

School of Business + Media Set Rep Meeting
November 12th, 2021
Minutes

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| Chair: | Bobby Davidson – Chair, School of Business + Media | |
| Staff: | Crystal Man – Administrative Coordinator Gurleen Mann – Wellness Advocate | |
| Set Reps: | Minh Trinh Alex Chen Elodie Brewer | Siddharth Kumar Paolo Maceda Simran Narwal |

1.1 Meeting Called to Order

The Chair, Bobby, calls the meeting to order at 5:35 pm.

1.2 Welcome and Introductions

- Bobby and Josh introduce themselves as co-chairs.
- Tanya introduces herself and her role as VP Student Experience and encourages students to reach out if they would like to learn more about clubs.
- Set Reps introduce themselves and their programs.
- Gurleen introduces herself and her role as Wellness Advocate.

1.3 Land Acknowledgement

- The chair acknowledges the land that we are currently on and encourages Set Reps to find out more about reconciliation initiatives.

1.4 New Business

1.4.1 Set Rep Program

- The chair explains the purpose of the Set Rep program and thanks Set Reps for volunteering their time.

1.4.2 Set Rep & Council Relations

- Set Reps are welcome to interact with members of Council to provide feedback and advocate for their peers through meetings during office hours and over email.

1.4.3 Set Culture Discussion

- The chair discusses communication channels and other ways to foster set culture.
- Set Reps discuss their set cultures. Most sets started off not very engaged due to starting their programs online, but it has improved over time and are active when Set Reps make announcements.

- In some sets, groups developed based on common languages or were created by assignments.
- The chair recommends that Set Reps take the initiatives to organize social events and reach out to students.

1.4.4 Student Experience Q&A

- Experience as a Set Rep is going well, students ask questions when they arise.
- Students do not want to communicate as the program is quite competitive.
 - Students stopped communicating as much when Set Reps collated information about due dates, deadlines, etc.
- Midterms:
 - Set is doing well; instructors are very open about the questions that will be on exams and exams are open book.
 - Exams and projects are fair and reflect the content, and enough time and rubrics are provided beforehand. Wifi was an issue so some exams had to be done by hand, but instructors did what they could to make things easier.
- Services:
 - Classmate had a bad experience with a counsellor who was not helpful, only telling the student to drink more water.
 - Phone appointments for counselling services do not make sense.
 - Can't find vegetarian/vegan food at Pavilion.

1.5 Open Forum

- Instructors are very responsive and willing to help. Things have gone smoothly so far.
- One instructor has been switching classes to online with very little notice.
 - Advocacy recommends that Set Reps make a note of when they first emailed an instructor about an issue and send a polite and professional follow-up email after a few days.
 - If a response has not been received after a follow-up email, Set Reps can reach out to the program head and Advocacy can assist with that process.
- An instructor is not responsive over email. Set Rep tried calling and texting but does not always get a reply.
 - Advocacy recommends contacting the program head.
 - This instructor is the program head.
 - In this situation, would recommend that the Set Rep contact the associate dean with their concerns.
- Students are hesitant to communicate with the instructor, as they are strict and not very communicative.

- In the real world, there are people we have to work with who are very strict or stern. Need to find a way of communicating with them respectfully and be appreciative of their time.
 - BCIT is a post-secondary institution for adult learners, and students' educations are in their own hands.
 - Unless the instructor is being disrespectful, students need to present as adult learners.
- Are rubrics for assignments mandatory? Instructor did not provide a grading scale until they marked the assignment, and students received lower marks than expected due to not following the rubric even though it was not provided.
 - Rubrics should be provided so students know how they are being evaluated.
 - The Student Evaluation Policy states that a rubric should be provided beforehand.
 - Instructor does not teach much and leaves early. Students are not learning and were given an ultimatum of no teaching and an open book exam or teaching and a closed book exam.
 - Contact the associate dean directly.
 - Is it acceptable to take surprise attendance? The instructor also sends out emails about attendance only to certain students, even if they attended the class.
 - Advocacy: Bring up the question with the instructor first, in a calm professional manner.
 - Instructor also brings up policy and tells students that they may not be allowed to attend the final if they miss more than 10% of classes.
 - There is nothing in policy about a certain percentage of classes that students must attend. It only says a regular attendance is required for student success and may be monitored by instructors.
 - Please follow up with Advocacy via email.
 - Assignments are vague and the requirements of the rubric were not discussed in class and are up to students' interpretation.
 - Similar issue with an instructor contradicting himself.
 - Contact associate dean.
 - Try to get the instructor to provide information in writing and collaborate with other set reps to approach them.
 - Would Set Reps like to be part of a Discord server for the School of Business + Media?
 - Yes, it would be a great way to connect and hear others' thoughts.
 - Slack is easy to use and may be a better method.

1.6. Reminders

- Annual General Meeting: November 29th, 2021 at 5:30 pm.

- Next Set Rep meeting is November 16th.
- Executives have office hours available for booking.

1.7 Meeting Adjournment

The meeting was adjourned at 19:06.