



Set/ Rep Meeting Minutes

The School of Computing and Academic Studies

Thursday, February 2, 2012

Chair: Marwan Marwan, Chair of the Computing and Academic Studies

Set/Tech Reps:

Alex Huijsman

Justin Brockholm

Ken Ketola

Salman Shaharyar

Dennis Ho

Mathew Linder

Alex Mcgilvray

Judy Nguyen

Tony Hoang

Luke Queenan

Nabeel Lalji

Jacob Kwitkoski

A. Geoffrey Lee (Alex)

Karen Blackwell

Staff: Olesea Zadoinova

Guest Speakers:

Bill Klug, CST&CIT Diploma Program Head, [Bill Klug@bcit.ca](mailto:Bill.Klug@bcit.ca), 604-432-8461

6.1 Meeting called to order

The Chair person, Marwan Marwan, calls meeting to order at 5:40 pm

6.2 The Guest Speaker Bill Klug

It was announced that 30 volunteers are needed for the BCIT Open House 2012 which will happen on April 13-14, 2012. Volunteers will greet guests in the main BCIT display tent,

introduce BCIT programs and direct guests to visit the displays. Moreover, some of them will escort guests from the main BCIT display tent to SE12, provide information booth, program booklets, handle door prizes and help with various operational issues and displays as required. Judges, general public, BCIT Alumni, and may be some potential employers will go around the Campus and visit the booths on these days. Volunteers will be entered into a draw for the prizes. Set Reps were encouraged to participate, to complete an information form and to return it to Sophie Shoaf at [Sophie Shoaf@bcit.ca](mailto:Sophie.Shoaf@bcit.ca), SW2-133) by Monday, April 2, 2012. Please contact Maureen Bell at [Maureen Bell@bcit.ca](mailto:Maureen.Bell@bcit.ca) for more information.

Questions:

- ✓ Is there an appreciation letter? Yes.
- ✓ The event will take place right before the exams. Even if you do one hour, that will be great.

6.3 Announcements

- Set Reps were encouraged to apply for the position of the Peer tutor. It was underlined the lack of the tutors in the School of Computing & Academic Studies.

Questions:

- ✓ When are they hiring? You can apply right away if you want to commit.
- Lan Party for the School of Computing & Academic Studies is coming on February 24, 2012 from 5:30pm till 10:00pm. A survey will show which games will be included. Prizes and food will be provided. The approximate cost of a ticket is 5 dollars at the door or 3 dollars, if it is bought in advance. Set Reps were encouraged to invite friends who would like to participate. More details will be announced.

6.4 Old Business

- Washroom stalls in SE12 3rd floor are fixed.
- EH pod labs are not useful even being opened late, for the reason that the maintenance works are on that time. Marwan is working on it

6.5 New business and Set Rep Forum:

- ✓ New Set Reps were explained their rights and responsibilities.
- ✓ The Set Reps are signing students in the Gym; however, they cannot sign in themselves. They have to wait in line to be signed in. Set Reps shared their experience and ideas how better to proceed in this situation. It was advised to speak to Recreational Services regarding this.

- ✓ Some students were not able to get their Upasses during Christmas. Can Upass machines be located somewhere else, in security office for example? Marwan will investigate.
- ✓ Set Reps were reminded regarding existing Complaint Procedure in BCIT. They were encouraged to contact Marwan or Karl Tegenfeldt, the BCITSA Advocacy Coordinator, in case of any questions or issues.

6.6 Next Meeting

Next Meeting is scheduled for Thursday, March 1, 2012, from 5:30pm-6:30pm in the Council Chambers.

6.7 Adjournment

The Chairperson, Marwan Marwan, adjourned the meeting at 7:10pm.

School of Computing and Academic Studies

Set Rep Meeting Agenda

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- 6.2 Guest Speaker
- 6.3 Announcements
- 6.4 Old Business
- 6.5 New business and Set Rep Forum
- 6.6 Next Meeting
- 6.7 Meeting Adjourned