

**Set Rep Meeting
School of Energy**

November 21st, 2017 – 5:30pm

Chair: Dean Tamboline

Staff: Samantha Wallin, Administrative Assistant – Careers

Guest Speakers:

Laurie Sinnott-Lee, Career Service Specialist

Robyn Lougheed, Advocate

1. **Meeting Called to Order:** 5:47

2. **BCITSA Career Services – Laurie Sinnott-Lee:**

Contact information: Email: lsinnottlee@bcitsa.ca

Dean provides a brief introduction to Laurie Sinnott-Lee, Career Specialist for School of Energy & The School of Construction and the Environment. She is a great resource for you to make connections with industry and to prep you for future careers.

- Some of the services we provide, and that Laurie can assist with are:
 - One on One Office Hours:
 - Resume and Cover Letter review
 - Mock Interview
 - Informational Interviews
 - Job Search Strategies
 - Workshop Series; Online and in person
 - We host many events for employers. This will help you made new connections in your field and could lead you to a job
 - Employer Information Session
 - Industry Connects
 - Networking Events
 - Industry Days
 - Online Job Portal Career Track (it is separate from ejobs): <https://bcitsa-csm.symplicity.com/>
 - Upcoming Events:
 - Industry Connections – Concrete Pipe 101 – November 27, 2017

- Industry Connections – Engineering Student and Industry Night – November 28, 2017
- Industry Days – Construction & Engineering Career Fair – January 25, 2018
- All of the workshops, events and office hours appointments can be found on Career Track

3. **Student Advocacy – Robyn Lougheed:** advocate@bcitsa.ca

Dean provides an introduction to Robyn. Dean believes it is important and would like it to be known to the School of Energy.

The advocates are here to help students know about their rights, responsibilities and the BCIT policies. They are here to make sure that everyone at BCIT is following these policies and everyone is being treated fairly. If you have a concern, questions or complaints about BCIT in any way come see the advocates. It is a private and confidential resource. They will not talk to anyone on your behalf without your written consent. They cannot reach out to you, you must reach out to them for help. For more information look at our BCITSA website: <https://www.bcitsa.ca/student-services/advocacy/>.

Robyn works VERY closely with BCIT and is there to be your voice. BCIT does listen but you must speak up for them to hear you.

If you ever have to send any correspondence to a BCIT Official you can send it to one of the advocates for review to help you with your wording. It is a really good idea to help you and help the advocates. You can also CC them into the email so that they know what is happening. They will then follow up with you to see how the conversation went. Make sure because you confront or talk to any BCIT official that you wait till you calm down and you can rationally think. A BCIT student has the right to have any support person during any meeting they attend with a BCIT official. This means a friend, a peer, a set rep or anyone. However, the support person isn't allowed to talk or comment. If you have an advocate present, this will benefit you because they know all of the policies which means they can point out if something is incorrect or goes against the policies.

Do not wait to contact advocacy, do it ASAP. The sooner you take action the faster and better results. Document everything. (Teachers cannot kick you out of school or a course)

Here are some of the main issues that are brought to the advocacy office:

- Instructors
 - Not teaching appropriately or well
 - Testing on material you have not been taught
 - Not grading you fairly
 - Not giving back your grade from six weeks ago
- Appealing a grade – do not wait to long

All students are supposed to be getting Course Outlines. Robyn found out they students were not receiving these and has brought this to the attention of BCIT and they did something about it.

Q: Most of the instructors say, “If you have a problem with your grade you can appeal it but you may end up with 2 marks less.”

A: This is absolutely true. When grade reassessments are done the first thing that you have to do is talk to you instructor. If you are not satisfied by the way the conversation went, you can pay for a formal reassessment. This goes to the Associate Dean who assigns it to someone else that does not know your situation. However, you must clarify if you are given a lower grade are you stuck with that grade or can you use your previous grade. If you do get a higher grade you get your fee back

Q: What if the Teachers are saying this as a deterrent? Because some of the teachers are.

A: If you believe they are trying to use it as a deterrent it would be a good idea to get it reassessed.

Q: Teachers are supposed to have 5hours of office hours a week but some of the teachers you need to make an appointment for or they have their office hours during your other classes. In that case it is usually hard to get in. Are they allowed to do this?

A: Yes – it is only stated in the policy that they need to have 5 hours/week when it is convenient for them. Unfortunately, this makes it inconvenient for the students in most cases.

Q: When someone comes to you about a certain instructor(s) do you document it every time? And do you continue building on that list? Also, what do you when you have a lot of complaints?

A: I look into everything and I keep everything documented. I have a lot of connections with BCIT and when I have a lot of complaints I go to the Associate dean or the VP of HR. I do not go to the instructor without your consent.

Q: When had an Introducer force us to do it a teacher elevation on D2L to get a practice exam. Is this acceptable?

A: No – This is not acceptable, and they cannot withhold a practice exam from you. Especially since

on D2L it is not anonymous, and it should be. You can say no and if they still will not give you the exam you come straight to Robyn.

These are just some examples of what the advocates can help you with. If you have any question big or small connect with them so they can help you take the stress away. You pay for these services. You pay to have an education. They are here to help!

4. Old Business

4.1. Facilities Request

- Dean has submitted these requests and it seems to be fixed

4.2. Display case for projects

- Still working on this Dean and believe SW09 will be the best building

5. New Business

5.1. Set Rep Program Improvements

- Dean will be sending out a survey to help get a better view on what should work on

5.2. Confirmation of next Set Rep meeting date

- Set Reps have agreed to make the next Meeting on January 11, 2018

5.3. Upcoming Event

- Game of Schools - School VS School
 - Saturday, Feb 3rd
 - 4-hour event - different competitions
 - Registration will be made available soon. When it is available Dean will send an email with the full details
 - We need a team of 30 per school, maybe more than one team
- Zen Lounge - free 30-minute massages every Friday
 - email welness@bcitsa.ca
 - Students are entitled to 2 free massages per semester
 - Time: 10am - 2pm

6. Open Forum Discussion

7. **Next Meeting:** January 11th, 2018

8. **Meeting Adjournment:** 6:47pm