

**ASSOCIATED STUDENTS  
OFFICE OF THE  
STUDENT ADVOCATE**

**STRATEGIC PLAN  
2016–2017 ACADEMIC  
YEAR**

TABLE OF CONTENTS

SECTION	PAGE #
INTRODUCTION	2
OFFICE OF THE STUDENT ADVOCATE STAFF DIRECTORY	3-7
STRATEGIC PLAN FOR 2016-2017 ACADEMIC YEAR	8-11
OFFICE INFORMATION FOR PUBLIC	12
BUDGET FOR 2016-2017 ACADEMIC YEAR	13-14

## INTRODUCTION

The Office of the Student Advocate (OSA) is an executive office for the Associated Students at the University of California, Santa Barbara. The office was created during the 2005-2006 academic year as a fifth executive office within the Association, but with a radically new vision: to provide a distinct and direct service to students. The Office of the Student Advocate initially began by providing support directly to individual students who are in dispute with the university. The reason this definition is crucial is because unlike any other entity in Associated Students, the OSA is not permitted to initiate a project, campaign, or case completely independently. As a result, the OSA's initial foundation was a smaller office with mainly Caseworkers who worked directly with individual students to resolve their disputes with the administration. This definition evolved over time from supporting students who have had simple housing or conduct violations to advising students who have been accused of plagiarism, or who are accused or accusing of sexual assault or race-based incidents, amongst others, and are in dispute with the university's handling of the case.

Recently, the OSA has taken on a new element to its defined role within the Legal Code. With the creation of the Community Organizer position, the Office of the Student Advocate has not only contributed to Associated Students, the OSA has also been able to advocate for student groups throughout its ten years of existence. The newly-created community organizers have been crucial in working directly with student groups to combat policies that the student groups were in dispute with. In the 2012-2013 academic year, the Student Advocate General and their staff assisted and advised the Black Student Union and saw their demands implemented into the university. Similarly, in the 2015-2016 academic year, the Student Advocate General worked directly with activists for reforming sexual assault policy on campus. However, it is important to uphold the nonpartisanship of the Office and the SAG themselves in these processes, and making sure that the Office's position and trust is not compromised as a result.

In culmination, our yearly Strategic Plan aims to re-envision how the office is perceived both within the Association and to the student body at large. We want the Caseworkers and the Community Organizers to be working in parallel to each other. In other words, we don't want our office to be perceived as a purely activist space. Rather, we want the Caseworkers to be working with individual students, and the Community Organizers to be working with student groups at large. The role the office staff will play is crucial for the success of our vision, and we hope you join us in making this vision a reality.

## **STAFF DIRECTORY**

### **EXECUTIVE STAFF**

#### **STUDENT ADVOCATE GENERAL: JOSEPHINE AMPAW**

##### **The Student Advocate General shall:**

- 1) Provide oversight and direction to the Office of the Student Advocate.
- 2) Educate the student body about students' rights, University and Associated Students policies, laws, regulations, procedures, and promote awareness of the availability of advice and representation services offered by the Office of the Student Advocate.
- 3) Be available to provide assistance and support to any undergraduate student and student group involved in disciplinary actions with the University of California, Santa Barbara and be empowered to challenge University policies on their behalf.
- 4) Present the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- 5) Be a non-partisan representative of all undergraduate students at the University of California, Santa Barbara.
- 6) In the event that the offices of the President, the Vice President for Internal Affairs, External Vice President for Local Affairs and the External Vice President for Statewide Affairs should become vacant, serve as President until a new President or Vice President for Internal Affairs, External Vice President for Local Affairs or External Vice President for Statewide Affairs is duly elected.
- 7) Oversee the adherence to the Student Bill of Rights.

