

Set Rep Meeting
School of Energy & School of Transportation, Construction and the Environment

September 27th, 2018 – 5:30PM

TELUS Theatre, SE06, BCIT Campus, Burnaby

Chairs:

Cory Pope, Chair – School of Energy (SoE)

Chris Samra, Chair – School of Transportation, Construction & the Environment (TCE)

Staff:

Tania De Ridder, Student Development Coordinator

Guest Speakers:

Timothy David, President, BCITSA

Danielle Landeta-Gauthier, Advocate, BCITSA Advocacy

Kim Kavanagh, Career Specialist, BCITSA

Jacqueline der Raadt, ASTTBC

Adam Nguyen, BCIT Racing Club, Captain

1. **Meeting Called to Order**
2. **Welcome and Introductions**
 - 2.1. Welcome and introductions by BCITSA chairs, Cory Pope and Chris Samra
 - 2.2. Welcome and introduction by BCITSA president, Timothy David
3. **Quest speaker:** Danielle Landeta-Gauthier, Advocate, BCITSA Advocacy
4. **Quest speaker:** Kim Kavanagh, Career Specialist, BCITSA
5. **Quest speaker:** Jacqueline der Raadt, Applied Science Technologists and Technicians of BC (ASTTBC)
6. **Quest speaker:** Adam Nguyen, BCIT Racing Club, Captain
7. **Next Set Rep Meetings:** School of Energy: November 01, 2018
School of Transportation, Construction & the Environment: October 30, 2018
8. **Meeting Adjournment**

1. **Meeting Called to Order:** 17:50PM

2. **Welcome and Introductions**

a. Welcome and introductions by BCITSA chairs

- TCE Chair Chris welcomes and opens meeting. Introduces himself. Contact details: chairtransportation@bcitsa.ca
- SoE Chair Cory welcomes and introduces himself. Contact details: chairenergy@bcitsa.ca
- Ice Breaker: Introduce yourself to someone you don't know and debate whether cats or dogs are better.

b. Welcome and introduction by BCITSA president, Timothy David

- Introduces himself. Contact details: president@bcitsa.ca
- Talks about role of set rep and his own experience as a set rep. Explains what it means to be a set rep:
 - Step in to resolve issues when issues come up (and issues will come up)
 - Use connections to resolve issues – for example, approach chairs
 - Communicate opportunities to other students in set, for example, upcoming employment week (chairs will email details of upcoming events): <https://www.bcitsa.ca/careerservices/industry-days/>
 - Can choose own communication channel – in-person, Facebook, etc.
 - Voice concerns of students – be honest with chairs about students' concerns
 - Give student body feedback by talking to chairs – BCITSA wants feedback

3. **Quest speaker:** Danielle Landeta-Gauthier, Advocate, BCITSA Advocacy

- Introduces BCITSA's Advocacy service
- Acknowledge the meeting is taking place on the traditional territories of the Coast Salish

Nations of Musqueam, Tsleil-Waututh and Squamish nations

- **Rights & responsibilities of students:**

- Safe, respectful harassment free environment
- Receive course outlines within 1 week of class start
- Receive feedback in a timely manner (reasonable amount of time so that you don't make same mistakes over and over)
- Accommodations, if needed
- Review any exam (if a student wants to view an answer to a question, or does not agree with mark calculation – can view with supervision)
- Procedural fairness (accused of misconduct - academic and non-academic). Can state your side and provide evidence and have an advocate in any meeting you go to
- No final exams worth over 50% (unless approved by Education Council (EdCo). Can't be changed by instructor's decision only.
- Your behaviour and conduct while on BCIT campus
- Attend all classes
- Informing an instructor if you will be away – must provide medical form
- Informing accessibility services for accommodations if required. Students have to disclose to get the accommodation. Don't assume your instructor will know a student will need it or know how to accommodate.
- Be familiar with policy and procedures as BCIT – know where to find on website and how to access
- Visit the advocacy website – all policies are on there: <https://www.bcitsa.ca/student-services/advocacy/>
- Academic integrity – no cheating or plagiarizing
- Your own education. Be an adult – don't expect others to always tell you what to do. Ask and be proactive. If you don't know who to ask, come ask Advocacy
 - Student question: Do you have to pass the final to pass a course? Danielle's answer: You have to pass the final exam to pass the class but the final exam may not be more than 50% of the grade

- **What do the advocates do?**

- Provide BCIT community with confidential, unbiased services by offering information, advice intervention and referrals
- Advocate for procedural fairness
- Educate about accurate policy and procedure implementation, effective communication, and informal dispute resolution
- Listen and help analyze the problem/complaint
- Provide support in any meeting a student requests them to attend on campus

- **What can advocates NOT do?**

- Cannot speak for a student - provides students with tools to speak for themselves
- Order or force a decision to be changed; but advocates do have a lot of influence
- Change your grade
- Go around existing policies or procedures to resolve issues
- Intervene in conflicts with individuals or groups outside of BCIT
- Intervene in any matter covered by a collective agreement between an individual and BCIT

- Student question about details on collective agreements that impact instructors' office hours/vacations, etc. Danielle's answer: can come ask an advocate but all BCITs collective agreements are available online

- **When do you come to see an advocate?**

- Want to discuss a sensitive issue related to BCIT in confidence– non-biased office, don't work for BCIT; unless disclosure indicates you will be a danger to yourself or others
- Would like to have a grade assessment and don't know the process
- Have a conflict with another party and need help in facilitating a resolution
- Feel you've been treated unfairly – harassment & discrimination policy – when you're not sure if you've been discriminated against or bullied, Advocacy can help you understand the process and what to expect
- Require assistance or support communicating or negotiating with faculty, staff or others
- Been accused of anything related to academic integrity or non-academic misconduct
- Unsure which policies, procedures, or guidelines apply
- Don't know who to talk to, where to turn, or what options are available.
 - Student question: Can a set have more than one set rep? Danielle's answer: ask your chair to follow up with BCITSA administrative coordinator

- Conflict Resolution Set Rep Leadership Workshop – Detailed notes will be emailed to all students by chairs.

4. **Quest speaker:** Kim Kavanagh, Career Specialist, BCITSA

- Introduces herself and Career Services and next week's career events – chairs will email specific days/details: <https://www.bcitsa.ca/careerservices/industry-days/>
- Kim's contact details: kkavanagh@bcitsa.ca / 604.431.4973
- Kim introduces quest speaker, Jacqueline der Raadt from ASTTBC

5. **Quest speaker:** Jacqueline der Raadt, ASTTBC

- Introduces herself and the Applied Science Technologists and Technicians of BC: <https://asttbc.org/>
- Shares her background: passionate about engineering technologists; lot of experience in industry; owned a company; worked with UBC Engineering co-op, etc.
- BCIT education unique – will give you an advantage.
- Don't legally have to register for a designation with ASTTBC but will give you an advantage over other job seekers. Some companies only hire candidates with it. Companies like TELUS, BC Hydro, municipalities, who values ASTTBC designation. Expected to increase in future.
- Will differentiate yourself from SFU and UBC graduates – they do not qualify to apply for

credential because they do not have technical experience in course.

- It's free for students to register

6. Quest speaker: Adam Nguyen, BCIT Racing Club, Captain

- Adam introduces himself: 3rd year mechanical engineering student
- Introduces the club and shares recruitment video: student team that participates in Baja SAE design competitions held across North America
- The club's mission is to represent BCIT in high-level competition, raising the profile of the school's engineering programs on an international level
- Will compete in New York next year
- To join: <http://www.bcitracings.com/> or bcitracing@gmail.com
- Chair Cory shares: Anyone can start a club at BCIT: <https://www.bcitsa.ca/campus-life/clubs/>
Questions – contact Club Program Coordinator: clubs@bcitsa.ca

7. Next Set Rep Meetings:

- Every set rep meeting will be with 2 different schools - rotate to allow for networking.
 - SOE's next meeting: November 01, 2018 at 5:30PM in TELUS Theatre
 - TCE's next meeting: October 30, 2018 at 5:30PM in TELUS Theatre

8. Meeting Adjournment: 19:20PM