

BCITSA School of Energy Set Rep Meeting #1 Agenda

1. Welcome and Staff Introductions

- a. Introduction: Sungwoo Kim (Chair, School of Energy), Crystal Man (SA Staff), Danielle Landeta-Gauthier (Advocacy), Gurleen Mann (Advocacy)
- b. HOUSE RULES
 - Mute yourself when not talking
 - Raise hand function at any time to talk
 - Talk into mic instead of typing into chat when possible

2. Set Rep Introductions

- a. Ice Breaker & quick introductions

3. General Responsibilities and Expectations of the Chair

- a. Chair Set Rep meetings
- b. Liaise with BCIT to resolve student issues and ensure Set Reps are trained
- c. Express viewpoint of their respective School to the Executive Board

4. General Responsibilities and Expectations of a Set Rep

- a. Connect with set, share information from the Chair, bring up student concerns
 - i. Staying connected with your set
 - ii. Getting in touch with set reps from different years
- b. Liaise with instructors on behalf of their respective set

5. Discussion

- a. Round-robin: set rep updates
- b. What do you want to take away from these meetings?
- c. Next meeting schedule (Poll)

6. Open Forum

7. Reminders

- a. BCITSA Info Hub: www.bcitsa.ca/infohub
- b. Register as a Set Rep

- c. Counselling Services Survey
- d. Set Rep Training
- e. Next meeting (TBD)

8. Contact Information

- a. Email: chairenergy@bcitsa.ca
- b. Virtual Office hours:
 - Monday: 1:30pm – 2:30pm
 - Wednesday: 2:00pm – 3:00pm
 - Friday: 11:30am – 1:30pm

School of Energy Set Rep Meeting #1

October 21, 2020

Minutes

Chair: Sungwoo Kim

Staff: Crystal Man, Danielle Landeta-Gauthier, Gurleen Mann

Set Reps: Aileen Maynard, Alexander de Castro, Antony Cloutier, Arbab, Ben Hughes, Brent Eaton, Colin Noort, David Britskey, Evan De Souza, Garshasb Khodayari, Keira Song, Laurel Kinahan, Nathan Leithner, Nikita Markelov, Omar Kebedov, Paul Lee, Paul Widz, Pawel Banasik, Sawyer Laspa, Shantelle Prasad, Shayan Tanba, Steven Kozminuk, Travis Herrington, Tyler Greenwood, Vincent van Aert

The Chair calls the meeting to order at 14:32.

1. Welcome and Staff Introductions
 - Sungwoo welcomes the Set Reps and he and staff introduce themselves.
 - Sungwoo establishes house rules for the meeting.
2. Set Rep Introductions
 - Set Reps participate in an icebreaker and introduce themselves.
3. General Responsibilities of the Chair
 - Sungwoo explains his own responsibilities as Chair.
4. General Responsibilities and Expectations of a Set Rep
 - Sungwoo explains the general responsibilities and expectations of the Set Reps, and what not to do.
5. Discussion

Any concerns?

- Is there a way to gather emails from the set for communication?
 - Set Reps can ask their program head.
 - One Set Rep asked their program head for the email list for their set and was told that it could not be shared due to privacy concerns.
 - In D2L, under course tools, there is an option to click class list which shows the emails of the class and has a group email function.
 - Labs are organized in sets and there is the same function to contact everyone in D2L.
- What is the role of the Set Rep when a student has an issue with an instructor?
 - It is not the role of the Set Rep to be the only point of contact between the student and the instructor.

- Set Reps can refer students to the BCIT Student Association Advocacy office. They can be reached at advocacy@bcitsa.ca.
- Some students are stressed out and in poor mental health right now, so it is important to check on how your classmates are doing.
- It would be good to have a collaborative forum for all Set Reps.
 - There is a Discord for Mechanical Engineering Set Reps that all of the Set Reps can be invited to. A link was provided.
- Danielle: Do not spread yourselves too thin and make your set too dependent on you for course information, since it will take time away from your studies.
 - The Advocacy office is here to help so you can send students with issues their way.
 - One of the Set Reps created a specific Discord channel for their set with due dates, exam schedule, etc.

What do you want to take away from these meetings?

- A week before each meeting, important discussion points and/or concerns should be identified for Set Reps to bring to their classes for any input.
 - This will allow for a productive discussion during the meeting, rather than bringing up concerns during the meeting and having to wait until after the meeting to gather information from students to discuss.

Schedule

- Sungwoo sent a link to the chat with a Google Form to determine the best time for these meetings as some Set Reps were not available to attend at 2:30 pm.

Distinguished Set Rep Award

- At the end of the year, Set Reps can be nominated for this \$500 award if they had good meeting attendance and helped their students succeed.

Virtual events

- Sungwoo is trying to set up a few virtual events this semester for students to de-stress and connect.
- What are the chances of having in-person, socially distanced events?
 - Since some spaces are opening up in BCIT, perhaps one can be reserved for an event for School of energy students.
 - There are student spaces opening up, but it would be difficult to hold an in-person event as safety is the top priority.
 - BC has a limit of 50 people for gatherings. One Set Rep mentioned that they are having smaller, informal gatherings outdoors.
 - We are distancing to keep ourselves and others safe.
 - In Housing, there are 200 people and there are no in-person events as it is challenging to ensure that it can be safe.
 - We are in a second wave and it is important to make sure we are keeping our bubbles small.

6. Open Forum

- One Set Rep provided an example of what Set Reps can do. They helped with asking the instructor to push an exam back as their class was having a difficult time keeping up.
- Are there any updates on the BAJA club?
 - Not at the moment. Sungwoo can put interested students in touch with the club president for more information.

The meeting was adjourned at 15:35.