



**National Student
Engagement Programme**
Clár Rannpháirtíochta Náisiúnta
na Mac Léinn

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 for resources, online training modules, and to sign up to our newsletter. Need advice? You can #AskTeamNStEP by visiting 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 with a Classmate Sample

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:	<p>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.</p>	
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 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 (1-4 th year)	
Facilitator:	<small>(Include email if known)</small> Chris Martin. Chrismartin123@yahoo.ie	
Note keeper:	<small>(Include email if known)</small> Don Horan. Horan.don@gmail.com	
Topic one: Examination season	Presenter: Ailish Mahon. Ailishmahon@yahoo.ie	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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