

## **Set Rep Meeting - School of Business**

### Meeting Minutes

Oct 05<sup>th</sup>, 2017

**Chair:** Christian Colquhoun, Chair School of Business

**Staff:** Carly Watson, Club Program Coordinator

**Guests Speakers:** Robyn Lougheed, Advocate ([advocate@bcitsa.ca](mailto:advocate@bcitsa.ca))  
Tania Loken, Career Specialist ([tloken@bcitsa.ca](mailto:tloken@bcitsa.ca))

#### **Set Reps/Attendance:**

|                      |                       |                          |
|----------------------|-----------------------|--------------------------|
| Vivian Chen          | Viki Ma               | Rishi Soni               |
| Ophelia Bar-Lev Wise | Reilly Boisvert       | Chung Chieh (Johnny) Lee |
| Hugo But             | Christine Nakagawa    | Veronica Fisher          |
| Ani Degirmentas      | Angela Santamaria     | Jeffrey Cheng            |
| Katlin Walters       | Estasia Cai           | Sean Tennant             |
| Stevie Crawford      | Alykhan Bandali       | Michael Louie            |
| Jimmi Karvelis       | Ben Carney            | Laura Johnston           |
| Anastasia Hurcum     | Alan Liu              | James Kroeker            |
| Narjes Dalilian      | Sierra Zhang          | Jordan Holden            |
| Simar Pandher        | Eiryll Sanchez        | Kim Menier               |
| Kate Shae            | Phoebe Luk            | Alec Forsyth             |
| Annabelle Angle      | Yvonne Lai            | Mandalena Lewis          |
| Austin Rosenfeld     | Brianna Delmaestro    | Nick Griffiths           |
| Oliver Smith         | Kase Overes           | Camilo Zapata            |
| Saanchi Sharma       | Lisa LaChance Hoffman | Kevin Parr               |
| Rex Villanueva       | Nick Kosteckyj        | Katie Shore              |

### **Meeting Agenda**

#### **1 New Business**

- 1.1 Welcome to the Set Rep Program/Chair Introduction
- 1.2 SA Introduction – Carly
- 1.3 SA Presentation – Robyn Lougheed
- 1.4 Career Services Presentation – Tania Loken
- 1.5 BCITSA Election

#### **2 Call to Action: Set Reps own Expectations**

##### **2.1 Discussion**

#### **3 Open Forum**

#### **4 Meeting Adjournment**

## Christian calls the meeting to order – 5:47pm

### 1. New Business

#### 1.1. Welcome to the Set Rep Program/Chair Introduction

Christian introduces himself.

**Office hours:** Whenever you set up a meeting, but not Wednesdays.

Christian outlines his objectives for the year:

- **Open educational resources:** the creative commons for textbooks aka free textbooks. TRU and Kwantlen are already using free textbook resources.
- **Improve the sense of community within the school of business:** people generally only meet people from their programs. Will do this with events like Connect – 200 people from various programs got together to network and meet.
- **Improve the set rep program:** as a previous set rep never really felt like I got anything from it, and it wasn't actually useful. I want to hear back from people and hear discussion.
- **Expectations of set reps**
  - o Attendance and engagement
  - o Information dispersal
  - o Represent your set
  - o Distinguished Set Rep Award: at the end of the year set reps can apply to be awarded the Distinguished Set Rep Award and \$500. Eligible applicants are ones that attend every set rep meeting, make an effort to contribute and disperse information to their sets in a timely manner.

#### 1.2. SA Orientation (Carly Watson) – 5:55pm

Carly introduces the SA and all the programs and services offered. She talks about the wellness program, clubs, health and dental and touches on career and advocacy.

- The SA is run by students for students. Set reps are a key piece to this structure as they are how we develop and create our programs to help enhance students' lives. All our services are in place because of suggestions from set reps, brought forth to council and therefore they have the ability to make positive changes.

