

**Please give this to the
student who has been
elected as your class
SEPC representative.**

Thank you!

END OF THE TERM SEPC INSTRUCTIONS



In this package you will find questionnaires to distribute to members of your class. Class time should be allotted for this process.

FILLING OUT THE FORMS

1. Hand out forms and have everyone in the class, including yourself, fill them out. When everyone is done, collect the forms. Make sure that you have collected all of the completed forms **BEFORE** the class leaves. If a student is absent, put the form in his or her box and collect it before the next class. Please do not read these forms.
2. Remind students that faculty members do not receive the second side of the form - the part that concerns previous studies with the faculty member - nor do faculty members receive copies of these forms until they have turned in their narrative evaluations. The forms are used by the Faculty Review Committee in evaluating faculty performance.

CLASS DISCUSSIONS AND REPORT

3. Conduct a conversation about the class and take notes. Please include the following questions in your discussion: Did the faculty expect a manageable level of work from the students? Was the course well organized? Did any problems arise in the course? How were they resolved? How did the faculty member respond to the suggestions given at midterm? How helpful were the midterm comments? When considering these issues, try to solicit concrete examples so the faculty member can have the clearest possible idea of how to improve his/her teaching skills and course structure.
4. After class, summarize the main points of the class discussion on the SEPC Course Summary Form (yellow). Be sure to accurately present the views of the class, pointing out both sides of any disparity of opinions (i.e., 'some people thought..., while others...').
5. At the next class meeting, ask the teacher to allow you to conduct a brief meeting, without the faculty member present, to read the report to the class. If the class approves of its content, sign the report and ask one additional member of the class to co-sign with you.
6. Tutorials with less than three people do not need to elect a representative and they do not need to hold a meeting. They do, however, need to complete an evaluation form and submit it.

WHAT TO DO WITH THE MATERIAL

Return the forms to any Program Coordinator (Charlene James, Suzanne Jones, Elizabeth Pellerin, Barnabas Rose, Jo-Ann Watson.) Note: All RCLC forms go to Dawn Dayton in Barn 100.

3/19/02

Memorandum

To: All Elected Class Representatives

From: Heidi Sulzdorf - Head of Student Educational Policies Committee (SEPC)

Re: Responsibilities of Class Representatives

Thank you for taking on the responsibility of SEPC Class Representative. By so doing, you have entered into a contract of sorts with the students in your course, as well as become one of the most fundamental building blocks of the Student Educational Policies Committee. The Student Handbook describes the role of SEPC representatives by citing:

The SEPC is charged with the responsibilities to critique and evaluate each course in the curriculum. Led by an elected student representative for each course and group tutorial, the SEPC representative communicates student views and recommendations about teaching and course content. These evaluations help to continue to improve teaching and the curriculum.

The role SEPC plays in evaluation of curriculum is unique and empowering - students are given a direct means through which to mold the shape of their education on a community level. SEPC evaluations are also used for teacher reviews, and it is essential that a class representative's responsibility to the class, faculty member, and Bennington community be taken seriously. The duties a class SEPC representative is expected to perform are as follows:

1. To conduct an informal midterm class meeting **before April 15, 2003**, in the Spring Term. (For 7-week intensives, please schedule an appropriate time with the faculty member). You may use the guidelines for the end-of-term meeting (enclosed) to guide discussion between the students, but for the most part the meeting is left to your discretion. You should try to gather as much pertinent information, including constructive criticism of the course content, instruction, presentation, materials, etc. as possible, making sure to review it with the class. It is then your responsibility to pass this information on to the faculty member in a discussion. You do not need to produce any written documentation, save for what may aid you in passing on the information.
2. Conduct an end-of-term discussion about the class **between May 21 and June 4, 2003**. There is a copy of the guidelines for this meeting attached that you may look over. In brief: you must conduct another discussion, this time the content of which is to be recorded by you and then reviewed and approved by the class after it has been written. You also must hand out forms to each class member so that they can evaluate the class on an individual level, and then collect the completed forms and return them to Charlene James.

As a class representative, you become a part of the most widely populated student government organization at Bennington. There is a class representative for each course taught at this college, and most students have performed in this role at least once in their career here. But there is more to the organization than class representatives. For each discipline or faculty group - Music, Media, Social Sciences, Dance, Visual Arts, Science & Math, Drama, Languages (RCLC), Literature & Writing, BA/MAT - there are two* representatives elected by the campus at large to go to faculty meetings and participate in weekly discussions with the other disciplinary representatives. This body gathers to discuss information about happenings in each of the represented areas as well as about the academic policies of Bennington as a whole; it then communicates that information to the student body through weekly minutes and other methods as needed.

If you have any serious concerns about your class, questions, or would like more information, please contact one or both of the disciplinary representatives for the discipline under which your class falls. Their names and contact information should be posted in Downstairs Commons, but you can also get it from Charlene James, ext. 4376, or from Heidi Sulzdorf, ext. 4125.

Thank you.

*with the exception of the BA/MAT program, which has only one representative.

To: SEPC Class Reps
From: Heidi Sulzdorf, Head of SEPC
Re: Midterm Comments

As many of you know, last term the faculty voted to amend the process of distributing midterm commentary. The only information at midterm that is sent to the Dean's Office are forms for students in Marginal Pass or Fail status, and the professor's reasons for this status. For students who are passing, no information is exchanged. Formerly, all evaluations for all students regardless of status were written and passed through the Dean's Office before being distributed to students.

One of the results of this change is that professors are given greater control over the form midterm evaluation and commentary will take. It should be clear both to you as a class rep. and to the class that **MIDTERM EVALUATION AND FEEDBACK WAS NOT ELIMINATED BY THIS VOTE**. It was not the spirit of the amendment to the process that students not receive commentary. However, to ensure that students are clear about what will occur at midterm, I advise that you, as the class rep, take the initiative to start a discussion, either in class or with the professor, about what form midterm evaluation will take. You should share this information with the class. **Be sure to include information on midterm commentary in both the midterm and final evaluation of the class.**