

DTC Set Rep Meeting

March 10, 2021 – 6:00pm to 7:00pm

Attendance – 19 Set-Reps, 1 Executive, 2 BCITSA Staff (Advocacy Manager and SSC), 1 Guest Speaker

Set-Rep Attendance

- **DTC Chair**
 - Clinton Fernandes
- **Set-Reps**
 - Anmol Anand, Benjamin Lui, Braedon MacDonald, Edison Chen, Harry Seo, Kelly Olsson, Michelle Chan, Nick Luong, Owen Anderchek, Paul, Setareh Shir-Koobi, Nicholas Johnston, Sagarika, Mahsa Taer, Don Li, Sally, Tamika Burgess-Rose, Nathan Broyles, Ryan Leung, Victor Li
- **BCITSA Staff**
 - Danielle Landeta-Gauthier – Advocacy Manager
 - Philip Cheung – Student Services Coordinator
- **Guests**
 - Bernd

Introduction

- Clinton: Welcoming Bernd

Guest Speaker: Bernd

- Introduction of his background and question and answer with students

Open Forum

- How can students provide instructor feedback without taking too much class time? Students and sets have expressed feedback, but it has taken up an entire class.
 - At the end of every term, there is an opportunity to provide feedback. It is mandatory for part-time courses, and depends on the instructor for full-time programs.
 - Danielle: A letter template is available for students that provides clear language to assist students with expressing their needs, concerns, or anything related to change. The template exists to help students reach out to instructors.
 - Students send the letter as an individual or a class, and in the template there is a section that provides the instructor with ways to respond back.
 - Suggestion: Include a date for the instructor to respond by
 - The template is not an official BCIT document. It was created to help students put their concerns together in a professional and respectful way to reach out to the instructor.
 - There is no guarantee that the instructor will respond but depending on how the letter is written and framed, the goal to bring the needs to the instructor's attention.
 - Danielle will share this template with Clint.

- What should students do if an instructor is NOT taking feedback from students OR even the associate dean?
 - The standard process is to go to their direct supervisor first, who is the program head. If nothing is done there, then the next level up would be the associate dean, then the school dean, then the VP of Academics.
 - For one particular instructor, students in one class, as well as several others have sent their feedback and requests for the program head and associate dean to make changes and discuss with an instructor that is not doing well to help students.
 - Danielle: Have students followed up after reaching out to the Associate Dean?
 - The situation has been about two weeks so not yet, however several students in the past have already reached out to the Associate Dean and no changes have been made
 - Step 1: Follow-up for an update
 - Step 2: The associate dean could be in the process but if they haven't done anything, it is important for students to continue and follow up and ask questions such as, "What can we do at this point?"
 - This is to let the associate dean know that it is up to them now for the next step.
 - If the associate dean is not able to make any changes, it becomes a matter of performance management and the next step would be to speak to the dean of the school and then the VP of Academics.
 - Danielle is currently not involved with this case, so if students would like to get some further assistance, sets should reach out to her so she can provide further options.
 - Students from other classes/campuses have also put together long documents and records of their communications with this instructor and nothing is being done. Students have come together to try to make change.
 - Reach out to Advocacy and they can look over everything that has been collected and decide what available options there are (HR, labour, etc.).
 - It can get complicated with union-related matters.
 - Do instructors need to spend a particular amount of time at a school in order to be protected by their union?
 - It can be complicated for how their status is in relation to what the union can do for them. Collective bargaining agreements are public and can be Googled if students want more specific details.
- It was announced on Monday March 8th that in-person classes will begin again in September 2021. Have there been updates on how things will be for the fall semester?
 - Danielle: Spoke with BCIT management today and no new details have been announced yet. BCIT is working on it and communications will come out soon.
 - Don't expect that everything will go back to normal the way it was pre-COVID. It will be incremental; programs will slowly come back and more likely January is the full return, but that can always change.

- BCIT is figuring things out. It is still a few months away, so updates will come out over time.
- Will it be a mandatory return to in-person?
 - No answers yet, but management has taken down these types of concerns from Danielle and will be part of the larger conversation in the upcoming weeks/months.
- Please let Danielle know about any questions and/or concerns, as she can communicate them to BCIT.
 - Why not make a survey and send to all students in BCIT?
 - BCITSA sends out surveys often and they don't want students to be overwhelmed by surveys or they may start to ignore them.
 - Danielle may not be able to answer all questions, but if she is informed of students' concerns, she can think of ways to help and also connect with people who can help.
- If Set-Reps would like to conduct surveys themselves, what other things would be good questions?
 - Danielle: One question could be, "What are your thoughts about returning to BCIT? Are you excited? Are you concerned?"