#### 1.3. SA Presentation: Advocacy (Robyn Lougheed) – 5:58pm

- Help you understand that you have rights and responsibilities as students
- Confidential

- Office SE2 room #303c (3<sup>rd</sup> floor)
- Have the right to a grade reassessment must do immediately
- Instructors have right to kick you out of class, but not a course

**Q:** a student was kicked out of a class because they didn't have the work completed is that ok?

**A:** No that is not. It might have had something to do with you have to complete this to understand what is happening in class. Could be pre-existing.

Up to you to follow up with classmates and instructors. Students can be kicked out of class but not courses.

**Q:** Can a whole class get their grade re-assessed?

**A:** Yes. Usually there will be a history where a bunch of things are not marked fairly. It's happened before with a whole class wanting their marks re-assessed.

**Q:** What if there's a teacher that we have that our entire program feels like is wasting our time and not enhancing our education.

**A:** Please contact me (Robyn's email: [advocate@bcitsa.ca](mailto:advocate@bcitsa.ca)) It's important to document these things and have proof of it.

**Q:** We have an issue with an instructor's attitude and manners towards the students in the class

**A:** I keep a running tally/log about instructors I hear about, and I do an annual report that I hand to the associate deans

**Q:** Has there ever been any action from you keeping this log

**A:** yes. If there's any sort of discipline its private so you're not going to hear about

**Q:** What do we do if a prof cancels lecture constantly

**A:** What do you mean constantly? Are you given notice or do they just not show up

**Q:** Gives us notice like a day.

**A:** This has happened a number of times. It could be a number of reasons why they didn't show, I just need to have information.

**Q:** if you feel like your program is very unorganized and you can't obtain information from professors, can you do something about that.

**A:** I need to see what course outline is meant to be, connect with me for that.

**Q:** with regards to course outline available is there regulations to having information on D2L

**A:** with your course outline you're supposed to have an electronic depository. Should either get paper copy or it is online.

Robyn leaves set reps with her contact information for students to reach out:

[advocate@bcitsa.ca](mailto:advocate@bcitsa.ca)

#### **1.4. SA Presentation: Career Services (Tania Loken) - 5:14pm**

- October 11 – industry spotlight Sherwin Williams 3-4
  - o Management internship program
- October 19 – sales and marketing spotlight
  - o Destination auto group, ch robinson
- Nov 2 – industry connections
  - o Women in media panel at dtc

**Q:** What room is sales and marketing spotlight?

**A:** Council chambers 2 floors above pub

- Sign up for Career track: <https://www.bcitsa.ca/careerservices/career-track/>
- Office hours Monday through Thursday afternoons

**Q:** Do you help with internships?

**A:** Yes I can help you gain access to those employers some internship programs are very structured and some are loose.

**Q:** What about summer jobs?

**A:** Yes we have a summer job jam where employers come out just to hire students for the summer.

**Q:** I was using career track and I noticed that some of the postings are scams on there

**A:** Please let us know about that we check them all and it might have been one

that we missed. But we would like to know about them.

**Q:** Where is your office?

**A:** SE2 in the student association.

### **1.5. BCITSA Election – 6:22pm**

Christian jumps in to mention the BCITSA election.

- Your duty to go out and vote
- My.bcit.ca – vote here

## **2 Call to Action: Set Rep expectations (group activity) – 6:23pm**

Christian breaks the set reps into groups to have conversations about what their expectations are from set rep meetings, any ideas they have, and general comments about the set rep program itself.

### **2.1 Discussion from Group Talk – 6:57pm**

Christian gets the groups to come back together and asks each group to give a brief outline of the topics they discussed and questions they have.

#### **Group1**

Expectations – it sounds like when people come up and go through motions. It would be good to come with notes and be prepared to meetings.

Questions/concerns – block party for all students. Second years in their group never got to know anyone in their first year nice to get to know people outside of classes and program.

Christian mentions they already have block parties going on such as the event at Studio on Granville Oct 6<sup>th</sup> with industry professionals.

#### **Group 2**

Expectations – want to know what resources are. Bcit has SO many things for us to look at and research and help with study, but it's kind of confusing and we don't feel like we have easy access to it. And we want easy access to everything because we're paying for it and we want to see it.

**A: Send me (Christian) an email to let me know what you'd like to see.**

Ideas for set rep meetings – more conversational we would feel more like we were being

heard if it was more a conversational setting.

