



College of Medicine

Student Council and Curriculum Committee Representative Expectations Guide

Student Council Members

- Students represent their class opinions, needs and comments
 - Need to be balanced and represent all perspectives
 - Should coordinate attendance of at least one representative for all Class Meetings
 - Should be available to collect feedback from peers or guide students to report class concerns to appropriate committee representatives in regards to medical education or report general class concerns to staff and/or leadership in Student Affairs as appropriate
- Students are responsible to communicate back to their class on broad matters that have been discussed and/or decided in a timely manner (e.g. within one week)
- Students should communicate in a timely manner with administration

Curriculum Committee/M1/M2 & M3/M4 Subcommittee/Program Evaluation Subcommittee Reps

- Students are representing their class opinions, needs and comments
 - Need to be balanced and represent all perspectives
 - Need to have consistent process for collecting information from their class
 - May be best practices from prior representatives (e.g. anonymous google doc)
 - Concerns should be discussed with appropriate faculty and/or leadership before the committee meeting
 - Agenda for the meeting will be set 48 hours in advance of the meeting
- Students are responsible to communicate back to their class what was discussed and/or decided in the meeting in a timely manner (e.g. within one week)
 - Clearly outline how each committee is addressing student concerns through changes in policy and/or curriculum
 - If no changes were made in response to student concerns, clearly explain the rationale provided by each committee
 - Should have an information trail that can be accessed by all stakeholders (e.g. this was our concern, this was the discussion, this was the outcome)
- Students should be excused from curricular responsibilities during committee meetings to encourage participation
 - Primary and alternate representative should work to ensure student representation at all meetings
 - Each class will have a single vote (either from the primary or alternate representative)
- Student Representatives for these committees are considered learners in matters of curriculum and academia

SPCC/Honor Reps

- Student reps should promote and encourage professionalism and professional interactions among classmates

- At times, student reps may be asked to remind their classes of the importance of professionalism, particularly if there are concerns surrounding a particular issue
- Student reps may also receive complaints or concerns from students about alleged unprofessional behavior by a classmate; if the student who reports the concern to an Honor rep is not comfortable taking the concern to faculty or leadership, or if the student prefers to remain anonymous, then the Honor rep will report the concern to the appropriate individual:
 - If a curriculum-related professionalism issue, report to the module/clerkship director
 - If the professionalism issue occurred outside the formal curriculum, report to the relevant Assistant Dean of Medical Education (M1/M2 Dean for M1/M2 student; M3/M4 Dean for M3/M4 student)
- Student reps may also be called to serve on a Hearing Committee at times (see [Grading and Assessment Policy and Appeals Process](#), page 9)
- Student reps should read and be familiar with the professionalism sections of the [Grading and Assessment Policy and Appeals Process](#)

COMPASS Reps

- Students are representing their class opinions, needs and comments
 - Need to be balanced and represent all perspectives
 - Need to have consistent process for collecting information from their class
 - May be best practices from prior representatives (e.g. anonymous google doc)
 - Concerns should be discussed with appropriate staff and/or leadership before the committee meeting
 - Agenda for the meeting will be set 48 hours in advance of the meeting
- Students are responsible to communicate back to their class what was discussed and/or decided in the meeting in a timely manner (e.g. within one week)
 - Clearly outline how COMPASS is addressing student concerns
 - If no changes were made in response to student concerns, clearly explain the rationale provided
 - Should have an information trail that can be accessed by all stakeholders (e.g. this was our concern, this was the discussion, this was the outcome)
- Students should be excused from curricular responsibilities during COMPASS meetings to encourage participation