

School of Business
Set Rep Meeting Minutes
November 9, 2016

Chair: Inder Gill

Staff: Miranda Cross, Student Development Coordinator

Set Reps in Attendance:

Adam Leonard	Jonathan Poon	Ryan Bevelander
Aliya Tariq	Julia Pham	Ryan Woo
Amrit Hothi	Kelly Provenzano	Scott Nguyen
Avnoor Nijjar	Kurt Tadeo	Shaun Why
Ben Carney	Lap Chi Robert Chung	Stanley Truong
Chris Baek	Lauren Smaha-Muir	Steph Uittenbosch
Chris Wilson	Michael Busch	Tara Dejanovic
Christian Colquhoun	Michelle Lenaghan	Tiffany Goodwein
Cairo Howard	Morgan Hueston	Timothy David
Daniel Shiojima	Nicole Roumanis	Trevor Garofano
David Garjepy	Phoebe Luk	Willow Mair
Engela Kara	Rahul Kumar	Nicole Steward
Greg Fram	Rebecca Mole	
Jeremy McLean		

Guests Speakers: Danielle Landeta-Gauthier, BCITSA Student Advocate

1. Call to Order

Meeting called to order at 14:40PM

2. Old Business

1.1 December Meeting –

There will be a meeting in December.

3. New Business

3.1. Presidents Welcome – Matthew May

Welcomes students and thanked them for participating.

Matthew is working on student involvement with BCIT and BCITSA, Matthew encouraged students to participate in the campus planning survey.

Question: How do we get in touch with Matthew?

Answer: president@bcitsa.ca , Inder to send out contact info to students. Matthew wants to talk to students.

Question: Is the SA the reason why BMO is on campus?

Answer: Yes, BMO pays us. Yes – it is a hindrance but necessary evil to provide better services for students.

New students – don't be scared, I will send you the information later.

3.2. Advocacy - Danielle Landeta-Gauthier, BCITSA Student Advocate

Inder introduces Danielle, Advocate. Danielle introduces herself and her role with the Student Association as the Advocate. The Advocates provide confidential, non-biased information about BCIT such as if you have a conflict with an instructor or another student and they use BCIT policies and procedures to help get students back on track.

The four main policies relevant to BCIT students:

Student Evaluations – Policy # 5103: Final Exams and Evaluations

- Final Exams cannot be more than 50% of overall grade
- Subjective assessments allowed but needs to be explained in course outline and how these components are comprised and how you will be graded. If your practicum does not have criteria go see the advocate.
- If there is a student performance deficiency then a student report is written and students will need to meet with instructor and program head to discuss performance. Students have the right to have an Advocate with them to ensure they are

being treated fairly. When students are asked to sign a student report, it does not mean that you are agreeing to the content of the report just acknowledging that the meeting happened. Students will have an opportunity to provide their perspective/feedback of the Student Report.

Course Outlines – Policy #5403

- Every course needs a course outline, if you do not get one then come see the Advocates. The outline should be up to date and reflective of what you are learning. Course outlines can be a hard copy or available online.
- Can changes be made? Yes, but there are some portions that cannot be changed (percentage), dates can change and as long as outcomes are the same as start.

Procedure: Academic Process :#5104 – P1: Grade appeals, plagiarism, academic misconduct

- Process for appealing grade:
 - o Right to appeal grade if you feel you were graded unfairly
 - o Informal: Talk to your instructor first and ask them to re-grade &/or recalculate it
 - o E-mail instructor and outline your understanding of the meeting
 - o Formal: Request for re-assessment
 - o Fill out form, SW1 pay \$26 – get someone else to re-grade, subject same but not the same instructor. After reassessing the grade, a recommendation will be made to Associate Dean and then they will make a decision.
- Time limits to appeal:
 - o 20 business days from the final grade posting date or 5 business days after the start of the next term; not recommended to wait this long.
 - o If you have a grade you want to reassessed, do not wait until the end of the semester, the sooner the better. Unless you have an extenuating cir-

cumstance then there might be a reason dates might change, must be outside your control. Need to seek extension from Associate Dean.

Procedure: 5102-PR1: Code of Conduct (Non Academic)

- Instructor can ask you to leave the classroom for the remainder of the class but they do not have the right to refuse you into the class indefinitely.
- Instructors can file incident report if they consider class safety an issue; student could then be removed from class pending investigation by Safety & Security Emergency Management.
- Only the President (or her designates) have the ability to suspend students.

Question: What is the policy on plagiarism and cheating?

Answer: The best thing is to not do it. Minimum repercussion is you would get 0 on the assignment. The instructor is to tell the Associate Dean and that the student would then meet with instructor – it should not be a surprise. Depending on severity it can be escalated. Has had experience where in a group project, if your classmate plagiarized you can be held responsible.

Question: Is there a master guide of the policies?

Answer: All policies are all on the website or at the bottom of your course outline. Read through them, as students you are expected to know them and you have rights. The only way you will know if your rights are being violated is if you know what your rights are.

Question: What are the rules about professors keeping class average?

Answer: Teachers have agreements, with averages – when an instructor has classes with low grades the associate dean will monitor it and then take action. They try and understand why students averages are lower.

Question: If there is no curve and there are professional development after the grades are out then what's the point in the professional development if the grades won't get

changed?

Answer: True, that is why you need to be proactive. If you notice things are not going well then give feedback and get involved. Bring concerns to the advocates so that they can escalate things. Issues can be brought up completely CONFIDENTIAL!

3.3. BCIT IT Discussion – NO SHOW

3.4. Set Rep Program Improvement

Looking for students to get involved in a committee with other schools so that students can provide feedback to improve the program.

4. Open Forum (students ask questions, pose issues for discussion, provide feedback)

Question: How can the SA bring first aid training to the set reps?

Answer: Yes – we can bring that up to the SA. Informed about the SIF as well.

Question: There is a lack of outlets. Can we get more outlets?

Answer: Something students can bring up to facilities.

Question: Set classes were moved to DTC and students want to move back to BBY?

Answer: Talk to advocacy, Inder and BCIT

Questions: Students want more microwaves in SE 14 because so many are missing.

Answer: Was it due to maintenance?

Question: Marketing students in practicum, how does that work for meetings?

Answer: The schedule is set already.

Question: What was the IT guys going to talk about?

Answer: Familiarize us about IT around BCIT

Question: D2L is down all weekend – assignment is due, what should he do?

Answer: Talk to instructor and escalate to Advocacy if needed

Question: Last year, chair wrote little snippets of information to send to students– can you do that?

Answer: Inder encourages set reps to send based off of what is important to their students

Question: There are a lot of leaky taps at BCIT - it is embarrassing.

Answer: Let facilities know about it

Question: Water fountains are always not working

Answer: On the SA radar – working really hard to fix it

Question: IT cords not working in class rooms

Answer: IT usually can come to room to replace

Question: Are there any places for students to put food in fridges? or communal kitchen place?

Answer: No, something to bring up if more students are interested.

Question: Is there a lounge area for School of Business students?

Answer: No, there is no designate area

Question: What is the policy on exam hardship?

Answer: Talk to the advocate

5. Next Meeting: December 7, 2016

6. Meeting Adjournment at 15:30PM