



**School of Business
Set Rep Meeting Minutes
Wed, Oct 12, 2016**

Chair: Inder Gill, SOB chair

Set Reps in Attendance:

Timothy David	Michael Busch	Amrit Hothi
Lauren Smaha-Muir	Phoebe Luk	Chris Wilson
Shaun Why	Christian Colquhoun	Rebecca Mole
Nicole Roumanis	Chimdi Nwosu	Willow Mair
Ryan Woo	Khalel Barker	Lia Feldinger
Ross Johnson	Aliya Tariq	Ben Carney
Avnoor Nijjar	Brian Yen	Tiffany Goodwein
Ryan Bevelander	Rodolfo A. Funes	Sawyer Moore
Scott Nquyen	Kurt Tadeo	Matthew Littler
Rahul Kumar	Morgan Hueston	Joey Seppelt
Chris Baek	Daniel Shiojima	Christopher Jeffrey
Lap Chi Robert Chung	Evelyn Cranston	Joel Law
Trevor Garofano	Jordan Jeknavorian	Caitlin Catterall
Lucy Kim	Chad Porter	Sarah Messenger
Julia Pham	Engela Kara	Quinton Silzer

Meeting Minutes: Amy Smith, Club Program Coordinator; Miranda Cross, Student Development Coordinator

1.1 Meeting called to order

Inder calls the meeting to order at 2:49 pm.

1.2 Introductions

Inder introduces herself as the Chair for the School of Business and invites set reps to contact her with questions or feedback. She

1.3 Student Association Orientation

Miranda Cross shows the reps a presentation about the Student Association, including how the SA fits in with BCIT as a non-profit, independent organization and how students are part of the organization. Miranda gives an overview of the services offered by the SA, including Advocacy, Student Development, and Career Services. She also explains that the organization is led by elected student executives, such as Inder, who steer the organization's policies and objectives.

1.4 Set Rep Training

Amy asks students what they think the Student Association is. Amy reiterates what the Student Association is; a non-profit, student led organization. Amy gives a training presentation to the set reps to inform them about their roles and explain how to embrace this role effectively. She discusses the purpose of the set rep program, and that reps are resources and liaisons between their sets or classes and BCIT and the Student Association. She mentions the Distinguished Set Rep Award, the benefits of being a set rep, and the leadership role that students can develop during the year. Amy also explains the advocacy function of the Student Association and the set reps. She emphasizes that reps are not expected to solve all of the issues that come up for their peers, but rather direct students to the resources on campus and empower them to resolve issues themselves, as well as bring issues forward to Student Council.

Q: How to incentivize sets to get involved with their sets?

A: Clubs

Q: How to get better understanding about what a Set Rep is before the actual set rep meeting

Q: Set rep panel – how to problem solve

A: Amy answered questions about the set reps involvement within BCIT. Sometimes instructors have issues and having a set rep meeting helps facilitate the conversation on how to address the issues. Wide spectrum of things that can happen during set rep meetings

Q: Are the schedules set for the year?

A: Inder replies that they are for the most part going to remain on Wednesday afternoons. The December meeting is optional: reps vote to decide if and when to hold the third (December) meeting for the semester at the next meeting.

- Inder to send blurb to sets what a set rep is to all the students. So students are aware of what a set rep role is and is not.

1.5 Open Forum

Inder discusses schedule and adjustments that can be made in the future. Inder confirms that meetings will remain on the second Wednesday of each month. The December meeting is optional: reps vote to decide if and when to hold the third (December) meeting for the semester at the next meeting.

Inder asks if professional development is something that the reps want?

Do you want to invite other students (classmates from sets) to professional development?

Yes – many students already are asking.

Q: December dates?

A: Nothing scheduled but thinking of doing a December mixer

Q: Shouldn't we have something before exams so we can bring up concerns

A: If you have concerns Inder can sit down 1-1

Q: Can students have 2 weeks' notice about the upcoming set rep meetings

1.6 Next Meeting

The next meeting will be on November 9th at 2:30 in Telus Theatre.

1.7 Meeting Adjournment

Inder adjourns the meeting at 3:35 pm.