

Noah Venethongkham
ASI Director of ECS

To: Karla Lozada
(ASI Director of ECS- Elect)

From: Noah Venethongkham
ASI Director of ECS

Subject: End of the Year Report

Introduction

Hello Karla! Congratulations for winning your election and serving on the board of directors! Thank you for reaching out to me about the Director positions. From speaking with you, and hearing about your goals for the college of ECS, I know you will give your all to support ECS students. This End of the Year report is to give you an overview of what I did and some insight about what I wish I knew coming into the position. First, don't be afraid to ask questions, there is no way you can know everything going in within CSUS or ECS. It can be confusing and slow at first to get used to what we do at board meetings, but we receive a lot of training and practice on Robert's Rules of Order. Don't worry too much though, the ASI staff do a really good job at integrating you into the board. You have an entire academic year to be a representative and voice of the students.

Internal Committees/Work Teams

For the internal committees, I was apart of multiple scholarship committees. For the scholarship committees, these are fairly easy and not too time consuming. They are independent work committees where committee members independently work on grading scholarships based on a given rubric. ASI has lots of scholarship opportunities for students and you'll be responsible for grading these scholarships. Additionally, during presentations I always mention how ASI has so many opportunities, yet some scholarships receive 1 or in some cases none. The ASI office will provide you with the rubrics and the essays will be anonymous. Your job is to read and review them, and give them a grade based on the rubric. By serving on this committee, you aren't eligible to apply or receive any of the scholarships for obvious reasons.

External Committees/Panels/Councils

I served on two committees that were external. The Procedural Appeals Committee and the ECS Associate Dean Search Committee. The Procedural Appeals committee is established as a safeguard to review grade appeal panels for correct procedurals in the case where a student feels the committee did not showcase the correct procedures. This committee meets on a case-by-case basis. My experience with this committee is we met twice a semester.

The next committee I was apart of is the ECS Associate Dean Search Committee. This committee met up once a month to discuss potential candidates which we independently grade. We go through 3 to 4 rounds before a small amount of candidates are brought onto campus. This year we had 3 candidates on campus and I tried to attend their presentations and open forums to get more insight about each candidate. Note the goal of the committee is to provide recommendations of 3 potential candidates to the Dean.

Additionally, as the ASI Director of ECS, you will default as the Vice President of the Engineering and Computer Science Joint Council (ECSJC). I strongly recommend that you connect with the elected officers for next year's term. The work that the ECSJC does is integral for the college of ECS. Our council is actually very well put together and established, and I recommend you help other ASI directors with how they can structure their own councils, because it's been difficult for other colleges to form or keep up with one.

The goal of the ECSJC is to provide a platform for ECS club leaders to network and collaborate. ECSJC hosts 3 main events with more planned depending on the officers. You will have monthly meetings in which representatives of all the ECS clubs will have to attend if they want their club to be eligible for IRA (Instruction-related activities) funding. Thus, a majority of meeting attendees are club officers; however, I would recommend you encourage students to attend in order to familiarize themselves with the active ECS clubs.

The 3 main events ECSJC plans is the ECS Welcome Back BBQ, Turkey Bowl, and the ECS Expo. The Welcome Back BBQ should be hosted in the first two week of the semester, make sure to work with the ECSJC president and the ECS Career Center to host this event. The purpose of this event is to showcase what ECS opportunities are available for students, thus get as many ECS clubs and services possible. The 2nd event is the Turkey Bowl, which we co-host with the College of NSM. The purpose of this event is to host a free bowling event in November and host a food drive to raise cans of food for the ASI Food Pantry.

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The third event is the ECS Exposition which requires a lot of work and months of planning. Unfortunately, due to COVID-19 we were unable to continue with this event which is usually hosted in mid-April. For your year, make sure you email Associate Dean Shafizadeh, as he will be a very important mentor in all of event planning. He helped us a lot and gave us very good advice that allowed all the events to go well.