#### **CHIEF OF STAFF: NAWAR NEMEH**

##### **The Chief of Staff shall:**

- 1) Specialize in internal office affairs maintaining the day to day operations of the OSA including the assignment and follow up of case work in coordination with the Division Directors.
- 2) Assist in all duties performed by the Student Advocate General as requested.
- 3) Be responsible for planning and implementing all staff training sessions
- 4) Be proficiently knowledgeable of University and system wide policies, rules, and regulations.
- 5) Track and oversee the progress of the Advocacy Agenda and quarterly projects of the office staff
- 6) Schedule office staff to attend campus events, meetings with clubs and organizations, and meetings with administration.
- 7) Hold a minimum of six (6) office hours per week.

#### **EXTERNAL DEPUTY CHIEF OF STAFF: LADIJAH CORDER**

##### **The External Deputy Chief of Staff shall:**

- 1) Responsible for organizing and operating the Associated Students Executive Fellowship alongside the Chief of Staff and Policy Analyst.
- 2) Be responsible for the administrative tasks of the office (taking minutes, scheduling meeting times, organizing files, etc).
- 3) Assist the Chief of Staff in the execution of their duties
  - a. Will be responsible for conducting meetings if SAG and Chief of Staff are not available with Internal Deputy Chief
- 4) Serve as a liaison with the other AS entities to make sure there's a clear communication between all AS offices with the OSA office.
- 5) Serve as a liaison and overseer of community organizers to Student Advocate General, Chief of Staff, Internal Deputy Chief of Staff, and to the entire campus community.
- 6) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- 7) Serve a term of one (1) academic year

**INTERNAL DEPUTY CHIEF OF STAFF: CATT PHAN**

**The Internal Deputy Chief of Staff shall:**

- 1) Responsible for organizing and operating the Associated Students Executive Fellowship alongside the External Chief of Staff and Policy Analyst.
- 2) Be responsible for the administrative tasks of the office (taking minutes, scheduling meeting times, organizing files, etc).
- 3) Assist the Chief of Staff in the execution of their duties
  - a) Will be responsible for conducting meetings if SAG and Chief of Staff are not available with Internal Deputy Chief
- 4) Serve as a liaison with the other AS entities to make sure there's a clear communication between all AS offices with the OSA office
- 5) Serve as a liaison and overseer of caseworkers (all divisions) to Student Advocate General, Chief of Staff, Internal Deputy Chief of Staff, and to the entire campus community.
- 6) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position.
- 7) Serve a term of one (1) academic year

**POLICY ANALYST: SAXON CROPPER**

- 1) Assist Student Advocate General with Presenting the position of the Associated Students to the University's administration concerning student rights, campus rules, and other areas of student conduct.
- 2) Will create quarterly reports with Student Advocate General and will present alongside Student Advocate General to the Vice Chancellor of Student Affairs, Judicial Affairs director, Chancellor, and Director of Title IX.
- 3) Responsible for organizing and operating the Associated Students Executive Fellowship alongside the Chief of Staff and Deputy Chiefs of Staff.
- 4) Assist the Chief of Staff in the execution of their duties.
  - a) Will be responsible for conducting meetings if SAG, Chief of Staff, Internal Deputy Chief of Staff and./or External Deputy Chief of Staff are not available with Internal Deputy Chief
- 5) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position
- 6) Serve a term of one (1) academic year

#### **DIRECTOR OF PUBLIC RELATIONS: CORNICHE THOMPSON**

##### **The Director of Public Relations shall:**

- 1) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff pertaining to the public relations of the OSA, including outreach, advertising, and recruitment.
- 2) Act as the supervisor of all OSA outreach, advertising, and recruitment.
- 3) Maintain visibility of the OSA via: t-shirts, banners, posters, etc.
- 4) Be knowledgeable of local and campus resources relevant to publicity of the OSA (e.g. A.S. Publications, A.S. Graphic Design, and A.S. Media Relations.
- 5) Hold a minimum of four (4) office hours per week.

