

FALL QUARTER REPORT

Session I

Name: Isadora Silva

Title: Emerging Technology Representative

1. What were your major undertakings this quarter?

- My primary focus was on learning as much as I could about my role, various departments on campus, and how I can support students through my work.

2. What was your greatest accomplishment?

- Edited the ASG website for a more visually appealing design and better navigation.
- Maintained website updates, including Agendas, Minutes, and the meeting schedule.
- Learned more about STF procedures and initiated the digital signage implementation project proposal.

3. What were your goals for this quarter and how are you measuring your success in these endeavors?

- Goals: Preside over my first STF meeting and have my project approved, finish organizing the website in terms of record-keeping.
- Measurement: Success will be achieving project approval and completing the website organization.

4. What barriers and/or difficulties did you face in implementing your goals this quarter? How do you plan to address these if they arise in the future?

- Main difficulties: Lack of understanding in the technical part of the job, difficulties with time management due to a busy class schedule, meetings, documentation reviewing, office hours, etc.
- Future plan: Focus more on improving the website and implementing the digital signage project, making STF and the website my main priorities to better organize my schedule.

5. What are your goals for Winter Quarter? How will you measure success in these?

- Goals: Hold an STF meeting with a project approval, improve the ASG website.
- Measurement: Success will be achieving project approval and implementing visible enhancements to the ASG website.

6. How did you include and/or reach out to people external to ASG in your work (students, businesses, community organizations, student organizations, faculty, staff, etc.)?

- I reached out to multiple people via email and Zoom in different departments in the campus community and other business when quoting for the STF proposal during the Fall quarter. While fifty percent of the responses were very helpful, the other fifty were either delayed, vague, or non-existent.