**Q:** Want to make sure our problems are actually getting actions. We don't want to come to meetings talk about it and nothing actually gets done.

**Group 3** do we have stronger connection between other sets.

Problem – super old school BCIT website. Some instructors use my.bcit and some use d2l and that means we have to check both things.

**A:** BCIT is on a really old banner system. This year they're spending the entire year to upgrade to a new banner system to improve the website, d2l and mybcit. Any ideas for it please send forward. **SA has no say over it** but we can push to try and help improve it.

**Q/C:** We also learned that we have programs we didn't even know existed like broadcasting.

**Q/C:** I feel like events need to be more appealing to students. Like most events students either don't know about it or they don't want to attend.

**A:** that's the idea of upcoming events and if you have ideas please let me know

**Tony (representative from Marketing Association):** October 6 event is mainly school of business but upcoming all the schools will be hosting a Christmas party for integration look out for those.

#### **Group 4**

Expectations – Communication. heard stories that both sets are finding similarities when you have back to back classes. Would be cool if you could talk to people in similar program. Specific ideas a lounge or vegan food, need a more comfortable area to lounge and study. Idea – communication my thing as a first year I don't know where to turn to find out about events it feels a bit scattered over like Facebook emails and everything I would like it all in one that I can copy paste to ours.

**Q:** Could we make a Facebook group for all set reps

**A:** Christian yes we will make a Facebook group for business 2017/2018

Christian motions for using slack – will do tutorial next meeting.

**Q:** More targeted to first years. I find first years aren't going to any events because they don't see value or they're more focused on grades. Make sure you encourage yourself and

your classmates to go.

### **Group 5**

Expectations for set rep program – have heard that in previous years the set reps didn't really communicate well. When we talked about why we wanted to be set reps because it's a family. Also, because in your whole life you're lead by parents and when you're in college suddenly you're all alone. With set rep program it offers someone to lean on or take hand of. Gives other students resources to gain access to the knowledge they need.

Ideas – I've been trying to get ahold of dining services. I would like them to hear and see our suggestions and tackle issues that can be fixed now.

**A:** SA has no say in what food is on campus aside from what is in habitat and what is in the stand but we are working to fix it.

### **3 Open Forum**

Christian opens the floor to any questions, comments or concerns the students have.

**Q:** on the topic of printers is there a way to get wireless printers to print from your laptop instead of printing from card or

**A:** you can print off your computer to connect to it but it's really hard to find on the website.

**Step by step instructions on how to do it online –**

<http://kb.bcit.ca/sr/printing/903.html>

**Q:** I would like to know why printing for pages is not included in my tuition

**A:** You already receive semi discount but free printing is too big of a cost for SA

**Q:** printing would it ever be able to integrate with papercut? And, with your tuition you'd get a certain amount of money to print like ex \$35 per semester.

**A:** that might just be added on top of your student fees, might as well just go put money on your card.

**Q:** we've had a couple of quiet anonymous talk about "locker room" talk in classrooms. Is there a place people can go to like a women's or genders advocacy to get support.

**A:** Go to Robyn or Danielle for advocacy and they can either help you or direct you where to go.

**Q:** On that topic I know the name and whereabouts of someone who is making my female peers very uncomfortable. I just want to know what kind of course of action the school takes towards someone who is acting in that way.

**A:** I don't have all the answers and I want to be honest so please send me an email with more specific details, and I will find out who you can talk to about it.

**Q:** I know first year my set rep would post in group chat and spam but you don't read it because it's so many things you're getting and my set is really quiet. Is there any way to get them communicate and want to listen.

**A:** Slack is a great resource

**Q/C:** my set we made a Facebook group that's private so it has permanent record and they can go back to look at it. So it's less crowded.

**Q/C:** if you really want feedback and you go in front of your class and force them to get involved.

**A:** As a set rep it's important to just get the word out why it's important to get the word out to them about why it's important they have a set rep.

**Next Meeting: Thursday November 2<sup>nd</sup>, 2017, 5:30pm Telus Theatre**

**4 Christian Adjourns the meeting – 7:34pm**