

Preparing for meetings and Giving Feedback as Student Reps

Before the Meeting

1. Gather Information

- **Example:** If you are representing your year group in a course evaluation meeting, create a Google Form survey asking about the course content, teaching quality, resources, and facilities. Share the survey link via email and social media groups.

- **Example:** Set up a feedback box in a common area where students can anonymously submit their concerns and suggestions.

2. Organize Feedback

- **Example:** Categorize feedback into academic issues (e.g., course content, teaching methods), campus facilities (e.g., library hours, study spaces), and student services (e.g., counselling, career services).

- **Example:** Summarize key points like “25% of students find the course materials outdated” or “50% of students are dissatisfied with the current library hours.”

3. Prepare Supporting Documents

- **Example:** Create a slide deck with sections for each category of feedback. Include bullet points for key issues and bar graphs showing survey results.

- **Example:** Prepare a handout with detailed descriptions of the main issues and proposed solutions to distribute during the meeting.

4. Meet with Other Reps

- **Example:** Schedule a meeting with other student reps to discuss the feedback you’ve gathered. Agree that one rep will focus on academic issues, another on facilities, and a third on student services during the presentation.

- **Example:** Practice your presentation together, role-playing potential questions from the audience.

5. Set Objectives

- **Example:** Set an objective to address and find solutions for the top three academic issues identified by students, such as updating course materials, improving lecture delivery, and providing additional study resources.

During the Meeting

1. Introduce Yourself and Your Role

- **Example:** Start with, "I'm [Your Name], the student rep for [Year/Course], and over the past month, I've collected feedback from our year group on various aspects of our course and campus life."

2. Present Feedback Clearly

- **Example:** Use a slide to introduce the categories: "We'll discuss feedback on academic issues, campus facilities, and student services."

- **Example:** When presenting academic issues, say, "One major concern is that 25% of students find the course materials outdated. For example, the textbook for [Course] hasn't been updated in five years, which impacts our ability to learn the most current information."

3. Propose Solutions

- **Example:** "To address the issue of outdated course materials, we propose that the department reviews and updates the textbooks and other resources before the next academic year. We also suggest incorporating more recent journal articles and online resources into the curriculum."

- **Example:** "Regarding the limited library hours, we propose extending the hours during exam periods to better support students' study needs."

4. Engage in Discussion

- **Example:** If asked why extended library hours are necessary, respond with, "During our survey, 50% of students mentioned they struggle to find study space during peak times, especially close to exams. Extending hours would alleviate this issue and provide more opportunities for study."

- **Example:** Take notes on suggestions from faculty, such as, "Faculty suggested integrating a feedback loop for course material updates, where students can submit suggestions for new resources throughout the semester."

After the Meeting

1. Follow-Up Actions

- **Example:** Write a summary email of the meeting outcomes, highlighting any decisions made, such as, "The faculty agreed to review and update course materials by the next academic year and to pilot extended library hours during the upcoming exam period."

- **Example:** Send this summary to all attendees and your peers to keep everyone informed.

2. Communicate with Peers

-**Example:** Post an update in your class's social media group: "Great news! Following our meeting, the faculty will update our course materials and extend library hours during exams. Thank you for your feedback!"

-**Example:** Continue to gather feedback by asking, "How are the new library hours working for you? Any further suggestions?"

3. Reflect and Improve

- **Example:** After the meeting, discuss with other reps what went well and what could be improved. For instance, you might decide to start collecting feedback earlier next time or to involve more students in the initial survey.

- **Example:** Ask for feedback from faculty on your presentation and how the feedback was received, such as, "Do you have any suggestions for how we could present our feedback more effectively in the future?"

By using these examples, you can better understand how to prepare and give feedback effectively as a student rep, ensuring that you represent your peers' views accurately and constructively.