#### **COMMUNITY ORGANIZERS**

**The Community Organizers shall:**

- 1) Be responsible for projects and outreach that focus on advocacy and upholding student rights.
- 2) Serve as liaison with other AS advocacy groups (SCORE, SIRRC, El Congreso, IDEAS, Take Back the Night, etc).
- 3) Assist the caseworkers in executing their duties and providing aide for other entities within the office
- 4) Serve a term of one (1) academic year
- 5) Serve a minimum of four (4) office hours per week dedicated to fulfilling all responsibilities of the position

*(IN ALPHABETICAL ORDER)*

**COMMUNITY ORGANIZER: MARLA ARCINIEGA**

**COMMUNITY ORGANIZER: ANGELICA GOETZEN**

**COMMUNITY ORGANIZER: LEANNA LUGO**

**COMMUNITY ORGANIZER: VERONICA MANDUJANO**

**COMMUNITY ORGANIZER: ANGELA SUBIDO**

**COMMUNITY ORGANIZER: EDAN TESSEMA**

## **CASEWORKERS**

### **ACADEMIC CASEWORKERS: EMILY WILLIAMS AND ROSHNI SOPARIWALLA**

#### **The Academic Division Caseworkers shall:**

- 1) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding cases pertaining to Academic Judicial Affairs.
- 2) Collaborate with The Student Advocate General and Chief of Staff in devising policy changes and special projects pertaining to Academic Judicial Affairs.
- 3) Conduct casework pertaining Academic Judicial Affairs.
- 4) Be acquainted with judicial officers in University Judicial Affairs.
- 5) Shall attend four (5) meetings of the Academic Affairs Board per quarter.
- 6) Analyze and track casework to plan and coordinate quarterly community projects pertaining to Academic Affairs.
- 7) Hold a minimum of four (4) office hours per week.

### **HOUSING CASEWORKERS: ELIZABETH GILLETT AND SHRIYA BAHRI**

#### **The Housing Division Caseworkers shall:**

- 1) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding cases pertaining to University Residential Life.
- 2) Collaborate with the Chief of Staff in conducting casework pertaining University Residential Life.
- 3) Conduct casework pertaining to University Residential Life.
- 4) Collaborate with The Student Advocate General and Chief of Staff in devising policy changes and special projects pertaining to University Residential Life.
- 5) Be acquainted with judicial officers in Housing Judicial Affairs.
- 6) Be proficiently knowledgeable of University Residential Life policies, rules, and regulations.
- 7) Analyze and track casework to plan and coordinate quarterly community projects pertaining to University Residential Life.
- 8) Hold a minimum of four (4) office hours per week.

### **PUBLIC INTEREST CASEWORKERS: ALAN MOORE AND AMY KOO**

#### **The Public Interest Division Caseworkers shall:**

- 1) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding social justice.
- 2) Collaborate with the Chief of Staff in conducting casework pertaining to social justice
- 3) Collaborate with The Student Advocate General and Chief of Staff in devising policy changes and special projects pertaining to social justice
- 4) Shall attend at least one (1) meeting of each social justice Board and Commission such as: Human Rights Board, Queer Commission, Commission on Disability Equality, Student Commission On Racial Equality, and Womyn's Commission during the academic year.
- 5) Analyze and track casework to plan and coordinate quarterly community projects pertaining to social justice.
- 6) Hold a minimum of four (4) office hours per week.



**STUDENT CONDUCT CASEWORKERS: BROOKE KOPEL AND KALINA WHITE**

**The Student Conduct Division Caseworkers shall:**

- 1) Assist in all matters requested by the Student Advocate General and/or the Chief of Staff regarding Social Conduct.
- 2) Collaborate with the Chief of Staff in conducting casework pertaining to Social Conduct.
- 3) Collaborate with The Student Advocate General and Chief of Staff in devising policy changes and special projects pertaining to Social Conduct.
- 4) Shall attend at least one (2) meeting of each social conduct Board and Commission such as; Take Back The Night, Public Safety Commission, and Commission on Student Well-Being per quarter.
- 5) Be proficiently knowledgeable of Student Conduct policies, rules, and regulations.
- 6) Analyze and track casework to plan and coordinate quarterly community projects pertaining to Student Conduct.
- 7) Hold a minimum of four (4) office hours per week

