

School of Computing & Academic Studies Set Rep Meeting
October 26, 2021
Minutes

- Chair:** Nolan Nordwall – Chair, School of Computing & Academic Studies
- Staff:** Crystal Man – Administrative Coordinator
Gurleen Mann – Wellness Advocate
Yael Zachs – Executive Director
- Set Reps:**
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| Aidan McReynolds | Kian |
| Akshay Marwah | Kyle Burnette |
| Alex Micsoniu | Maksym Korchagov |
| Andy Nguyen | Martin Van Laethem |
| Basil | Mattias Henders |
| Devon | Mohammed |
| Inyoung Kang | Sarah |
| Jakob Fipke | Stan |
| Jay Wang | |

1.1 Meeting Called to Order

The Chair, Nolan, calls the meeting to order at 18:04.

1.2 Icebreaker

- A quick icebreaker activity was held.

1.3 Why You are Here

- The Chair introduces SA staff members and their roles.
- The Chair introduces himself and his role, as well as his objectives for the year.
- The Chair explains the role of Set Reps.

1.4 Announcements

- Tech Career Fair is tomorrow, please register!
- Amy Smith is the Career Specialist for the School of Computing and Academic Studies. She can be reached for career advice, connections with employers, etc.
- Visit the SharePoint site for Set Rep updates.
- Use the health and dental benefits available to you through your student fees.

1.6 Open Forum

- Asking set to fill out a form for every complaint they have.
- Networking option for BTech is a difficult program; one instructor has amazing technical expertise but is very tough.

- How can a Set Rep reach out to students who are struggling academically but they don't want to discuss it?
 - Be open and available to students. The dropout rate for the program is relatively high, and students may be able to return and complete it later or find something else.
 - Keep an eye out and reach out to students who may be struggling with a kind message.
 - If someone doesn't feel comfortable talking about their struggles, Set Reps can ensure that information about resources is available so students can access resources and reach out to professionals directly.
 - Another Set Rep held small study groups. Different people bring different strengths to the table, and it works well to study together for certain courses.
- Students feel that one instructor doesn't provide adequate and clear feedback and rubrics, and the midterm felt rushed.
 - It is in policy that instructors must give adequate feedback in a timely fashion and provide a rubric.
 - Students can give instructor and program head a friendly nudge that this is in policy.
 - It can be helpful to ask very specific questions to this instructor.
- Lab instructor is not clear and does not provide accurate quiz dates, so students were not prepared. Instructor said verbally that there were no quizzes that week but rescinded. Instructor also tested on subjects that were not taught and hasn't provided feedback so far.
 - Advocacy suggests that students ask the instructor to do the quiz at a different time. If the instructor insists that students take the quiz earlier than they said the quiz was going to be, students can reach out to Advocacy for help.
 - Many instructors are willing to give a re-test.
 - If students tried to speak to the instructor but did not get a satisfactory response, the next step is to contact the program head, and then the associate dean if necessary. The Advocacy office can help students with this if they are not comfortable doing so.
 - If the class wasn't recorded, having more than one student come forward with the same issue provides more weight.
- Students were not able to see results of quizzes and wanted to understand what they did wrong.
 - It is in policy that students should be able to see the results of exams and can get exams regraded as well.
 - Students can ask to see the quiz during office hours.
 - If students were not able to see the quiz to remember what the original question was, they can reach out to Advocacy for support.

- Most quizzes are online, so it shouldn't be too difficult to see the original questions and most are marked automatically.
 - Instructors may want to reuse quizzes so they may not want to make their quizzes public.
 - Different sets have classes at different times so instructors may wait until the next week to review quizzes. Most instructors are fairly reasonable as long as students bring up concerns respectfully.
 - Instructor also mentioned that they did not share the wrong answer immediately as it is less helpful for learning to do so.
- Some instructors don't seem to understand how to use the D2L technology properly; most are very good at posting due dates clearly, but others are not, especially those teaching major courses.
 - Students can reach out to Advocacy, who can contact the program head or associate dean to mention that an instructor is struggling with D2L and it is negatively impacting students. Issues can be brought up anonymously; Advocacy will leave out any identifying factors.
 - Set Reps sometimes can help keep track of due dates and class links in one single document to help everyone in the set.
 - Certain D2L features can be difficult to use, like setting due dates.
 - Set Rep suggests talking to instructors directly first, as there may be reasons why they do certain things. Most of the time, instructors will take steps to address the complaints or at least explain why certain things are done.
 - One set was told that all classes would be online but there was an in-person tutorial. Much of the tutorial time was spent on discussing why some students were not present at the tutorial, rather than instruction. The situation was resolved by speaking to the program head but speaking to the instructor in-person was time-consuming and not very helpful.
 - Most Set Reps are comfortable meeting in person.

1.8 Meeting Adjournment

The meeting was adjourned at 19:05.