

Oregon Community Colleges Student Government Certification Process

The following proposed ASG certification model has been developed with four primary goals:

1. To provide some consistency related to best practices among student government groups at Oregon Community Colleges.
2. To provide a reference for incoming student government members and advisors.
3. To promote institutional policy development and support for student government leaders and advisors.
4. To reward student government groups for reaching a standard certification level of excellence.

To acquire certification for the current year, each student government must submit documentation to the Council of Student Services Administrators (CSSA) by May 1, to:

Jim Eustrom, Dean of Student Development
4000 Lancaster Drive NE or P.O. Box 14007
Salem, Oregon 97309
Phone: 503-399-5076
Email: jime@chemeketa.edu

The document(s) would be submitted in a portfolio (hard copy) and/or a CD (electronic copy) and include the following items, clearly marked. (Do not email them.)

The documents or sections to be included:

1. Campus Identification, and name, address, phone number, and email address for:
Campus President
Chief Student Affairs Officer
Student Government Advisor
2. Goals for the year and a short progress report on each goal. How well did you meet your goals and what data do you have to support your assessment?
3. Expectations of student government members
4. Student Government governing documents:
 - a. Current Constitution and/or Bylaws
 - b. Policies and procedures
 - c. Budget guidelines
 - d. Travel policies
 - e. Election or selection procedures
 - f. Other related materials essential to the operation of the student government (e.g., Student Government handbook)
5. College Code of Conduct
6. Front page of the current web site related to student government
7. Complete set of meeting minutes and agendas for the year.
8. List of trainings attended and/or conducted by individuals and by the group. Demonstrate that student leaders received training related to cultural competency, college policies and procedures, event planning, goal setting, vision, and decision-making.
9. List of programs and events with sample flyers or other promotional information and assessment of each event. The events should demonstrate a balanced approach in terms of education, cultural competency, and community building.
10. If clubs are part of student government, include a list of active student organizations, and a description of the process for chartering clubs.
11. Description of how assessment is done (e.g., evaluation of programs, clubs, student leaders' performance, etc.).
12. Recommendations for next year's group.

If certification is granted by the CSSA:

- A letter is sent from the CSSA to the institution's campus president, chief student affairs officer, and student government advisor recognizing the groups' achievement.
- A plaque is awarded to each campus student government will indicate their student government certification award.