



Class Rep Meeting Minutes Wednesday, November 13th, 2013

Chair: Daniel Sumano, Chair of Aerospace Technology Campus *

Set/Tech Reps:

Cheshire Lin*	Cole Plaskett
Cyrel Gonzales*	Erik Emuurmans (E)
Geoffrey Pilgrim*	Jared Goring*
Jinnie Pham*	Jinny Kim
John Morrison*	Ken Ma
Kira Kim	Liam Woodland
Lucie Stevens*	Marleesa Burdett *
Mikhail Pashuk *	Omar Garcia*
Pat Anderson*	Peter McWhirter*
Peter Noort	Philip Kargut *
Sidhant Sharma *	Vincent Lin
Wenny Chiu*	Batjargal Tumuroator*

* = attended
(E) = Excused

Staff: Hannah Bielert, Services and Engagement Coordinator *

9.1 Meeting called to order

The Chairperson, Daniel Sumano, called the meeting to order at 11:05 am.

Quorum was met.

9.2 Acceptance of the Agenda

Motioned by Marlessa Burdett

Seconded by Sidhant Sharma

9.3 Acceptance of the Minutes: October 30th, 2013

Motioned by Mikhail Pashuk

Seconded by Marleesa Burdett

9.4 Guest Appearances

9.4.1. Gord Turner – Associate Dean

- Gord introduced himself and the office administration staff that oversee and control everything at ATC.
- The reason for the office administration staff attending the meeting is to introduce themselves to the students and address any questions, comments, and concerns the students may have.



9.4.2. Parm Rai – Aerospace Programs, Chief Instructor

- Any questions, comments, and concerns about maintenance can be directed to Parm Rai.

9.4.3. Kacem Habiballah – Avionics Programs, Chief Instructor

- Any questions, comments, and concerns for all other programs can be directed to Kacem Habiballah.

9.4.4. Tina Johal – Program Assistant, Aviation Programs and Aerospace Campus

- Responsible for recording and maintaining student marks and attendance among many other duties.

9.4.5. Lenalda Sutherland – Administrative Assistant to the Associate Dean

- Lenalda fulfills many roles at ATC and is a great help to the Student Association and the Chairperson.

9.4.6. Steven Mullis – Aerospace Programs, Chief Instructor

- Steven is currently reviewing the curriculum at ATC.

9.4.7. Gupreet Bains – Admission/Records Officer

- Gupreet assesses applications and provides students with transcripts, student records, etc. among other duties.

9.5 ATC New

- Rep's are asked to review points given in the Agenda and communicate any questions or concerns.

9.6. Old Business

- Rep's are asked to review points given in the Agenda and communicate any questions or concerns.

9.7. New Business

- Rep's are asked to review points given in the Agenda and communicate any questions or concerns.

9.8 Round Table

- **ATC Curriculum Review**
 - Students are encouraged to voice their questions, comments, and concerns about the curriculum for ATC programs.
 - They may do so via student surveys, approaching their instructors directly, or contacting Steven Mullis.
 - They are also welcome to write the Associate Dean, Gord Turner.
 - Input from students is greatly appreciated considering the curriculum is currently under review.
 - Much of the curriculum is limited by Transport Canada and CCC.
- **Journey Logs**
 - Students are writing journey logs in different formats and styles and are unsure which one is correct.
 - Instructors have different backgrounds.

- It is difficult to standardize how journey logs are filled out, but every company will do journey logs differently and they will train you on each method.
- **Resources at ATC**
 - It seems some of the resources, in the hangar for example, are not being utilized.
 - The students were assured that all of the resources at ATC are used, although it may not appear so.
 - All the resources are not used at the same time.
- **Test Results**
 - BCIT Procedure/policy 5104.
 - The form is available on the BCIT website for students to fill out if they would like to challenge a test result.
 - First step is an informal review between the student and the instructor.
 - If the instructor agrees with the student, the problem is resolved.
 - If the student is still unsatisfied with the outcome and would like to further contest the grade, they can pay a \$26 fee to have a formal review.
 - This fee will be refunded if the student won the challenge.
 - The Chief Instructor is usually involved in this process.
 - Challenging test questions just to pass is frivolous.
 - There have been instances where the textbook is wrong.
- **Teacher Evaluations**
 - Students feel their feedback is not being noticed and neglecting to fill out the teacher evaluations.
 - This is viewed as a big problem considering that this information is vital for the future of programs, ATC, etc.
 - If the evaluations were online, perhaps students would be more likely to complete them.
 - Gord, the Associate Dean explained that he, the Instructors, and the Chief Instructors all read the student comments.
 - These comments are hugely valuable to them.
 - There were plans to move the evaluations online, but Turner is not sure what the status is on that and will look into the possibility.
 - The Associate Dean asked students to please not get discouraged with the evaluations, especially the written comments.
 - When making comments, try to make them objective and to the fact.
 - The office administration uses this information to identify a problem and work on a resolution.
 - Some things are out of control of the office administration and staff at ATC such as the parking and cafeteria.
 - The AME program is currently under review as well as many other programs.
 - The greatest challenge and constraint is the lack of human resources to get these things done.
 - Students expressed they would like to be told about the changes that happen.
 - Gord Turner suggested that it could possibly be posted on Desire2Learn.

- Tests at ATC
 - Any paper based tests will be moving towards D2L online testing.
 - Students felt many tests were unfair.
 - WHMIS test – students were told they could bring their textbook to the test, but scored lower than the students who didn't because the test questions were different.
- EASA
 - Transport Canada has bilateral agreements with European Transport and maintenance contracts are to be signed.
 - Students are capable of doing the EASA test at ATC.

9.9 Next Meeting

Next meeting will be Wednesday, November 27th, 2013 at 1100, room TBA

9.10 Meeting Adjournment

The Chairperson calls the meeting adjourned at 11:50 am