

ARTICLE V: PROGRAM LIAISONS

Section 1: Purpose and Infrastructure

The Program Liaisons shall provide an additional voice and vote on behalf of their Programs and representative groups to ensure that issues relating to advocacy, diversity, and equity are addressed in the DASG Senate. This includes increasing the connectedness of disproportionately impacted students.

The Program Liaisons shall serve as official voting representatives of designated equity-based programs within the DASG Senate. Their purpose is to:

1. Represent the interests and concerns of students served by their respective programs.
2. Serve as a formal communication bridge between DASG and their program.
3. Advocate for issues relating to disproportionately impacted students.
4. Increase awareness of program services within DASG and the broader student body.

Program Liaisons shall provide structured updates to both DASG and their program at least once per month and maintain documented communication with their Program Coordinator.

Section 2: Appointment

Applications for Program Liaison positions shall open no later than Week 4 of Spring Quarter.

Interviews shall be completed by Week 7 of Spring Quarter.

Appointments shall be finalized by Week 9 of Spring Quarter to allow for onboarding and Fall Training participation.

Program directors and coordinators shall hold an interview with all program-paid interns who applied for the Program Liaison position. **The One (1)** Program Coordinator and/or director, **3 one (1) staff/faculty** from the Equity Action Council, and the DASG Chair of SRE, will conduct interviews with the candidates.

In the case the DASG Chair of SRE can't make it to an interview, the Chair will appoint someone to go in their stead. If the DASG Chair of Student Rights and Equity is unavailable, they shall appoint a DASG Senator from the Student Rights and Equity Committee to serve in their place. This could mean one of the SRE Senators (E&D Officer or SR Officer), or another senator they feel has an equitable lens. There should

be all 5 3 interviewer positions filled prior to the candidate's interview. Questions asked will be guided by the suggested question list recommended by SRE Senators.

In the case of a disagreement on which intern to appoint, interviewees will hold a vote between a maximum of two candidates. A majority vote (minimum of 3 of 5 interviewers) will be used to appoint the Liaison for their Program.

Program Liaisons will be selected, and Coordinators will be onboarded by the end of the Spring Quarter prior to their tenure in order for Liaisons to attend Fall Training.

Section 3: Programs

A maximum of 5 positions, 1 per program, will be filled, correlated with the number of committees in DASG, excluding Administration, as Public Policy Liaison is already appointed to be under the Administration Committee.

- Any De Anza Program with paid interns is eligible to apply for a Program Liaison through the Program Liaison Application, as described in the SRE Code.
- SRE makes a recommendation with which Programs should fill the Program Liaison positions based on the Program Appointment Rubric, as explained in the SRE Code.
 - If a Program gets selected for a Program Liaison, but after interviews there are no interns that are able to hold the position, the Program will be removed from consideration and a Program from the Backup Pool (a list of alternate programs) will be contacted instead.
- SRE will then give their recommendations to Equity Faculty (Office of Equity Program Coordinator, DASG Advisor and Learning Communities Coordinator).
- Possible programs to create recommendations from are the SSRS programs, VIDA programs and any other student success and retention programs like MESA, EOPS, etc.
- Program Liaisons shall serve for one-year terms upon confirmation. Individuals wishing to continue in the role in the subsequent academic year must reapply and participate in the interview process. Incumbent status may be considered during the evaluation and selection process.

Examples of questions that will be used to evaluate programs as a part of the SRE Program Appointment Rubric:

- Is the Program Coordinator available during Spring Quarter to aid in the establishment of the Program Liaison?
 - If not, the Program Coordinator should appoint someone to take care of the Program Liaison selection process in order to ensure that a Program Liaison is able to attend Fall Training.

Does the program have interns that have the capacity to hold both an intern position in their program and be a DASG senator?

Note: DASG Equity Advisory Council will conduct the interviews. This includes the program director/coordinator, a few members of the EAC, and the SRE Senators (primarily Chair).

Section 4: Eligibility Requirements

Each Program Representative shall:

- A. Be a DASG Senator. Be appointed as a DASG Senator upon confirmation.
- B. Not concurrently hold a DASG Executive Officer or DASG Internal Officer position *DASG Senator position, ICC Chair position, M@DA Senior Mentor position, nor any other OCL program position.*
- C. Be a paid intern of a program that assists Disproportionately Impacted students as stated in De Anza's Equity Plan Re-Imagined.
 - Despite Program Liaisons being interns, they will still have access to the scholarship due to the additional work they put in outside of being an intern.
 - It's up to the Program Coordinators to decide to adjust their Program Liaison workload.

Section 5: Duties and Responsibilities of Program Liaisons

Each Program Representative shall:

- A. All candidates and members of the DASG Senate and ICC must adhere to all DASG, ICC, College, District, Local, State, and Federal Laws, at all times, everywhere, on campus and off campus, in person and online, including, but not limited to, the DASG Bylaws, ICC Code, DASG Code of Conduct and FHDA Standards of Student Conduct (AP 5510). Any sections of the FHDA Standards of Student Conduct (AP 5510) that apply to academics shall also apply more broadly for non-academic situations within the DASG Senate and ICC as applicable, including, but not limited to, Dishonesty, Academic Dishonesty, Plagiarism in whole or in part, having someone else or using tools such as Artificial Intelligence (AI) (ChatGPT, Copilot, Gemini, Apple Intelligence, etc.) to write answers, statements, or any other parts of any applications or forms, etc.
- B. Attend all DASG Senate meetings as a voting member.
- C. Perform all duties delegated to them by the DASG Senate.

- D. Accurately and equally represent the desires and opinions of their DASG Constituents to the best of their abilities in all their actions as a DASG Senator.
- E. **Serve as a voting member of an Internal DASG Committee and attend at least two (2) committee meetings per month.** **Serve as a voting member of an Internal DASG Committee and attend at least two (2) committee meetings per month.** **Program Liaisons are eligible to join any Internal DASG Committee, with the exception of the Administration Committee.**
- F. Check in with the DASG Equity and Diversity Officer at least once per month.
- G. Attend a quarterly meeting with the DASG Student Rights and Equity Committee and all other Program Liaisons
- H. Create at least 1 collaborative activity, project or event between their program and DASG per quarter.
 - a. Projects may include an event, proposal or any sort of collaborative effort between the program except asking for a budget request.
 - b. This type of project or event should be tracked by the Program Coordinators.

Section 6: Accountability and Removal Process

1. If the Program Liaison is not fulfilling their work, DASG will have to contact their respective program coordinator.
 - a. Similar to the appointment process, a council of equity members including the SRE Senators, Program Coordinator, DASG Advisor, and Office of Equity Coordinator will hold a meeting and discuss how to proceed.
 - b. If the council of equity members decide on removal, then Program Coordinators will appoint a replacement intern who is willing and eligible to be a DASG Senator.
 - i. To foster a smooth transition between the replacement Program Liaison and the removed Program Liaison, there will be two weeks of onboarding where the new Program Liaison will shadow the soon to be removed Program Liaison. An announcement shall also be made during the Senate prior to removal.
 - ii. If no such additional intern exists, the position will be left vacant.
2. Refer to DASG Bylaws for the Impeachment and Removal Processes.