

## **SGA Satellite Campus Representative – Action Plan Pilot Program | Arvin Educational Center**

This action plan focuses on establishing visibility, building relationships, creating communication systems, and laying a strong foundation for sustainable student engagement and representation at the Arvin Educational Center.

### **Orientation & Foundation**

Primary Goal:

- Understand expectations and establish structure.

Action Steps:

- Meet with SGA leadership to review role responsibilities, reporting expectations, and communication protocols.
- Review SGA bylaws, ICC procedures, and student organization policies.
- Meet with Arvin campus management (if applicable) to align expectations and communication boundaries.
- Establish official Representative contact methods (email, campus platform, office hours).
- Create a simple tracking system for student inquiries and club interactions.

Deliverables:

- Confirmed reporting structure
- Established contact information
- Inquiry tracking system in place

### **Visibility & Outreach**

Primary Goal:

- Ensure students know the role exists and how to access it.

Action Steps:

- Announce the Representative role through campus-approved channels.
- Introduce yourself to students in common areas and classrooms (as permitted).
- Connect with existing student organizations and club leaders at Arvin.
- Begin answering student questions related to clubs and involvement.

Deliverables:

- Initial student contacts made
- List of active clubs and student leaders
- First set of student inquiries logged

### **Engagement & Support**

Primary Goal:

- Actively support student organizations and gather feedback.

Action Steps:

- Provide guidance to students interested in joining or starting clubs.
- Support existing clubs with communication and coordination needs.
- Begin identifying common student concerns, questions, or barriers.
- Share relevant SGA announcements and opportunities with Arvin students.

Deliverables:

- Documented student feedback themes
- Club support interactions recorded
- Increased student engagement indicators

## **Representation & Reporting**

Primary Goal:

- Establish consistent representation and accountability.

Action Steps:

- Attend SGA meeting(s) and present Arvin campus updates.
- Report student concerns, ideas, and engagement trends to SGA leadership.
- Share outcomes and SGA updates back with Arvin students.
- Prepare and submit the first monthly activity report.

Deliverables:

- Arvin campus report submitted to SGA
- Communication loop completed (students ↔ SGA)

## **Review Questions:**

- Are students aware of the Representative role?
- Are clubs and students utilizing the Representative as a resource?
- Are communication and reporting processes functioning smoothly?
- What adjustments are needed for greater impact?

## **Success Indicators**

- Regular student inquiries and engagement
- Active communication with SGA and campus leadership
- Clear understanding of Arvin campus student needs
- Sustainable systems in place for ongoing operations