



STUDENT FEEDBACK CODE

This Edition Amended: 5/13/2020

ARTICLE I: STUDENT FEEDBACK COMMITTEE

Section 1: Membership

The DASB Student Feedback Committee shall consist of the following:

- A. Voting Members
 - 1. DASB Chair of Student Feedback
 - 2. At least two (2) additional DASB Senators
- B. Non-Voting Members
 - 1. DASB Senate Interns must be approved by a simple majority vote of the committee
 - 2. DASB Senate Interns must meet the eligibility requirements as specified in the DASB Senate Bylaws.
- C. Advisors
 - 1. DASB Senate Advisor

Section 2: Objectives

The objectives of the DASB Student Feedback Committee shall be to:

- A. Establish, improve, and maintain an official online survey through which current De Anza students may share their opinions on the courses they have taken.
- B. Provide assistance to students filing student grievances.
- C. Participate in student rights activism.

Section 3: Right to Act

The DASB Senate delegates authority to DASB Student Feedback Committee to take action on behalf of the DASB Senate to fulfill its own objectives with the following restrictions:

- A. DASB Student Feedback Committee will not have the power to create any Ad Hoc Committee(s).

Section 4: Committee Duties and Responsibilities

The DASB Student Feedback Committee shall:

- A. Establish, improve, and maintain an official online survey through which current De Anza students may share their experiences with the courses they have taken, the results of which must be published as a resource to De Anza students and faculty.
- B. Work in relation with faculty and college to create a regular online student survey that reflects student needs.

- C. Connect students to student grievance procedures and provide assistance to students filing grievances.
- D. Conduct additional projects as needed to further the legitimacy of student voices on campus.
- E. Assist Student Rights and Services Committee and act to protect student rights.
- F. Advocate for improvements on college policies affecting students.
- G. Review its Committee Code at least once a year and submit any proposed amendments to the DASB Senate.

ARTICLE II: OFFICERS

Section 1: Officers

- A. The DASB Student Feedback Committee shall have the following positions:
 - DASB Chair of Student Feedback
 - DASB Vice Chair of Student Feedback
 - DASB Student Grievance Advocate
- B. The Committee shall reserve the right to create or dissolve ad hoc positions as deemed necessary.
- C. Committee Officers are appointed or removed with a majority vote of the Committee.
- D. The Committee Chair shall assume all duties and responsibilities of vacant positions.

Section 2: Individual Duties and Responsibilities

- A. The DASB Chair of Student Feedback shall:
 - 1. Preside over the committee meetings.
 - 2. Organize and delegate tasks to respective members.
 - 3. Ensure that all committee members are aware of all policies and events that the committee is involved in.
 - 4. Assume responsibilities of all other officers in the occasion said officers are absent or vacant.
- B. The DASB Vice Chair of Student Feedback shall:
 - 1. Create the committee meeting agendas.
 - 2. Record the committee meeting minutes.
 - 3. Assume the duties of the Chair when the Chair is absent.

C. The DASB Student Grievance Advocate shall:

1. Receive education on existing De Anza student grievance procedures from a professional staff member in the Office of College Life.
2. Manage an email account dedicated to student grievance concerns.
3. Connect students to the appropriate resource and/or office for assistance on grievance matters.
4. Upon student request, accompany the student through the grievance process when allowed.

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