculty-parents, would be. It can get confusing at times to understand the logistics behind the data and funding that the center gets, but, don't ever shy away from asking questions. One regret that I have is that I was afraid of asking questions, a lot of the other committee members were older than me and more experience in this fieldwork so I thought my questions would sound foolish, but I want to make sure that you don't make the same mistake as me. Sandra is on this committee and she knows and has experienced it all, ask her all the questions you may have, she is very helpful. If you have the time to meet with PAC every Monday from 12pm to 1pm and if this committee interests you, I recommend taking part in it. They normally ask for the director of education to be a part of this committee, so, I would give it a thought.

Anthony J. Leones Scholarship Committee

This committee is very similar to the other scholarship committees. Similar to the Memorial Scholarship committee, I was a part of this committee during the Fall 2019 semester because I didn't have much time to be a part of other committees that host meetings.

Student Success Outcomes and Retention (SSOAR) Committee

This is a committee that is completely separate from ASI. It does not count as a part of the required number of committees a director must sit on, however, it is a part of the College of

Education and the chair had reached out to me to be a part of this committee so that a student voice would be brought to the table. I definitely recommend taking part in this committee; as a student in the College of Education, a lot of my prior professors are part of the committee, therefore, I have established relationships with them that go beyond the classrooms. You make connections with faculty that could potentially help you out in the future, such as for letters of recommendation. This committee is also very interesting, it is dedicated to ensuring that students in the college of Ed succeed, and as a ASI student representative, this is a great opportunity to serve students and voice their needs and concerns. The [meeting minutes](#) are made available online, they could help you better understand what kind of discussions take place.

Accomplishments

Strategic Priorities

1.3.1 Work with OGA team to create a simplified voter information packet on propositions and how each office they are voting on matters to college students.

This priority was completed. A bookmark and simplified voter information packet has been created for distribution around campus. The bookmark includes the three different ways of turning in a voting ballot, the opening hours of the nearby Modoc Hall voting center, facts about the impact college students make when voting, and a code that could be scanned to easily register to vote on a mobile device.

3.1.1 Research Feasibility of “Donate the Change” for the ASI Food Pantry

This priority was in works before the campus closure. In February, our VPF attended a Basic Needs Conference and the Provost was in attendance. They spoke about “Donate the Change” and he seemed like he was in support of it. The ASI VPF also met with VP/CFO, Jonathan Bowman, and he was in support of the idea as well. She then attended a UEI board meeting early March, and both the Provost and VP/CFO were in attendance. They brought the idea to the table at the meeting, and they agreed that the Budget and Finance Committee for UEI would take it into consideration during their meeting. Shortly before the meeting was planned to happen, the campus was closed and all in-person meetings were put on hold. Hopefully, the next board will take this priority into consideration.

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

This is a priority that I completed with the Associate Dean of the College of Education. The department of Education in Eureka Hall contains a student success center where students could receive advising and help with coursework, i.e. tutoring. The College of Education has also set up a survey for students to take after meeting with a staff member at the success center to help evaluate and improve the center and its resources.

Joint Council

OPERATING RULE-SECTION TWO G. JOINT AND ADVISORY COUNCILS

1. The purpose of Joint Councils is to serve as umbrella organizations for the students and clubs within their respective colleges. They provide a forum for networking and collaboration among the students for the purpose of organizing joint events, finding ways of enhancing student life, and advocating for the needs of the students within the college and university level. In addition, they also serve to strengthen students academically within the college by encouraging them to apply for scholarships and work collaboratively with the faculty, staff, or administration of their college.
2. Directors shall submit a written action plan to the ASCSUS Executive Vice President on the creation of a Joint Council within one month of entering office. If a Joint Council action plan anticipates the need for additional funding to conduct Joint Council business, the Joint Council may seek to charter themselves with Student Organizations & Leadership in order to qualify for Associated Students Inc. Dollars for Organizations and Clubs (DOC) Funding. If the creation of the Joint Council does not seem plausible, the Director must submit a detailed explanation on why they will not be creating the Joint Council to the Executive Vice President, the Executive Vice President shall determine if the reasons presented by the Director are valid. If so, then the Director and Executive Vice President shall come up with an alternative to reaching the constituents of the Director's College, if equivalent to the work of a Joint Council. The Joint Councils may act as vessels for: the creation of legislation, the sharing of ideas and grievances, college issue advocacy, special projects, event planning, or other appropriate means of representation. The guidelines for Joint Councils shall be as follows:
 - a. The Joint Councils shall consist of at least four (4) student representatives. At least one of the representatives must be a student of the college who is not representing a club/organization.
 - b. The Joint Councils shall be responsible for at least one (1) meeting per month during the fall/spring semester, unless otherwise stated by these Operating Rules and/or the Joint Councils (JC) constitution.
 - c. A brief annotation of the Joint Council's minutes shall be included in the Director's Monthly Board report.
 - d. All Joint Council Meetings shall be publicly announced and open, and shall post agendas.
 - e. The chair shall be responsible for the agenda, unless otherwise stated by these Operating Rules and/or JC constitution.
 - f. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.
 - g. A quorum shall consist of 50 percent plus 1 of the voting members.
 - h. The Director or Designee shall act as the chair of the Joint Council, unless otherwise stated by these Operating Rules and/or the JC constitution. In case the director is not

- able to be the chair per the Operating Rules or the JC constitution, the Director shall be a non-voting member.
- i. The Director shall be required to attend all meetings of the Joint Council.
 - j. The Board structure may include: Chair, Vice-Chair, ASCSUS Recorder, and members at large (all voting members), unless otherwise stated by these Operating Rules and/or the JC constitution. In case the JC chooses its own recorder, all minutes shall be forwarded to the ASCSUS Recorder.

7. Director of Education

- a. The Director of Education may re-charter the Joint Education Council (JEC) within the first month of office.
 - *Since I came into my position late, I didn't have the chance to revive the JEC for the College of Education. I highly recommend that the next Director takes doing this into consideration. I think it'll be an excellent way to unite the students within a college and have a place where students feel safe to voice their needs and concerns.*
- b. The Director may serve as JEC Chair.
- c. The Director shall meet with the Dean and Associate Dean of Education within the first month of office.
 - *I met with the Dean of the College of Education the first month I began my term, I then met with the Associate Dean once every month that followed. She is in strong support of bringing the joint council back together, please stay in close contact with her and ask her for any help you may need she offers a great amount of support.*
- d. The Director may make contact with newly elected club officers and interested student representatives/leaders to serve as JEC officers and members.
- e. The Director may hold at least one JEC meeting a month during Fall & Spring Semesters.
- f. The purpose of the JEC will be to advocate for the College of Education and its clubs/programs.

Noteworthy Events

ASI Meetings

- *10/3 – Meeting with Lisa*
- *10/4 – Meeting with Sandra*
- *10/4 – Meeting with Corinne*
- *10/7 – Parent Advisory Committee Meeting*
- *10/8 – Meeting with ASI EVP*
- *10/9 – ASI Formal Board meeting*
- *10/10 – Meeting Dr. Amber Gonzalez*

- 10/16 – Dreamer Ally Training
- 10/16 – ASI Working Board meeting
- 10/17 – Meeting with ASI VPF
- 10/30 – Meeting with Dean of College of Ed
- 11/4 – Parent Advisory Council Meeting
- 11/6 – Formal Board Meeting
- 11/6 – Meeting with Sandra
- 11/13 – Working Board Meeting
- 11/13 – Executive Committee Meeting
- 11/20 – Meeting with College of Education’s Associate Dean, Dr. O’Hara
- 11/20 – Meeting with ASI President
- 11/20 – ASI Formal Board Meeting
- 11/27 – ASI Working Board Meeting
- 12/4 – ASI Formal Board Meeting
- 1/29 – ASI Working Board Meeting
- 2/3 – Parent Advisory Committee Meeting
- 2/5 – ASI Formal Board Meeting
- 2/12 – ASI Working Board Meeting
- 2/19 – Meeting with Associate Dean, Dr. O’Hara
- 2/19 – ASI Formal Board Meeting
- 2/20 – College of Ed’s Student Success Outcomes and Retention (SSOAR) Committee Meeting
- 2/25 – Meeting with Associate Dean, Dr. O’Hara
- 2/25 – Student Wellness, Safety, and Sexual Assault Committee Meeting
- 2/26 – ASI Working Board Meeting
- 3/2 – Parent Advisory Committee Meeting
- 3/4 – ASI Formal Board Meeting
- 3/10 – Student Wellness, Safety, and Sexual Assault Committee Meeting
- 3/11 – ASI Working Board Meeting
- 3/18 – ASI Formal Board Meeting via Zoom
- 3/18 – ASI Special Working Board Meeting via Zoom
- 3/18 – ASI Special Formal Board Meeting via Zoom
- 3/19 – CoE’s Student Success Outcomes and Retention Committee Meeting
- 3/25 – ASI Working Board Meeting via Zoom
- 4/7 – Meeting with ASI EVP
- 4/8 – ASI Formal Board Meeting
- 4/13 – Parent Advisory Committee Meeting via Zoom
- 4/14 – Meeting with Associate Dean, Dr. O’Hara
- 4/14 – Meeting with Sandra

