

**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 Wednesday, May 1 at 5:00 pm, 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](mailto:jime@chemeketa.edu)

The document(s) should 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 addresses for:  
Campus President  
Chief Student Affairs Officer  
Student Government Advisor(s)
2. Advisor's Overview - Highlight what's new. What are the current developments, challenges, and new directions?
3. 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?
4. Expectations of student government members.
5. Front page of the current web site related to student government.
6. An example of meeting minutes and agendas for the year.
7. List of trainings attended and/or conducted by individuals and by the group. Summarize how training addressed learning outcomes (e.g., leadership skills, project planning, college policies and procedures or other learning outcomes. (Do not include flyers and agendas for all of them.)
8. List of programs and events The events should demonstrate a balanced approach in terms of education, cultural competency, and community building.
9. If clubs are part of student government, include a list of active student organizations, and a description of the process for chartering clubs.
10. Description of how assessment is done (e.g., evaluation of programs, clubs, student leaders' performance, etc.). Demonstrate that you have social, identity-based, academic, and recreation clubs.
11. Voter Institutionalization Plan.
12. Recommendations for next year's group.

APPENDIX: Student Government Foundation Documents

If you are submitting for the first time, please include the following foundation documents. If you have made any significant changes in any of these documents, please include a copy. Otherwise, these do not need to be submitted each year.

- a. Constitution and/or Bylaws
- b. Election or selection procedures
- c. Policies and procedures affecting student government (e.g., budget guidelines, travel policies)
- d. Other related materials essential to the operation of the student government (e.g., Student Government handbook)

If certification is granted by the CSSA:

- Notebooks are returned to the ASG Advisors with feedback sheets.
- Campus presidents are notified about the process, and who received certification.
- A plaque is awarded to each campus student government at the annual Fall OCCSA Retreat.