



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 o



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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.