**STPEC 291X SYLLABUS**

**STUDENT REPRESENTATIVES TO THE EXECUTIVE COMMITTEE**

Spring 2016 SCHEDULE:

Student Representative Meetings: every Monday 6:45-7:45 pm

Full Executive Committee Meetings:

Friday, February 26, 3:00-6:00 pm

Friday, April 8, 3:00-6:00 pm

STPEC is a student-run major committed to independent, critical thinking. This means that students have the opportunity not only to make decisions about their own education, but also to provide leadership and vision to the major itself. The STPEC Executive Committee (Exec) is the official governing body of the major and is one very important way students can empower themselves to determine STPEC policy and educational vision.

A collaborative of STPEC students, faculty, and staff, the Executive Committee makes democratic decisions that guide the STPEC program into the future. Decisions are made by consensus if possible. Though each course must have at least one Student Representative (Rep/s), a course may have multiple Reps, and any STPEC student may serve as a Rep of the general student body if not enrolled in any STPEC course. Executive Committee meetings are open to everyone in the STPEC community, and students who are not official representatives are welcome to attend.

Student Representatives will earn a pass/fail credit, provided that they meet their responsibilities as outlined in the bylaws. Serving as a Rep is also a great way to network, gain experience, and have a real impact on your education. Reps will learn real, transferable skills pertaining to meeting facilitation and participation, make decisions horizontally with faculty and staff, as well as add a valuable credential to their résumés.

Reps are expected to serve as a link between the Executive Committee and the STPEC student body. This connection is essential to building a strong, active, and informed STPEC community. Reps meet before each full Executive Committee meeting to discuss the concerns of their peers and to prepare a student agenda to bring to the full meeting. To facilitate this, Reps will conduct brief in-class forums prior to every full Executive Committee meeting. They should also brief and report back to their fellow students about issues considered in Executive Committee, in addition to making weekly announcements that pertain to STPEC students.

- **Executive Committee meets twice each semester**, once early in the semester and once towards the end. Exec meetings are three hours long. The dates and times of the Exec meetings are set in advance by the previous Exec.
- **Reps meet weekly**. The dates and times of the Rep meetings are determined by either the previous Exec or Office Staff. The times are published on SPIRE in the description for 291X.
- **The date and times of all meetings are predetermined and mandatory. Reps must attend every meeting barring an acceptable excuse. See Responsibilities of Student Representatives below for details. Reps must petition Office Staff to be excused. All absences must be “made up” through extra outside work in service to Student Exec.**
- **Reps must make weekly announcements and conduct in-class forums prior to Exec meetings.**

**Student Representatives must meet the following requirements as determined by the Executive Committee in order to receive the pass/fail credit:**

1. Attend the orientation session to be held at the first meeting of Student Representatives.
2. Attend all Student Representative and Executive Committee meetings barring an accepted excuse.
   All absences must be made up through extra outside work in service to Student Exec.
3. Deliver weekly announcements to their designated STPEC course.
4. If enrolled in a STPEC course, facilitate a 15 minute forum prior to both full Executive Committee meetings.
5. Adhere within reason to past or documented Student Representative and Executive Committee protocol.
Responsibilities of Student Representatives:

- **Attend all meetings in full.** They are mandatory, and missing any meeting without an acceptable excuse will result in failing the pass/fail course. These meeting times are determined prior to enrollment in 291X, so students should not enroll if they cannot attend. Once students have committed themselves, work, class, papers, etc. are not legitimate excuses to miss Student Representative or Executive Committee meetings. Schedule around them. Don’t forget them.
- **All absences, regardless of excuse, must be made up through extra outside work in service to Student Exec.**
- **Be accountable. Check your email.** You are a Student Representative, and should expect to receive regular communication from other representatives and staff.
- **Make weekly announcements.** Office Staff will draft announcements each week that will be distributed through the Student Rep list-serv. Representatives are responsible for making these announcements at the beginning of their next class. Plan on taking around 5-10 minutes each week to talk to your class about announcements, issues, etc...
- **Conduct 15 minute in-class forums prior to the Student Representative meetings preceding Executive Committee meetings.** This way, Reps are able to discuss feedback prior to the Exec meetings.
- **Foster an open dialogue with students.** Being a Student Representative means that you represent students. Make your presence in the classroom known and actively solicit input from students about how to make STPEC better.
- **Create a thoughtful and relevant student agenda for the full Executive Committee meetings.**

Notes on Student Representative Meetings:

Student Representatives have control of their meetings, their proposals, their agenda items, etc..., though they cannot singularly make decisions that will be implemented without those decisions being ratified by either the Executive Committee or Office Staff. Decisions made by Student Representatives and approved by Office Staff, and vice versa, may bypass the full Executive Committee. If a Student Representative, or a member of either the Office Staff or Executive Committee, wishes to block and send the issue to the full Executive Committee, he/she may do so.

Reps are encouraged to have an open dialogue with Office Staff, either by sending representatives to the weekly Office Staff meetings, or through their Office Staff Liaison. Immediately relevant ideas, requests, concerns, etc..., may be submitted from the Student Reps to Office Staff, and vice versa, for discussion and ratification.

Student Representatives **CAN** make decisions concerning their meetings or conduct within semesters, or about proposals and ideas for which they seek ratification, but cannot make decisions for the student body or program as a whole on their own. Those decisions are made by the Executive Committee, or jointly by Student Reps and Office Staff. Student Reps are more than encouraged to work with Office Staff to implement policy/improve the major/improve these bodies themselves on a short term basis. **Proposals by Student Reps must be a collaborative effort and reflect a dialogue with STPEC students. Student Representatives are not licensed to pursue their own individual agendas without dialogue/support from their fellow Representatives and STPEC Students.**

Protocol for Student Representative meetings:

*The ultimate goal of the Student Representative meetings is to prepare a thoughtful and relevant agenda, based on their ongoing dialogue with the student body, to be presented at the full Executive Committee meetings. For the first Executive Committee meeting, questions and concerns are sufficient if agenda topics have not yet been formulated.*

1. Appoint a facilitator, minute taker, and stack person; Student Representative meetings should be modeled after Office Staff meetings. This will be reviewed during the orientation that takes place at the first Student Representative meeting.
2. Record attendance at the beginning of the minutes.
3. Review the minutes of the previous Executive Committee or Student Rep meeting.
4. Discuss feedback from students/in-class forums.
5. Generate agenda and proposals for the following Rep or Exec meeting.
6. Confirm that minutes are typed and forwarded to the group list-serv.