

MERCER COUNTY COMMUNITY COLLEGE  
MATH, SCIENCE & HEALTH PROFESSIONS DIVISION  
NURSING EDUCATION PROGRAM

GUIDELINES FOR STUDENT REPRESENTATIVES AT CURRICULUM MEETINGS

Each semester the program asks for volunteers to be student representatives, for their course/level, to participate in monthly Curriculum Meetings. We ask for 1 volunteer and 1 alternate volunteer from each level.

The committee meets the 2<sup>nd</sup> Tuesday of each month beginning at 2:30 p.m. Student representatives are asked to arrive on time for the start of the meeting and only remain present for the first half of the meeting (through the Student Representative Reports section of the agenda).

Prior to each meeting, Student Representatives will be emailed the agenda for the upcoming meeting and the Student Information/Issue Reporting form.

Responsibilities of Student Representatives are as follows:

- Participate in the monthly meeting
- Discuss with classmates/level any issues/concerns they have to bring to the meeting
- If you are unable to attend the meeting, attempt to contact the alternate representative for your level to attend in your place or complete the Student Information/Issue Reporting Form and return it to the nursing program office prior to the meeting
- Report at the meeting any issues/concerns from your course/level and/or any questions the representative or their classmates may have
- Participate in the meeting – when asked for student input or opinions on matters we want you to share your feedback for program improvement
- Report back to your classmates/level responses to their issues/concerns and any pertinent information that was presented at the meeting