

Class Representative Diary

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Content**

* Meeting with a classmate template and sample
* Meeting with college staff template and sample
* Issues encountered log
* Passing the baton log

**How to get the most from your class representative diary?**

* This diary was created with you in mind. Make it work for you.
* Sample templates, complete with sample answers for situations that may arise include meeting with a classmate, meeting with college staff, issues encountered and passing the baton.
* Use and edit these templates to make them work for you. Remember they are only a starting guide point. Print, draw, write and screenshot as needed.
* Please note: All names, emails and issues raised are fictional and created for this template ONLY.
* Need extra support? Don’t be afraid to reach out to the NStEP team. Visit our new ‘**student portal**’ on [studentengagement.ie/student-training](https://studentengagement.ie/student-training/) for resources, online training modules, and to sign up to our newsletter. Need advice? You can #AskTeamNStEP by visiting [studentengagement.ie/askteamnstep/](https://studentengagement.ie/askteamnstep/)

**Meeting with a Classmate Template**

|  |  |  |
| --- | --- | --- |
| **Meeting title:**  | **Meeting date and time:**  | **Meeting location:**  |
| **Meeting called by:** |  |
| **Attendees:**  | **(Offer the classmate the opportunity to have a friend/classmate sit in on the meeting)** |
| **Notes:**  |
| **Action(s) to be taken:**  |
| **Next meeting (if applicable):**  |

|  |  |  |
| --- | --- | --- |
| **Meeting title:** Assessment Concerns | **Meeting date and time:** 07/07/2021 – 3:00pm | **Meeting location:**Zoom  |
| **Meeting called by:** | John Martin |
| **Attendees:**  | John Martin, Mark Casey and myself  |
| **Notes:** John noted that he had received a failing grade on a final CA assignment. He was clearly upset over this as it would result in him having to repeat the assignment inclusive of the fee the college require for this. I was asked to read the assignment and give my own opinion, a request I didn’t feel comfortable with. I did advise John to reach out to the tutoring group and/or another member of staff in the department to see if they could fulfil his request. I explained the process of appealing a grade and getting it rechecked.  |
| **Action(s) to be taken:**Email John notes and policy of requesting a regrading of said assignment.  |
| **Next meeting (if applicable):** No meeting arranged. Follow up with John, to see if he needs any further support. |

**Meeting with a Classmate Sample**

**Meeting with College Staff Template**

|  |  |  |
| --- | --- | --- |
| **Meeting title:**  | **Meeting date and time:**  | **Meeting location:**  |
| **Meeting called by:**  |  |
| **Attendees:**  |  |
| **Facilitator:** | (Include email if known) |
| **Note keeper:** | **(**Include email if known) |
| **Topic one: Presenter:**  |
|  |
| **Topic two: Presenter:** |
|  |
| **Topic three: Presenter:** |
|  |
| **Further notes:**  |
| **Actions to be taken:**  |
| **Next meeting (if applicable):**  |

**Meeting with College Staff Sample**

|  |  |  |
| --- | --- | --- |
| **Meeting title:** End of Term Review | **Meeting date and time:** 17/12/2020 – 4:00pm | **Meeting location:** Third floor conference hall, science department  |
| **Meeting called by:**  | Chairperson – Chris Martin  |
| **Attendees:**  | Board of management (Excluding Gemma Stone)Science Class reps (1-4th year)  |
| **Facilitator:** | (Include email if known)Chris Martin. Chrismartin123@yahoo.ie |
| **Note keeper:** | **(**Include email if known)Don Horan. Horan.don@gmail.com |
| **Topic one:** Examination season **Presenter:** Ailish Mahon. Ailishmahon@yahoo.ie |
| * Time table has been issued to students as of 13/12/2020
* All students were advised changes may occur.
* Location for exam : Campus sports hall (1000 students), Campus Arts hall (500 students), 4 local hotels (4000 students)
* Study space will be set up in large lecture halls during study week and examination week
* Results – no date yet (mid-January expected)
 |
| **Topic two:** Class rep open floor **Presenter:** Myself |
| * Students not getting assignments back before submitting another assignment – how can we improve. Compromise met: General class feedback of areas where most mistakes are made.
* Lab equipment needs an upgrade, many lab coats are falling apart. Over Christmas this is will looked at.
* More support needed for students who didn’t do chemistry at leaving cert. This issue has been raised and will be discussed at science department meeting to reach a solution.
 |
| **Topic three: Presenter:** |
|  |
| **Further notes:** * All notes from meeting will be emailed out.
* Read to ensure issues I raised are noted- if not need to follow up
 |
| **Actions to be taken:** After Christmas break, email (note emails above) to check re: lab coats and chemistry support.  |
| **Next meeting (if applicable):** 12/02/2021 – SUBJECT TO CHANGE |

**Issues Encountered Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | **Date Raised** | **Raised By** | **Actions to be taken** | **Outcome** |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue | Date Raised | Actions to be taken | Outcome (resolved/unresolved) | Unresolved (Next step) |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |
|  | \_\_/\_\_/20\_\_ |  |  |  |

Passing the Baton

**Committee Memberships**

|  |  |  |  |
| --- | --- | --- | --- |
| Committee | The role I play  | Where and when (meeting) | Chairperson email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |