

**Set Rep Meeting Agenda
School of Energy
SW03 Room 1750**

Thursday, March 28th, 2019 – 5:30pm

Chair: Cory Pope, Chair of Energy

Staff: Wafaa Barakat, Student Development Coordinator

Guest Speakers: Forrest Tittle, Dean of School of Energy

1. Meeting Called to Order – 5:40 PM

2. Student Success Update with Forrest

- a. The purpose of his talk is to elevate the idea of a student success initiative within the institute.
- b. The aim of this initiative is to launch a system for identifying students who are at academic risk and provide them with assistance to ensure that they are more academically successful and more likely to progress to graduation. A large number of students are academically challenge; it's not a surprise. Forrest is looking for student's input on the proposed process, which is as follows:
 - i. Identify a mid-point for check-up on student's performance, where instructors compare student's academic performance with a pre-established benchmark. This point would likely be your midterms in your first term. First-term is the most demanding and that's why it is going to be our focus.
 - ii. Student's performance would be provided to student's program head or chief instructor. No records kept. It's confidential.
 - iii. We would offer/invite students who may need support to resources and identify ways to support them, such as tutoring. The student is not required to follow the provided recommendations and there are no consequences to students.
 - iv. Currently, this initiative is going through a privacy impact assessment. This stage ensures student's information records are keep confidential.
 - v. We aim to have this initiative rolled out for Fall 2019.
- c. Discussion – The following were questions and suggestions provided by set-reps:
 - i. Midterm in Term 1 only takes place in October. It is too close to the end of the term. Need to identify ways to have evaluations prior to that point.
 - ii. Not all instructors mark midterms and quizzes within a reasonable time. Not receiving evaluation until the end of the term results in students going into their exams without understanding where they stand.

Response:

- Speak to the faculty directly is the most appropriate solution.
- The Dean is not able to mandate having midterms given back to students within a specific time due to the Faculty Union Policies. However, if there is a situation where the delay has significantly impacted student's performance, this is where higher authorities – Dean & Program Head -

would be able to get involved.

iii. Students' Suggestion:

1. Gather information on how much time students spend studying and how much time is actually required to succeed. Letting students know how much studying time required. This information would have been of most useful to when they were students.
 2. The above information and data should be provided at the time of registering for a program.
- iv. The assessment should be meaningful – there should be a minimum amount of material graded prior to the assessment – This should be a requirement for the assessment.

3. Open Forum Discussion

- a. No questions asked

4. Reminders

- a. Employer information session with Ausenco April 16th, 4:30-6:00

5. Meeting Adjourned at 6:00 PM