Text

Description automatically generated

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 |
|  |  |  |  |
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