And also make sure to be added to the GroupMe chats because this is how you'll primarily communicate with the other ECSJC officers, and with other ECS club leaders.

Strategic Priorities

- 1.1.2:** Support/market voter registration to Sac State Students
- 1.2.2:** Census 2020 - Promote census education
- 3.1.2:** Hold a drive for the ASI Food Pantry
- 4.0:** Enhance Academic/Student Success
- 4.1.1/2:** Promote academic focused campus programs
- 4.1.3:** Investigate current strategies to support academic success
- 4.1.4:** Feasibility of interdisciplinary Alumni/Professional speaker program

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Director Business

Director's Bulletin Board: This board is located in Riverside hall, on the first floor. Make sure to update it with information and news that you feel the students in ECS should know about. Include a way to contact you and possibly your picture so that you're increasing your ASI visibility and presence within the college. Make sure to regularly update your bulletin with current campus opportunities.

Joint Council: Make sure to start ahead of time in the planning process for all of the events that the ECSJC host. Additionally, ECSJC meetings are the perfect place for students to get familiar with the active clubs on campus, so invite as many students as you can! Have a club roll-call and have each club introduce themselves and what their club is doing this month.

Club/Organizations Fair: Make sure to reach out to all of major ECS clubs (with mass membership) to let them know that you are the ASI Director of ECS and how to contact you. Some of the major ECS clubs that I recommend you reach out to would be the Society of Women Engineers (SWE), American Society of Civil Engineers (ASCE), Society of Hispanic Professional Engineers (SHPE), Tau Beta Pi, Hornet Racing, ACM.

Advocacy Work: I recommend to attend CHESS, which is the California Higher Education Student Summit. It's a wonderful conference with lots of information on how students' can voice their opinions and concerns to the capitol. This is a great event to learn about advocacy and also build connections with other student leaders from different CSUs. I also advise you to attend at least one CSSA plenary meeting if you can. Also, another way you can do advocacy work is by creating or working on legislation! If there is a student issue you are passionate about and wish to bring up some sort of legislation to support it please reach out to your board and advisers.

Overall Recommendations: Don't stress out or feel overwhelmed. This is role where you learn on the job, thus don't feel timid. Additionally, make sure meet with your Dean and your Associate dean, both provide amazing feedback and also ask for your student perspective. Always tackle on strategic priorities early, meet with your group, join committees that actually interest you, and attend as many events as you can! Make yourself known to the ECS community as the student voice who can voice student issues and also listen to faculty feedback.

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Events

I strongly recommend you attend at least one club meeting for each of the ECS clubs to make yourself known as a resource. Additionally, attend campus events such as the ASI Block party, attend events that any of your fellow board members plan or host because it is important to not only show support, but to help ASI's visibility! Attend university events held by UNIQUE, attend panels that various centers or organizations on campus will invite you to be on, ASI/OGA events, and anything else that interests you. It's really fun and worthwhile to get involved on campus.

Conclusion

Your time on the board will be amazing and remember to use your newfound role to accomplish what you truly want to see happen at Sac State. I focused heavily on my own college, thus I made sure I was known to every ECS student Leader. As a recognized student voice, reach out to as many students as you can, let them know all the ways that you can help them, and take the time to attend as many events/meetings as you can. Show up, listen to students, contribute, reach out to students about ASI committees and scholarship opportunities, and communicate all the ways that ASI can help/enhance their experience at the university. Host as many class/club presentations you can in the ECS community, many 1st/2nd years have yet to experience all the opportunities available.

Don't be afraid to ask questions and gain feedback along the way. Nora, the previous ASI director, and I both administered anonymous surveys to students in the college of ECS trying to collect feedback on both the university and the college. Please continue to administer these surveys for the next academic year so we can give them to the dean. These surveys are to understand the student perspective and from this information, I hope you can transform it into meaningful results. I wish you the best of luck in this position and don't hesitate to reach out!