



**Set/ Rep Meeting Minutes**  
**of the School of Computing and Academic Studies**  
**Thursday, September 25, 2014**

**Chair: Alex Clarke, Chair of the Computing and Academic Studies**

**Set/Tech Reps:**

**Staff:** Amy Smith, the BCITSA Club Program Coordinator

**Guest Speakers:** Steve Eccles, Dean of the School of Computing; Dean Hildebrand, Associate Dean of the School of Computing; Jenny Chen, for Kind Bars; Burke Lougheed, Peer Tutor.

**1. Call to Order**

Chairperson Alex calls the meeting to order at 5:44. He introduces himself and welcomes the Set Reps to their first meeting of the year.

**2. Attendance Check**

Alex invites the set reps to serve themselves food provided and reminds them to sign the attendance list.

**3. Approval of Minutes From Last Meeting**

Not applicable.

**4. Old Business**

a) None

**5. New Business**

**a) Introduction of the Chair**

Alex Clarke introduces himself as the School of Computing and Academic Studies. He explains his role as Chair to be the voice of the Sets and to advocate on behalf of these students to better their experience at BCIT. Alex discusses his objectives as Chair. One of his main ones is to improve the industry days offered by BCIT and modify them to be more hands-on workshop style in order to boost attendance and effectiveness.

Another objective is to host a games development competition. Games Development Club will be a key component of this. Raj, Co-Chair of the club, encourages students to come by their bi-monthly meetings and participate in the club. Next meeting October 8<sup>th</sup> SE12 301

The proposed event will include sponsorship, prizes, and fun, but feedback is needed to orchestrate this event. The competition could either be a burst over the weekend, or drawn out over a period.

Discussion of the pros and cons of both is essential. A suggestion is made that a 3<sup>rd</sup> option could be having the event over the break.

#### **b) Introduction of Dean and Associate Dean—Steve Eccles, Dean Hildebrand**

Steve Eccles introduces himself, and thanks everyone for the invitation to the meeting. He stresses the importance of these meetings in taking stock of how students are doing and how the programs are working. He wants to give the impression that faculty do care. He discusses the new president of BCIT, Kathy Kinloch, and her emphasis on the student experience. He encourages the students to ask questions and make comments.

Dean Hildebrand introduces himself and explains his role and his transition into it at BCIT. He discusses the implementation of changes in the department, the performance development system being one. He and other staff have been sitting in on classes to review instructors in order to provide growth. Dean discusses the program review progress, and that CST and Btech programs are due to have a formal review process. Dean discusses his understanding of how brief and intense the student experience can be. He stresses the importance of participating in the student aspect of the evaluation process and make sure feedback is being received. Improvements to the programs are reliant on feedback in order to make incremental changes.

**Q:** How do we get in touch with you?

**A:** drop by, or make an appointment with Donna Woo.

**A:** Steve explains that the open door policy applies, but that he will ask who you have spoken to so far to make sure the proper chain of command is being followed.

**Q:** what is the proper channel to go through with complaints?

**A:** It depends on the issue. It's important to start with the instructor and work from there up the chain of command. There will be more information provided through training.

**A:** Alex elaborates on this by explaining this process for resolution of concerns. He indicates Robyn Lougheed, the Advocate, as a great resource for Set Reps.

#### **c) LAN Party – Alex Clarke**

This social event is organized by the SA and the Games Development Club, and is happening October 24<sup>th</sup> in SE12 3<sup>rd</sup> floor 6pm. There will be tournament games, food and prizes. Volunteers needed, and your entrance fees are covered if you volunteer. Please register in advance for a discounted entrance fee (including food) \$7 and \$10 at the door. <http://tinyurl.com/p5czjet>

#### **d) Heating Issue - -Alex Clarke**

Maintenance issue will mean no heat in certain buildings. Let your set know, but there's nothing that can be done. We'll follow up on dates.

#### **e) Peer Tutoring – Burke Lougheed**

Burke explains that tutoring help is available for free in the library, and that this service can be hugely beneficial for students. Study Skills help is available, and one-to one help is available for a \$16 cost. Visit the Uconnect to pick-up a schedule or go online: [bcit.ca/learningcommons](http://bcit.ca/learningcommons)

#### **f) Set Rep Training – Alex**

Alex explains that a full Set Rep training session will be given next meeting, as well as on-going training to improve the system. Alex discusses upcoming training sessions and their purpose.

### **6. Questions and Comments**

**Q/C:** A student talked to an instructor class about the open-ended in nature of questions on tests. This instructor responded that he will try to adjust this in the future.

**A:** Speaking with instructor first is the best method, after which if there is no resolution, the Advocate should be consulted.

**Q/C:** potential issue with loss of study space where new classes being taught limits lab time outside of class.

**A:** Sticking to your lab times is important, and if crowding is an issue where people are supposed to be allowed in these rooms, then staff will look into that.

**Q/C:** Classes back-to-back on opposite sides of campus are creating a scheduling conflict.

**A:** Let instructors know about the situation to get some leniency and accommodation.

**A:** meeting minutes are not always an effective method of disseminating information due to their length and dryness.

**Q/C:** A student comments that they are impressed by the agenda and organization of the meeting.

**Q/C:** BCITSA staff person informs the set reps about the Air G employer information sessions coming up and how to sign up.

**A:** A student comments that there is registration issue on event bright for this information session; the link is not functioning.

**Q/C:** Discussion of quiz question sharing to prepare for midterm in one course.

**Q/C:** A student expressed that intramurals at Recreation Services is not being organized well.

**A:** Student is advised to talk to Bradley Lindsey, VP Campus Life.

**Q/C:** What about other clubs on campus?

**A:** Club Program Coordinator, Amy Smith, will discuss with student after the meeting.

### **7. Next Meeting**

Thursday October 23, 5:30 pm.

### **8. Alex adjourns the meeting**

Meeting is adjourned at 6:43