

**Set/Rep Meeting Minutes**  
**School of Construction, Transportation, and the Environment**  
**Thursday October 20, 2016**

**Chair:** Justin Prasad, Chair of the School of Construction, Transportation, and the Environment

**Staff:** Hannah Bielert, BCITSA Health & Wellness Program Coordinator

**Attendance:** (No List Available)

**1. Meeting called to order:**

The Chairperson, Justin called the meeting to order at 5:58 pm

**2. Chair introduction**

- Justin introduced himself and his role at the Student Association
- Represents the school of Construction, Transportation, and the Environment
- Works with the Student Association to help enhance student life at BCIT

**3. Icebreaker game**

- Justin facilitated an interactive ice breaker game with the set reps. General overview of BCIT and fun facts about BCIT and BCITSA.

**4. Guest Speaker: Robyn Lougheed (Advocate)**

- Student advocates makes sure students know they have rights and responsibilities
- Robyn has been with the SA for 4 years and she has made great relationships with staff and students which is useful in helping students cut red tape
- Part time Advocate (Danielle) is available as well – her office is in SE 2 across from SA Centre
- Come see Robyn or Danielle and they'll help you navigate through BCIT's policies and procedures
- Be aware that your actions outside of school could go against student code of conduct

Examples of advocacy issues

- Plagiarism – it can come back once you've graduated and take away your credentials
  - Remember that your actions now could affect your future)
- Student evaluation – you have the right to view your final exam
  - Exams must be kept for 13 weeks after writing
  - Instructor has to let you view it – if you request it and don't hear back, ask your Associate Dean or an Advocate
- If you breach policy, the Advocates will be honest and let you know, but they'll help you through it
- 5403 Course outlines and course names – every course must have a BCIT prescribed and up to date outline

- Let Robyn know if any of your courses are missing one or if it's not up to date
- It's fine if the course outlines are only online, but you have to have access to it
- 5104 PR 1 –Academic Reviews and Assessments
  - If you don't think a grade is fair, you can have it reviewed
  - \$27 to submit review request
  - You may receive the lower grade or same grade - if it's higher, you'll receive \$27 back
  - You are responsible for asking for the reassessment at the right time! You have 20 business days from when you got your mark to file this – don't procrastinate here
- 5102 PR 1 – Student Code of Conduct
  - Robyn suggests reading through it on BCIT's website so that you are aware of the policy
  - Classroom management:
    - Your instructor has the right to make sure that the environment is safe for all students
    - If a student is making the environment unsafe, they can ask the student to leave
    - The only person who has the ability to suspend or expel a student from a course or program is the president of BCIT
    - An instructor can't make you miss the next class – you have the right to change your behavior
- Contact information: [Advocate@bcitsa.ca](mailto:Advocate@bcitsa.ca)
- The advocate can get involved at any point in the process
- You have the right to have support at any meeting at any time on campus (would suggest bringing an advocate – they know the policies and procedures)

#### **5. Guest Speaker: Dominic Terrado (VP Student Affairs)**

- Dominic helps with academic and non-academic issues
- He is not an expert on policies and procedures like the advocates though
- Students often come to him when they don't know where to go
- One of his goals is to promote the advocacy service to all set-rep classes – please take a leadership role and help him push that goal forward
- You can always come talk to Dominic or Justin who can help with issues/concerns

#### **6. Student Association Presentation**

New students Prezi link: <http://www.bcitsa.ca/student-services/new-students/>

Craig Woods – Career Specialist for the School of Construction, Environment, and Energy  
([Cwoods@bcitsa.ca](mailto:Cwoods@bcitsa.ca))

Career track sign-up link: <http://www.bcitsa.ca/careerservices/>

#### **7. Justin's Current Projects**

- Library design competition

- EhPod has a section near the back called the media works and BCIT Library is looking to move it to the second floor with the addition of more tools and longer operational hours
- Justin wants to start a competition where students can design that space and it will be judged by the staff and design consultants for that space. The winning design would potentially get built within the Library.
- The initiative is in the early stages, but they're hoping to get it moving this year and then potentially start the competition next term
- Student Space Committee
  - Works to enhance student space on campus – adding more, renovating, making them more effective
- Any suggestions for something to build/improve on campus?  
Suggestions:
  - Focus on having impervious spaces where water can filter (less concrete)
  - Smoking Areas on Campus/How to solve the issues with high traffic areas and smokers by entrances
- If anyone is interested in getting involved in this discussion, email Justin

## 8. Open Forum

- Some student work around heavy machinery and there are safety concerns when someone comes in inebriated
- “Sometimes I bike to school and there's a lot of construction people around NE 1 and they smoke various things and it's kind of sketchy”
- Fish wildlife and recreation program – a lot of instructors are starting late or running over other class times
  - The best approach is to talk to the instructor and explain it can't over run – if they continue doing it go to the program head and they will enforce it
- One student would like to see additional lighting on the mezzanine in SW 1 – once the sun goes down its dark up there
  - Justin will bring it up in the student space committee or chat with Facilities
- Water fountains – SW 1 second floor was removed and nothing came of it – is it being resolved?
  - Justin is working with student executives to improve the water fountains on campuses
  - Important topic that the Student Executives are going to bring up with BCIT Executive Team
  - VP of External (Saf Dewji) is working on a report about the water fountains at all campuses, Justin Prasad will be taking over the project shortly

## 9. Next Meeting

Next meeting will be on November 24 at 5:30 pm in Council Chambers

## 10. Meeting Adjournment

The Chairperson adjourned the meeting at 7:00 pm