**MISSION:** The Office of the Student Advocate (OSA) shall facilitate open and honest communication between students and the University by **providing free and confidential peer support advice** and assistance to any student, student organization, or student group involved in a **dispute with the University** or any other entity within the University community. All staff members of the OSA shall **advocate** for any UCSB undergraduate student requesting the services of the OSA. It is the responsibility of the OSA to **give students the tools and information necessary to assist and aid them to either address their situation individually, or to be assisted by an OSA staff member.** In addition, the OSA shall promote students' rights as well as **work to change and challenge policies of the University on behalf of the students of UCSB.**

**VISION:** The Office of the Student Advocate **envisioning every UCSB student, campus organization, and community group understanding the policies, procedures, and codes for the University** by providing safe and private spaces for students to heal along with creating working environments that are learning spaces and that are stress free for any student regardless of their identity.

## **IMPORTANT TERMS TO DEFINE IN LEGAL CODE**

### **1. CONFIDENTIAL**

- a. Confidentiality is defined as: providing the information only to those who need to know(client, character witnesses, eye witnesses, OSA staff, OSA advisors, Judicial Affairs(either Housing or OSL), AS Executives who have signed the confidentiality waiver), and the information, when confidential, will not be discussed with people(anyone) who does not need to know.(SAG definition)
- b. Each staff member signs a confidentiality agreement to ensure that they information they will receive **will not be shared** with outside individuals.
- c. Data Collection is encouraged, but it must be done in manners that ensure and protect the privacy of our clients.

### **2. ADVOCACY**

- a. Advocacy is defined as: the act of pleading for, supporting, or recommending, aka an active espousal, of a certain cause.
- b. Each staff member will be trained on how **they will advocate for students on behalf of the office.**
- c. Advocacy within the Office is different than advocacy you do within your own spaces and communities.

### **3. NONPARTISANSHIP**

- a. Nonpartisanship is defined as: not supporting or controlled by a political party, special interest group, or the like.(Dictionary.com)
- b. In the Office of the Student Advocate, it is only the Student Advocate General that is required to hold a nonpartisan role in Associated Students.
- c. There are members of my staff who have political party/organization affiliations. The work that **they do will not create a bias for the decision that the Student Advocate General makes or the decisions they make on behalf of the office.**

### **Goals for the upcoming year**

- Space to help students in the pardall center
- Making the OSA office in Associated Students Main 1523J a calming and healing space
- Printing abilities in Associated Students Main 1523J
- Professionalism: professional name tags for the office, professional pictures
- Upgrade in social media: creating instagram, twitter, and other social media accounts for the office.
- Collaboration with execs, senate and BCUs.

### **For the next five years**

- Having a permanent space in the pardall center
- OSA staff member sitting on the ombuds advisory committee

### **Themes for 2016-2017 academic year**

- Professionalism in the office
- Building a stronger presence outside of Associated Students
- OSA staff and SAG building solidified relationships with students, staff, and the ucsb administration

### **Tactics**

#### **Fall 2016**

##### **Housing workshops(week of welcome)**

- Osa staff and sag building solidified relationships with students, staff, and the ucsb administration

##### **Spaghetti dinner( week of welcome)**

- Osa staff and sag building solidified relationships with students, staff, and the ucsb administration
- Building a stronger presence outside of associated students

##### **Osa alternative event: r&b party in the hub(week of welcome)**

- Building a stronger presence outside of associated students

Consistent office hours/staff with nametags at all office hours and osa events

- Professionalism in the office

Midterm/final study jams quarterly

- Professionalism in the office
- Building a stronger presence outside of associated students

