Sources of information about Teaching and Learning

The ITL survey system is based on research into student learning. For an overview, results and reports (e.g. on the quality of students’ experience) see http://www.itl.usyd.edu.au/Teval/overview.htm


For news, campaigns and resources – the National Union of Students http://www.unistudent.com.au/

The contact details of your Faculty Associate Deans (Teaching and Learning/Education) http://www.itl.usyd.edu.au/projects/associatedeanslist.cfm

Effective student representation on committees

Responsibilities of committee members

- Learn about the committee’s purpose and activities
- Learn about the committee members (roles and names)
- Attend and contribute to committee meetings

Before meetings

- Read the agenda and materials
- Make notes of comments or questions you might have
- Do any necessary background reading
- Share the agenda with others if needed
- Make notes of comments/questions to present to the committee
- Contact the committee chair if an item needs placed on the agenda
- If responsible for a report, complete it and turn it in ahead of time

During meetings

- Make sure that you understand how the committee operates
- Listen and respect the views of others
- Raise your comments/questions clearly, giving reasons for your views; it may help to make notes during a meetings of points to be raised
- Ask for information or clarification if needed
- Share your expertise and experience when appropriate
- Consider your available time when accepting additional duties
- Consider the actions the committee and/or you need to take on projects – understand the ‘chain of command’ and limitations of position

After meetings

- Understand which items were for information, for discussion, or require further action
- Understand with whom you can share the discussions outside of the committee
- Know which tasks you were asked or agreed to do
- Follow-up on those tasks, keeping the committee chair and staff informed
- If you were not able to attend the meeting, you should contact the chair for a synopsis of what occurred at the meeting