

ATC Set Rep Meeting Agenda
Friday, November 13th, 2020
5:30 pm – 6:30 pm
Microsoft Teams (online)

1. Call to Order -
2. New Business
 - 2.1. Question to satellite campuses from BCIT Student Life staff: What are common questions that they are getting from students regarding student services at their campus?
 - 2.2. Update of opening up public studying spaces, such as library and cafeteria
 - 2.3. Creating a SNS account for ATC campus only for ease of access of students
 - 2.4. U-Pass update
3. Open Forum
4. Reminders
 - 4.1. Next meeting: end of December or beginning of January
 - 4.2. Reminder to participate in the poll
5. Meeting Adjournment

ATC Set Rep Meeting

Nov 13, 2020 – 5:00pm to 6:00pm

Attendance – 2 Set-Reps, 1 Executive, 1 Councillor, 3 BCITSA Staff

Set-Rep Attendance

- ATC Chair - Richard Park
- ATC Councillor – Supreet Jhudge
- Set-Reps
 - 1 Set Rep - Airport Operations
 - 1 Set Rep - Aircraft Maintenance Engineer Category 'M'
- BCITSA Staff
 - Gurleen (Advocate)
 - Philip (Student Services Coordinator)
 - Crystal (Administrative Coordinator)

New Business

- Siobhan (Student Entry and Transition Coordinator) from Student Life requested feedback from set-reps for the following three questions:
 - 1. What are common questions that they are getting from students regarding student services at their campus?**
 - Students assume services are closed and not active, so they just go in for classes and then leave campus
 - Some students feel it may be good to have a social gathering/hang out of some sort, not necessarily in person but some way to be engaged
 - Is there U-Pass refund available? Yes, Richard will address this at the end
 - 2. What are common myths around (accessing) student services at their campus?**
 - Most students are going to campus just for class and then leaving
 - Assuming all services are closed/not operational
 - 3. Is there any information/focus areas that they would like to see the Student Life Office address/provide about their campus?**
 - Students don't feel Student Life has much of a presence at ATC
 - Some do not even realize that Student Life exists
 - Mental Health Services – Students are not sure where to access those resources
 - Air Ops Set-Rep provided info to their set
 - Student Services Coordinator will provide a resource sheet to ATC Chair and discuss with ATC Chair ways to post this information around ATC
 - Pamphlets were previously available outside the Student Association office but have since been removed temporarily due to request from BCIT for health & safety reasons during COVID-19 period
 - Not all instructors support Student Life and Student Association Services or are not enthusiastic of it, thus they don't promote services such as the Health & Wellness related resources
 - Tutoring Services – Where can students access this?

- Air Ops Set-Rep provided info to their set
- Course policies regarding failure and costs related to retaking the course
 - SA Advocate responded providing information on policies and for set-reps to reach out to them for specific situations
 - For example, if a student fails an exam and feels it's unjustified, they can appeal the grade
 - Students can fail and retake a course up to 3 times
 - A course/grade reassessment committee that's neutral is involved when deciding if a student can retake a class
 - For assignments reassessment, students should try to reach out to their instructors first to see what options they have, then if they feel it's not fair, bring it up to their program head and if that doesn't help, reach out to advocate again to see what other options could be available (gmann@bcitsa.ca)

Open-Forum

- Ideas: Include information such as BCIT policies in an orientation book of sorts
- Any way to increase awareness of different student services at ATC?
 - Student Services Coordinator will discuss with Richard BCITSA ads and if it's possible to put ads on campus
 - There are certain "poster" rules that BCIT has and SA may not be able to advertise in the glass display areas but will look into that option
 - Previously a whiteboard with SA services was used to advertise services, Student Services Coordinator will also look into bringing that back
 - Currently, Student Services Coordinator is on campus every Wednesday but students are unaware of this schedule
 - Solution: look into posting that information online
 - Richard can look into informing set-reps to let their classmates know about the SA schedule
 - Student Services Coordinator will also look into increasing physical presence at ATC, possibly an additional day on campus

Reminders

- The cafeteria is now set up to allow students to study there during down time and in-between classes or tests. Students need to follow COVID-19 safety procedures
- U-Pass - Students couldn't access November U-pass but now students recently got the refunds for ATC specifically. There was a system glitch and during the process, it blocked ATC students from receiving refund. VP External Claire McCallum will continue to provide future updates on the U-pass refund, the website still accepts refund application in the meantime
 - Daniel's class got November to work
- Potentially Richard and Supreet will creating SNS account for ATC only (Instagram most likely)
 - Need instructor support and promotion
 - Richard will send out poll for next Set Rep meeting date and Crystal will send out Annual General Meeting details for people interested in attending