

**School of Computing & Academic Studies Set Rep Meeting**  
**February 17, 2021**  
**Minutes**

- Chair:** Sean Green – Chair, School of Computing & Academic Studies
- Staff:** Crystal Man – Administrative Coordinator  
Gurleen Mann – Advocate
- Set Reps:** Aidan McReynolds, Akshay Marwah, Alex Micsoniu, Bach Le, Brandon Semilla, Brian Duong, Gurjot Sandher, Gyephel Tenzin, Haejoon Choi, Jacky Tsoi, Jakob Fipke, Kevin Baumann, Karel Chanivecky Garcia, Kyle Burnette, Max Korchagov, Mazin Marwan, Melody Oh, Nolan Nordwall, Scott, Thompson, Zichang Bob Liu

**1.1 Meeting Called to Order**

The Chair, Sean, calls the meeting to order at 17:31.

**1.2 Welcome and Introductions**

- Sean introduces himself, staff, and Hunter Sones, President of the Student Association.

**1.3 Executive Elections**

- Hunter Sones presents on the Executive positions available in the upcoming elections.

**Discussion:**

- Can first years apply?
  - Yes! It's a great time to run.

**1.4 General Responsibilities and Expectations**

- Sean explains the general duties of a set rep.

**1.5 Open Forum**

- Students are concerned about having to be on Zoom video for a practical exam, as it may cause too much strain on their computers. Students originally prepared for a multiple choice exam on D2L.
  - There is no policy addressing what instructors can and cannot do.
  - Students are advised to bring it up with the instructor and ask if an adjustment can be made, since it would make the exam harder.
  - The instructor is very nice, so it would likely not be an issue if students accidentally dropped out of Zoom during the exam. The instructor may also not be familiar with the technology.

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Instructor issue:

- There is a group of students that is unhappy about an instructor.
    - If students feel comfortable, they can talk to the instructor. Otherwise, they can go to the program head or associate dean and let them know the instructor needs some extra support.
    - Students can also talk to the Advocacy department and they can bring it up with BCIT.
  
  - To provide more context, the instructor is giving difficult labs and the material is not covered in lecture at all. The instructor is sensitive to taking feedback and got upset when the set rep was talking to them. The set rep informed the instructor that many students are considering dropping out. What can students do?
    - Students can definitely reach out to Advocacy.
    - There is a level of professionalism that should be upheld by instructors.
    - The student should let the associate dean know about the situation professionally and concisely in an email, and ideally set up a meeting. Advocacy can attend and take notes if requested.
  
  - Students are also reluctant to complain since alumni advised students that the instructor marks students harder if they do not like the students.
    - Students can remain anonymous, and Advocacy can bring up the issue on behalf of the students.
    - Students do need to sign a consent form to allow the advocate to share information with the associate dean.
  
  - There seems to be a bad student-instructor dynamic in the class as students are not participating and the instructor gets frustrated. Agree that the lecture material is hard to get through and labs are very long.
    - There is no policy about how much work instructors can assign.
    - Again, encourage students to talk to instructor about workload.
    - Students can check the course outlines from previous years and compare it to the current year. If instructors are giving more work, this can be something that can be brought up with them.
  
  - It would be great to have a neutral third party at office hours.
    - It may be best to take this to the associate dean.
    - It is a good idea to create a paper trail, so both parties are clear on what was discussed and what the resolution was.
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- Labs are marked slowly, and students cannot correct their mistakes before the next lab. Midterms are coming up next week and there is no feedback yet.
  - Policy states that instructors must give feedback within a reasonable amount of time (usually within 2 weeks, possibly much longer)
  - Students can reach out to the instructor by email and ask for a concrete date of when feedback can be expected.
  
- Lab instructor never gives back quizzes. The set rep emailed the instructor and asked for the quizzes back to prepare for the midterm, and the instructor said no because a different instructor writes the midterm so the feedback would not be useful.
  - Email the instructor again. If the answer is still no, students can reach out to Advocacy and they can try to get more information.
  
- There is an instructor who is handling the online format really well and is a great teacher that goes above and beyond.
  
- An instructor always posts material the week before and puts a lot of work into lecture. Class is a joy.
  
- Instructors are understanding of technical problems and make the effort to make recordings outside of class time.
  
- Two instructors are doing a really good job also.
  
- Things have been going pretty well.
  
- What does being the Chair of the School of Computing & Academic Studies mean to you?
  - Apart from finding and communicating with set reps, the Chair is a member of student government. There is a weekly meeting, either Executive or Council meetings.
  - Mostly dealing with student issues as Chair.
  
- Students are unhappy about non-standardized difficulty on quizzes with different lab instructors. One instructor makes quizzes with one question visible at a time and students cannot go back to previous question, while Downtown students are allowed to retake the quiz. Burnaby students are concerned as they are competing for the same 50 co-op positions as the Downtown students.
  - Think that there are different co-op positions available for each campus but will double-check and follow up.

Due date issue:

- One set has earlier due dates for labs compared to other sets.
    - There is no policy on due dates, but Advocacy can follow up with the associate dean.
  - Another set rep talked to the instructor about extending the due dates and the instructor agreed. The instructor ultimately did not go through with the extension and cited that they wanted to start marking earlier.
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Lab instructor issue:

- Lab instructor has been difficult to reach. Students asked about grades and it took a while to get them back. Students asked questions in the Discord channel and the text channels were all removed by the lab instructor. Lab instructor is still present during labs, but the content was lacking compared to other sets (e.g. most of one lab was spent on reviewing for and taking a 15-minute quiz).
    - Contact the lab instructor by email.
      - Students brought up concerns with the instructor verbally during lab time, but nothing has come from it so far.
  - What is the relationship between lab and lecture instructors?
    - Would not recommend going to lecture instructor. Can talk to program head and share your concerns. Can escalate to associate dean if there is no resolution.
  - Another set rep has already contacted the lecture instructor about falling behind and they seemed genuinely concerned. The lecture instructor started posting lab materials to address the issue of different lab materials presented across different sets. Students have gotten three quizzes so far and only one has been marked.
    - Sean will follow up with the two set reps after the meeting.
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## **1.6 Reminders**

### **1.6.1 Distinguished Set Rep Award**

### **1.6.2 Women in Computing Hackathon during March break**

### **1.6.3 Next Meeting: TBD on Microsoft Teams**

## **1.7 Meeting Adjournment**

The meeting was adjourned at 18:48.