GUIDELINES FOR STUDENT REPRESENTATIVES
ON PROGRAM CURRICULUM COMMITTEES

Each program course will be reviewed for input from the students on course content, course text and method(s) of evaluation.

The Curriculum Committee meeting is NOT the forum to discuss the performance of faculty. Concerns of this nature are to be pursued according to the College policy on Student Complaints and Issues.

1. Your primary role as a Curriculum Committee representative is to bring the views of your fellow students on:
   a) The content of each course in your program. Is it relevant to the program? How well does it relate to the other courses in the program? Are the topics sequenced appropriately? Does the content reflect the course outline?
   b) The textbook(s), workbook(s) and/or other learning resources. Are they referred to and/or used in class? Are they helpful in achieving the objectives of the course? Are they written in an understandable manner, etc.?
   c) The methods of evaluation. Are there sufficient assignments and tests? Is there variety in the types of evaluation? Are the evaluations related to the content and learning resources

2. Student representatives are encouraged to use a variety of methods to obtain both written and verbal feedback from each section of a course. Some of the methods which have been successful are described below. Use one of more of these and/or any other method which best suits the needs of your class or section.
   a) Hold a meeting with the entire section or class. Be sure to give all students equal opportunity to participate and ensure you cover all courses equally. Watch out for the tendency for one small group of students to dominate the meeting or for a few complaints to dominate the discussion.
   b) Develop a questionnaire to give to each student in your class or section which gives them the opportunity to provide you with the feedback on each course. Give them a deadline for submission. A sample questionnaire is available.
   c) Talk to each student separately to obtain their feedback.

3. Be sure to analyze the information you’ve gathered, to ensure you are representing the views of the majority of students.

4. Hold a meeting with the section or class to share with them the issues you will be bringing to the Curriculum Committee. This will provide an opportunity to verify that you have captured the key issues.

5. Your role is NOT to discuss a professor’s teaching style, ability, or effectiveness in curriculum delivery. However, students may view you as a sounding board for complaints about a professor. If this occurs, handle the situation professionally and in a way you feel most comfortable with. Encourage the complaining student (when you feel the complaint may be valid) to make an
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appointment to discuss the complaint personally with the professor. If you feel the need for more guidance, you may wish to discuss the issue with your academic administrator.

6. The students may also have general concerns or comments which they would like you to bring to the meeting. These are certainly appropriate and may include:
   a) Timetabling issues;
   b) Adequacy of classroom or other physical resources;
   c) Adequacy of learning resources in the Library; and/or
   d) Adequacy of space for out-of-class work (e.g. group work preparation)

7. If there is more than one section in your program, all representatives should meet in advance to:
   a) Compare notes;
   b) Decide which issues are common to a number of sections; and
   c) Arrange for one person to act as spokesperson for those common issues.

8. Always keep in mind that your goal is to provide constructive, positive suggestions for change or improvement to the program. It is advisable to have your report written in advance of the meeting.

9. It is always advisable to have two student representatives per section so that you can share the responsibility and ensure that one person will be available for the meetings.

10. If issues arise which should be resolved immediately, rather than waiting until the Curriculum Committee meeting, you may wish to represent the class to the professor or program coordinator concerned.

11. Be sure to follow the directions given above.