



**Set Representative Meeting
School of Business
Meeting minutes
Wed, Oct 15th, 2014
2:30 - 3:30 PM**

Chair: Joseph Prophet, Chair of the School of Business

Set/Tech Rep Attendance:

Staff: Amy Smith, the BCITSA Clubs Coordinator

Guest Speakers: Robyn Lougheed, Advocate; Jennifer Walker, Harassment and Discrimination Advisor

2.1 Meeting Called to Order

Joseph calls the meeting to order 2:40 pm. He welcomes set reps to the meeting, although this is the second meeting, as many people didn't know about the first one. Jenny, a representative from Kind Bars, hands out kind bars to students as a promotional offer.

2.2 Guest Speakers

2.2.1 Robyn Lougheed, Advocate

Robyn introduces herself as the Advocate, who works for the Student Association, and therefore directly for the students. She explains the kind of complaints she typically handles and explains the chain of command.

Advocate@bcitsa.ca

2.2.2 Jennifer Walker, Harassment and Discrimination Advisor

Jennifer introduces herself as a resource for harassment and discrimination at BCIT. She shows a presentation that covers both BCIT and BC/Canadian policies around bullying and harassment, and explains some scenarios that may or may not be considered harassment. She explains the different agencies that inform the laws around harassment, and the different kinds of harassment,

discrimination and how to recognize them. She also explains what is not bullying and harassment, and how to tell the difference. She also explains that not intending to cause harm is not a relevant defense. Jennifer also informs the set reps that BCIT policies can be applied to their actions off campus.

Jennifer discusses the relation of personal rights and freedoms to harassment and discrimination. These laws and policies do not contravene personal freedoms, and are there for your protection.

Jennifer discusses the guidelines around what to do if harassment, discrimination, or bullying is encountered. Ideally a student should communicate to the person who is committing the unwanted behavior. She urges Set Reps to seek advice from Jennifer, your Chair, Robyn Loughheed, or Chris Rogerson.

Jennifer_Walker@bcit.ca

2.3 Internship Program

Joseph asks the set reps if they received his last email and whether they forwarded the information on to their sets. He awards a prize to a Set Rep who answers in the affirmative. Joseph explains that the internship program is his main objective, and asks what kinds of feedback they have heard from their sets.

Q/C: what kind of jobs would these be?

A: this is a pilot project, but the jobs would be relevant to your area of study and they would be paid positions.

Q/C: can students be interviewed directly by employers instead of SA staff?

A: no, as we have specifically hired careers specialists in order to aid the process.

Q/C: how can set reps get involved to assist with this project?

A: there will be committees/ focus groups. Relaying feedback is very helpful, also.

2.4 Set Rep Training

Joseph gives a training presentation on the benefits and responsibilities of the Set Rep role. He asks the set reps what they think they are here for. He explains that Set Reps act as liaisons between their sets and BCIT/ Student Association. He discusses what the SA does on campus; the different services and resources that are available.

Joseph discusses the benefits of being a Set Rep: training, food, leadership skills, a chance to contribute, Distinguished Set Rep Award.

He illustrates how Set Reps fit into the larger picture of the BCIT community, in relation to instructors, program heads, and other staff.

Joseph explains that he sends out follow up emails after every meeting which contains summaries and any presentation slides.

2.5 Question Period

Q/C: Students are finding discrepancies between labs and lectures with certain instructors, and this causing a lack of preparation for labs.

A: if it continues, discuss with instructors, and follow the chain of command from there.

Q/C: lack of communication with instructors not receiving emails from students: siting the BCIT server as the issue.

A: Joseph will look into this.

Q/C: students not happy with the reaction from an instructor in relation to a lecture. Should a Set Rep be expected to mediate a discourse between them?

A: Joseph recommends no, but that it depends on the comfort level of the Set Rep.

Q/C: a student illustrates the issue of a group member having an outburst of energy on the student work group and was inappropriately aggressive.

Q/C: an inappropriate joke was told in a class by an instructor. The program head was not very responsive when the issue was brought forward.

A: Joseph will address this.

2.6 Next Meeting:

November 19th, 2:30- 3 :30 pm in Telus Theatre.

2.7 Meeting Adjournment

Joseph adjourns the meeting at 3:37.