- *4/14 – Meeting with ASI President*
- *4/14 – ASI Working Board Meeting*
- *4/22 – ASI Formal Board Meeting*
- *4/23 – Meeting with ASI EVP*
- *4/29 – ASI Working Board Meeting*
- *5/5 – Meeting with Director of Education Elect*
- *5/6 – ASI Formal Board Meeting*

ASI Events

- *10/30 – Pastries with the President Event*
- *11/13 – College of Education Kick-off Event*
- *11/19 – Different Yet United Event*
- *1/16 – ASI Board Mid-Year Retreat*
- *3/7 – CHESS Reception*

University/Constituent Events

- *10/16 – Dreamer Ally Training*
- *11/19 – Different Yet United Event*
- *1/16 – President Nelson's Spring Address*
- *2/8 – JC Penney Suit-Up Event*
- *11/9 – EOP 50th Anniversary Gala*

Classroom Presentations

- *10/15 – ASI Presentation to CHDV 136 Class*
- *10/22 – ASI Presentation to CHDV 154 Class*
- *10/22 – ASI Presentation to EDUC 21 Class*
- *10/30 – ASI Presentation to a First Year Seminar Class*
- *2/25 – ASI Classroom Presentation*
- *3/5 – ASI Classroom Presentation to CHDV 23 Class*

Club Presentations

- *11/4 – ASI Presentation to the Muslim Student Association club*
- *12/6 – ASI Presentation to the Peer Mentor Club*

Projects Started / Pending Projects

One of the things I would change and wished I had completed during my term was re-starting a joint council for the College of Education. As I mentioned before, I came into my term too late during the Fall semester to begin one, but, I would've loved to start one. The reason I say this is because one of the projects I was working on with the Associate Dean, Dr. O'Hara, is receiving feedback from students regarding what they think about the programs the CoE has to offer, such as the Student Success Center and the Educational Equity Program. A joint council filled with students within the CoE would've been a great way to receive feedback. This is a project that is ongoing and doesn't have a deadline, I encourage you to continue to speak to Dr. O'Hara about this and come up with ways you could receive feedback from students. Some of the ways I felt were the most effective was through social media and Sac Send emails. I used Sac Send when I sought student feedback on greater issues, such as holding a virtual ceremony for 2020 graduates, but you could also use it to appeal to students on a personal level and understand their thoughts and perspectives so that you may serve as their voice. Additionally, when it comes to re-starting a joint council, I encourage you to reach out to Dr. Gonzalez. She has many connections, and has a lot of experience working with students and prior Education Directors. Something her and I discussed is restarting the Child-Development Association club, we didn't have enough time to begin one in the Fall semester and we considered beginning one in the spring, however, we never had the chance to. If you're interested in beginning a Joint Council and restarting the Child-Development Associate club, I would recommend getting in contact with Dr. Amber Gonzalez as soon as you start working, she has a very busy schedule, but is willing to work closely with students.

Contact info: Dr. O'Hara – kdohara@csus.edu

Dr. Amber Gonzalez – amber.gonzalez@csus.edu

Legislation

One area of legislation and also something to take into consideration to make a Board Strategic Priority is, researching the feasibility of "Donate the Change" for the ASI Food Pantry. As I mentioned about, this priority was already in the works of making progress, however, due to the circumstances caused by COVID-19, it wasn't able to be completed. The provost was on board with the idea, as well as the VP, which is a great start. I believe it'll be a little easier to get to work started on this priority once the fall semester begins. We're hopeful that the next board will take this into account.

Recommendations

- Begin researching the steps that need to be taken to revive a Joint Council
- Consider meeting with Dr. Amber Gonzalez at the beginning of the semester to talk about getting the Child-Development Association back up and running, she could also help you recruit people for the Joint Council.
- Take a look at all the committees from the beginning, plan your schedule and make sure you have a little room for free work-time.
- Don't stress about the kick-off event. Invite clubs like STEAM, along with the student success center in Eureka Hall to table. I did mine at the Multi-Cultural Center, they were very welcoming and easy to work with.
- Set reoccurring meeting times with the Associate Dean, Dr. O'Hara, after your first meeting together. She sometimes forgets to email back, so, I found that it's helpful to set a reoccurring time once every month.

Lastly, congratulations, Danielle! ASI is truly a wonderful organization to be a part of. My number one piece of advice is: enjoy it all while it lasts, it all goes by so fast. It is a unique experience filled with so much great information and close friendships. Do not let yourself get too stressed, enjoy the experience. Ask questions whenever you're confused. Talk to Sandra, Lisa, and Corinne, they help a lot. I am also here for you, please do not hesitate to let me know when you need anything. I hope you enjoy being in this position as much as I did, good luck on everything, I am so very excited for you!