1. Membership
   (a) Six faculty members
      Appointed by Senate on recommendation of the Committee on Elections and Committees.
   (b) Three undergraduate students, one appointed by the Memorial University Students’ Union, one by the Marine Institute Students’ Union, and one by the Grenfell Campus Student Union.
   (c) One graduate student, appointed by Senate on nomination by the GSU.
   (d) Director, Centre for Institutional Analysis and Planning (CIAP) or delegate, Secretary of the Committee
   (e) Associate Director of Centre for Innovation in Teaching and Learning, or delegate (ex-officio)

2. Governing Procedures
   (a) The members of the Committee shall elect the Chairperson and Vice-Chairperson in September each year
   (b) The Committee shall meet at least once each semester
   (c) A quorum for the conduct of business shall be five members

3. Duties and Responsibilities
   1. The committee shall monitor the administration of the Course Evaluation Questionnaire (CEQ) and related procedures, including the release and publication of results, in accordance with the Senate Polices and Procedures for Student Rating of Courses and Instruction.
   2. The committee shall prepare written guidelines providing information to students on the purposes of the rating procedure and on university policies for distribution and publication of results.
   3. The committee may, in cooperation with the Centre for Institutional Analysis and Planning, develop specific operational guidelines and protocols for efficient and consistent completion
of the mandated student rating procedures.

4. The committee shall receive reports of alternative methods of evaluation in courses for which the standard CEQ is not required. The Committee may comment to the academic unit concerning the appropriateness of such methods.

5. The committee shall, upon request, approve alternative methods of administration of the CEQ for regular classroom courses, providing that such methods assure student anonymity and other principles in the normal procedures.

6. The committee shall receive and respond to queries and comments from academic units, faculty members and students concerning the CEQ and student rating procedures.

7. The committee shall deal with requests for access to unsummarized data from course evaluations archived by the Centre for Institutional Analysis and Planning.

8. The committee shall provide direction to the Centre for Institutional Analysis and Planning and responsible staff members regarding responses to requests for supplementary questionnaire items or requests for special reports and analysis of data.

9. The committee shall report to Senate in September or October each year on the operation of the Policies and Procedures, including advice on possible revision of the Policies and Procedures and the Core Evaluation Questionnaire.

10. The committee shall respond to queries from Senate, and may provide Senate with such other reports and recommendations as the Committee deems appropriate within its mandate.

11. The committee shall carry out any other duties as described in “Student Ratings of Courses and Instruction, Administrative Policies and Procedures”.

12. The Centre for Institutional Analysis and Planning will maintain a secretariat for the Committee.

13. The committee shall oversee a review of the Course Evaluation form and associated processes at least every ten years. The committee shall review statistical summaries of previous CEQ data from current and previous results; discuss statistical summaries and make recommendations for adjustment; review issues, requests, and inquiries reported since the last major review to determine what elements to include in the review; develop terms of reference for the review; undertake university-wide consultation and, should the committee feel it necessary, for a subcommittee to undertake or support the review process; review results of the consultation process and identify changes necessitated by the review process; prepare a final report for Senate outlining the results of the review process and make recommendations for change(s) should any arise as a result of the review.

14. The committee will recommend policies for evaluation of courses or course sections which may be exempt from using the CEQ.

15. The committee shall maintain close liaison with the Senate Committee on Teaching and Learning.