**Winter 2017**Consistent office hours/staff with nametags at all office hours and osa events

- Professionalism in the office

Midterm/final study jams quarterly

- Professionalism in the office
- Building a stronger presence outside of associated students

Osa transparency workshop(end of fall/beginning of winter)

- Professionalism in the office
- Building a stronger presence outside of associated students

Town hall spaces for different communities on campus

- Building a stronger presence outside of associated students office of the student advocate public days and hours

**Spring 2017**Consistent office hours/staff with nametags at all office hours and osa events

- Professionalism in the office

Midterm/final study jams quarterly

- Professionalism in the office
- Building a stronger presence outside of associated students

Town hall spaces for different communities on campus

- Building a stronger presence outside of associated students office of the student advocate public days and hours

Spaghetti dinner( week of welcome)

- Osa staff and sag building solidified relationships with students, staff, and the ucsb administration
- Building a stronger presence outside of associated students

**OFFICE HOURS:** MONDAY- THURSDAY FROM 10:00AM-4:00PM IN ASSOCIATED STUDENTS MAIN 1523J

**OPEN TRAINING DAY :** FALL (SEPTEMBER 25, 2016 FROM 4-5PM); Winter (TBA); Spring(TBA)

**STAFF MEETINGS:** Staff meetings in the Office of the Student Advocate will happen in hour long sessions with community organizers/PR first and casework second. When fellows are hired, they will only be required to go to the bimonthly meeting AND the caseworkers OR community organizers staff meeting weekly. The times on the rough schedules below are negotiable. We will vote on this schedule to use for the entire meeting at the beginning of each quarter. I DO NOT WANT THESE MEETINGS TO EXCEED 1.5 HOURS.

**STAFF MEETING AGENDA STRUCTURE (1 HR)**

TIME	TASK
FIRST 5 MINUTES	CHECK IN/ANNOUNCEMENTS - Announcements from SAG and Chiefs
30 MINUTES	COMBINED MEETING
BREAKOUT GROUPS(50 MINUTES)	<u><b>CASEWORKERS/(FELLOWS)</b></u>  PROJECT UPDATE--20MIN  CASEWORK--20 MIN  DECISION MAKING TIME--10 MIN  <u><b>COMMUNITY ORGANIZERS/PR</b></u>  ORGANIZING UPDATE--20 MIN  PR UPDATE--20 MIN  DECISION MAKING TIME--10MIN
LAST 5 MINUTES	CLOSING REMARKS

**FALL 2016**

	TOTALCOST	CATEGORY TOTAL
PRINTING	\$200	
CASE INFORMATION	\$250	
FLYERS/POSTERS	\$250	\$650
HONORARIA(CASEWORKERS)		
SOCIAL CONDUCT CASEWORKER #1	\$150	
SOCIAL CONDUCT CASEWORKER #2	\$150	
HOUSING CASEWORKER #1	\$150	
HOUSING CASEWORKER #2	\$150	
PUBLIC INTEREST CASEWORKER #1	\$150	
PUBLIC INTEREST CASEWORKER #2	\$150	
ACADEMIC CASEWORKER #1	\$150	
ACADEMIC CASEWORKER #2	\$150	\$1,200
HONORARIA (COMMUNITY ORGANIZERS)		
COMMUNITY ORGANIZER 1	\$150	
COMMUNITY ORGANIZER 2	\$150	
COMMUNITY ORGANIZER 3	\$150	
COMMUNITY ORGANIZER 4	\$150	
COMMUNITY ORGANIZER 5	\$150	
COMMUNITY ORGANIZER 6	\$150	\$900
HONORARIA (CHIEFS/DEPUTY CHIEFS/PR)		
CHIEF OF STAFF	\$300	
INTERNAL DEPUTY CHIEF	\$150	
EXTERNAL DEPUTY CHIEF	\$150	
DIRECTOR OF PUBLIC RELATIONS	\$150	\$750
LEGAL OBSERVERS		
LEGAL OBSERVERS UNIFORMS	\$200	
LEGAL OBSERVERS MATERIALS	\$100	\$300
OSA FUNDING RESOURCE		
EVENTS ON ADVOCACY	\$400	
EVENTS ON COLLABORATION/REPRESENTATION	\$400	\$800
		AFTER WOW= \$190
<b>TOTAL AMOUNT FALL QUARTER</b>	<b>\$4,600</b>	

