



Set/ Rep Meeting Minutes
of the School of Transportation, Construction & the Environment
Wednesday, October 17, 2012

Chair: Brian Harvey, Chair of the School of Transportation, Construction and the Environment

Set/Tech Reps

Shawn (Xiao Chun) Cao

Ashkon Mohammadi

Kevin Chen

Aaron Kool

Kelly Clark

Paul Oster

Matt Dick

Steve Peck

Carolyn Dyczko

Ben Plasche

Jeff Ferraby

Ramiza Rafeeq

Andrew Grose

Gracelyn Shannon

Oben Hart

Laura Stepney

Mohammad Khaleshi

Staff: Olesea Zadoinova, BCITSA Program/Clubs Coordinator

Guest Speakers:

Maggie Ross, Director of Student Judicial Affairs

Karl Tegenfeldt, the BCITSA Advocacy Coordinator

2.1 Meeting called to order

The Chair person, Brian Harvey, calls meeting to order at 5:30 pm.

2.2 Introduction

Brian has introduced himself to the Set Reps and asked to fill out attendance list.

2.3 Guest Speakers

- **The Guest Speaker Maggie Ross** introduced to the Set Rep Student Conduct and Appeal. There were explained definitions of the Student Misconduct, Academic Integrity, and Dishonesty. There were enlightened reasons why it is important to avoid bad academic and non-academic behaviour, as well as plagiarism and cheating.

Questions: How many people were suspended last year? 1-2 students for a whole school.

The guest Speaker explained to the Set Rep Sanctions and Remedial and Restorative Interventions, which include such things as counselling and coaching, education, institution, community services and etc.

Maggie Ross spoke about Academic Appeal; and precisely, academic and non-academic decisions, customer service decisions, responsibilities for the decisions, different types of Appeal and etc.

- **The Guest Speaker Karl Tegenfeldt** told to the Set Rep regarding Student Complaint Procedure, and specifically definition of it, ways to find it, reasons why students should care, and the key facts of it. It was explained that informal resolution is preferred to formal; Set Reps, the VP of Student Affairs or Advocacy Coordinator may speak on behalf of students. Students may request anonymity; however it may impede the resolution of the complaint and etc. The guest speaker continued and explained steps of Informal and Formal Complaints, some dos and don'ts, and etc.

Questions: Quality of instruction is a style thing, how can it be changed? If it is a group issue, include ideas how make things work better.

Brian: tell me who you want to invite as a guest speaker next time. Comments: Financial Aid, Medical and Dental Coordinator or related literature, Club Presidents or someone to talk about clubs. – Best place to get this info is Uconnect Resource Center.

2.4 Old Business

- The Set Reps were informed that a replacement printer was put in NE1.

Questions: Whom should we call if we notice a problem? Give a call to IT services. If they don't know about the problem they cannot fix it.

- Set Reps were encouraged to share their ideas regarding a planned Pool Tournament. Set Reps were asked if they would like do it as a single event or as a two days event. Some Set Reps proposed to divide on girls and boys teams.

Questions: How much is a ticket? Usually it is \$10 and includes two beers and burger.

Can we have prizes within the Pub, for example Pub gift certificates? Brian will look into it.

- Lost and Found. Set Reps were informed, that in case something is stolen, students need to report to Safety and Security. As a result they will be provided with a case number; moreover, security will have a mandate to do it. Set Rep shared their experience about reported and unreported cases.

2.5 Set Rep Forum

- What is a parking info number? Brian will look into it. The info is on the BCIT website.
- There is a line up in the morning to pay for parking lots. Is it possible to get more parking meters? Recommendation is to come earlier to pay for parking and not to be late for classes.
- Can we get a monthly parking pass? Yes, you can. But it is not cheaper.
- A scanner in the Library doesn't have a mouse. Brian will look into it.
- Can we have AutoCAD updated in Eh-pods? Brian will look into it.
- Can't see screen on Printer to tell what is wrong. Brian will investigate.
- Microwaves in NEI near the Cafeteria are dirty and disgusting. Set Reps shared their ideas how to improve the situation with Microwaves. Brian will look into it.
- Can we get more maintenance in NEI washrooms? Brian will investigate.
- Geomatics Club is organizing an Open Mic/Pool Tournament. Tentatively on Friday, November 23, 2012 in the Professor Mugs Pub.

2.6 Next Meeting

Next Meeting is scheduled for Wednesday, November 14, 2012, from 5:30pm-6:30pm in SW1 3170.

2.7 Adjournment

The Chairperson, Brian Harvey adjourned the meeting at 6:45pm.

SoT,C,E Set Rep Meeting
Agenda
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5:30-6:30pm

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2.2 Introduction

2.3 Guest Speakers

2.4 Old Business

2.5 Set Rep Forum

2.6 Next Meeting (Scheduled for Wednesday, November 14, 2012)

2.7 Meeting Adjourned