STPEC 291X SYLLABUS

STUDENT EXECUTIVE COMMITTEE

Spring 2016 SCHEDULE:
Student Exec Meetings: every Wednesday 2:30-3:30 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 should have strive to have at least one member of Student Exec, a course may have multiple students on Student Exec, and any STPEC student may serve on the committee even if not enrolled in any STPEC course. Executive Committee meetings are open to everyone in the STPEC community, and students who are not officially on the committee are welcome to participate.

Members of Student Exec will earn a pass/fail credit, provided that they meet their responsibilities as outlined in the bylaws. Serving on Student Exec is also a great way to network, gain experience, and have a real impact on your education. Students 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.

Members of Student Exec 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. Members of Student Exec 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, members of Student Exec 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 Exec utive 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.
- **Student Exec meets weekly.** The dates and times of the Student Exec 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.** Members of Student Exec must attend every meeting barring an acceptable excuse. See Responsibilities of Members of Student Exec below for details. All absences must be disclosed to the instructor of record (STPEC Director Sigrid Schmalzer), and students must arrange with Deborah Reiter to make up the hours of missed meetings with service to STPEC.
- **Members of Student Exec must make weekly announcements and conduct in-class forums prior to Exec meetings.**

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

1. Attend all Student Exec and Executive Committee meetings barring an accepted excuse. All absences must be made up through extra outside work in service to Student Exec.
2. Deliver weekly announcements to their designated STPEC course.
3. If enrolled in a STPEC course, facilitate a 15 minute forum prior to both full Executive Committee meetings.
4. Fulfill any obligations agreed to over the course of the semester. For example, specific students will agree to be responsible for handling the attendance reporting, communicating with STPEC Staff, drafting agendas, responding to urgent emails from the Director, and other tasks.
5. Adhere within reason to past or documented Student Exec and Executive Committee protocol.
Responsibilities of Members of Student Exec:

- **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 Exec 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 STPEC, to be arranged with Deborah Reiter and Sigrid Schmalzer.**
- **Be accountable.** Check your email. You are a member of the STPEC Executive Committee, and should expect to receive regular communication from other members and staff.
- **Make weekly announcements.** Office Staff will draft announcements each week that will be distributed through the Student Exec list-serv. Members of Student Exec 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 Exec meetings preceding full Executive Committee meetings.** This way, Members of Student Exec are able to discuss feedback prior to the full Exec meetings.
- **Foster an open dialogue with students.** Being a member of Student Exec 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 Exec Meetings:

Members of Student Exec 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 members of Student Exec and approved by Office Staff, and vice versa, may bypass the full Executive Committee. If a member of Student Exec, 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.

Members of Student Exec 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 members of Student Exec to Office Staff, and vice versa, for discussion and ratification.

Members of Student Exec 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 Exec and Office Staff. Student Exec is 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 members of Student Exec must be a collaborative effort and reflect a dialogue with STPEC students.** Members of Student Exec are not licensed to pursue their own individual agendas without dialogue/support from their fellow members of Student Exec and STPEC Students.

Protocol for Student Exec meetings:

*The ultimate goal of the Student Exec 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.
2. Record attendance and post it to the Google Doc established by the Director and shared with Student Exec.
3. Review the minutes of the previous Executive Committee or Student Exec meeting.
4. Review the Google Doc, discuss any issues raised by Staff, and respond to them on the Google Doc.
5. Discuss feedback from students/in-class forums.
6. Generate agenda and proposals for the following Student Exec or full Exec meeting.
7. Confirm that minutes are typed and shared with the whole group.
8. Add to the Google Doc any questions or issues you want addressed by Staff.