**WINTER 2017**

	TOTAL COST	CATEGORY TOTAL
PRINTING	\$200	
CASE INFORMATION	\$250	
FLYERS/POSTERS	\$250	\$650
HONORARIA(CASEWORKERS)		
SOCIAL CONDUCT CASEWORKER #1	\$150	
SOCIAL CONDUCT CASEWORKER #2	\$150	
HOUSING CASEWORKER #1	\$150	
HOUSING CASEWORKER #2	\$150	
PUBLIC INTEREST CASEWORKER #1	\$150	
PUBLIC INTEREST CASEWORKER #2	\$150	
ACADEMIC CASEWORKER #1	\$150	
ACADEMIC CASEWORKER #2	\$150	\$1,200
HONORARIA (COMMUNITY ORGANIZERS)		
COMMUNITY ORGANIZER 1	\$150	
COMMUNITY ORGANIZER 2	\$150	
COMMUNITY ORGANIZER 3	\$150	
COMMUNITY ORGANIZER 4	\$150	
COMMUNITY ORGANIZER 5	\$150	
COMMUNITY ORGANIZER 6	\$150	\$900
HONORARIA (CHIEFS/DEPUTY CHIEFS/PR)		
CHIEF OF STAFF	\$300	
INTERNAL DEPUTY CHIEF	\$150	
EXTERNAL DEPUTY CHIEF	\$150	
DIRECTOR OF PUBLIC RELATIONS	\$150	\$750
OSA FUNDING RESOURCE		
EVENTS ON ADVOCACY	\$400	
EVENTS ON COLLABORATION/REPRESENTATION	\$400	\$800
<b>TOTAL AMOUNT WINTER QUARTER</b>	<b>\$4,300</b>	



**SPRING 2017**

	TOTAL COST	CATEGORY TOTAL
PRINTING	\$200	
CASE INFORMATION	\$250	
FLYERS/POSTERS	\$250	\$650
HONORARIA(CASEWORKERS)		
SOCIAL CONDUCT CASEWORKER #1	\$150	
SOCIAL CONDUCT CASEWORKER #2	\$150	
HOUSING CASEWORKER #1	\$150	
HOUSING CASEWORKER #2	\$150	
PUBLIC INTEREST CASEWORKER #1	\$150	
PUBLIC INTEREST CASEWORKER #2	\$150	
ACADEMIC CASEWORKER #1	\$150	
ACADEMIC CASEWORKER #2	\$150	\$1,200
HONORARIA (COMMUNITY ORGANIZERS)		
COMMUNITY ORGANIZER 1	\$150	
COMMUNITY ORGANIZER 2	\$150	
COMMUNITY ORGANIZER 3	\$150	
COMMUNITY ORGANIZER 4	\$150	
COMMUNITY ORGANIZER 5	\$150	
COMMUNITY ORGANIZER 6	\$150	\$900
HONORARIA (CHIEFS/DEPUTY CHIEFS/PR)		
CHIEF OF STAFF	\$300	
INTERNAL DEPUTY CHIEF	\$150	
EXTERNAL DEPUTY CHIEF	\$150	
DIRECTOR OF PUBLIC RELATIONS	\$150	\$750
OSA FUNDING RESOURCE		
EVENTS ON ADVOCACY	\$400	
EVENTS ON COLLABORATION/REPRESENTATION	\$400	\$800
<b>TOTAL AMOUNT FOR SPRING QUARTER</b>	<b>\$4,300</b>	
<b>TOTAL FOR ENTIRE YEAR</b>	<b>\$13,500</b>	