

School of Business and Media Set Rep Meeting
March 29th, 2022
Minutes

- Chair:** Joshua Luu – Chair, School of Business and Media
- Staff:** Victoria Williams – Wellness and Advocacy Coordinator
Gillian Goulding – Wellness Advocate
- Set Reps:**
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| Helen Pang | Brian Chao |
| Jordan Shiuji | Luke Bohlander |
| Hayden Green | Edven Poon |
| Ana Paula Costa | Carrie Liang |
| Anoushka Naicker | Kyle Breaks |
| Teryn Mathers | Cor Vanderwolf |
| Saher Khawar | |
- Guests:** Bobby Davidson – Education Council Representative-Elect
Ruby Hsu – VP Finance and Administration

1.1 Meeting Called to Order

The Chair, Joshua, calls the meeting to order at 17:32.

1.2 Guest Speakers

1.2.1 BCIT Education Council – Bobby Davidson, Student Member

- Bobby Davidson introduces himself and his role on Education Council.
- He will be focusing on a variety of issues in his role, including equity, inclusivity, student affordability, and transportation.
- Please contact Bobby if you have any further questions.

1.2.1 BCITSA Health and Dental Plan - Ruby Hsu, SA VP Finance & Administration

- Ruby Hsu shares information on the BCITSA Health and Dental plan and reminds Set Reps that they bridge the gap between the SA and their sets.
- Set Reps that they can also obtain this information on the SA website

1.3 Old Business

- Midterm feedback:
 - Accounting program: the desks in the gym are too small for the type of exam

- This concern has been brought up the previous year, and exams were switched to Room 1025, but then they switched back to the gym again for midterms.
- Other students reiterate the issue.
- Determine what programs need specific larger spaces (not first come first serve, but on an as-needed basis).
- Gillian, Wellness Advocate, shares that students can connect with the program heads to give this feedback if this problem persists and contact the Advocates if they need support with this.
- Set Rep shares that people were cheating and talking during exam in gym, as there were not enough faculty to invigilate.
- Another Set Rep talks about a similar experience. They brought it up to the teacher, but the instructor wouldn't do anything because they didn't see it first-hand.
 - The Wellness Advocate went over Policy 5104 – Student Code of Academic Integrity and the section that advises what to do if you suspect there has been a violation of this student code of Academic Integrity occurred.
 - Students were advised to read this policy and contact Advocacy if they have any questions/want to discuss anything.
- Program curriculum discussion:
 - HR Set Reps explain they are having specific instructor issues – hostile environment, the teacher has lost the respect of the students. This past week, instructor just showed a video from a year ago, that is already posted on the learning hub. No one is showing up to labs anymore.
 - The Wellness Advocate checked if students have informed their program head about their concerns. Students explained that they will be going to speak with the program head again next week.
 - Set Rep says that they have experienced their feedback being received by program heads and associate deans and nothing was done.
 - Another Set Rep explains that the issue is that the program head said that they have no ability to do anything about instructors outside of their program.
 - The Wellness Advocate reminds students they can connect with their program heads with an Advocate present.
 - Some Set Reps note that the instructor survey was closed 1 week before the end of class.

- The Wellness Advocate explains that surveys are not due to close until the last day of class and advised Set Reps to contact Advocacy with the exact details about which course this happened in and when so they can follow up. Students agreed to take Advocacy business cards and get in contact with this information.
- The Wellness Advocate understands that there are a lot of policies for students to read, however they are there to be read and followed by students and faculty. If students have anything they wish to discuss about any of the policies, they can contact Advocacy.
- Some courses are absolutely packed with curriculum compared to other courses which have barely any material.
 - The Wellness Advocate explains that students should read the course outline for the course and see if they feel they are meeting all the learning outcomes in the course. If not, they should bring this up with the instructor.
 - Why are some classes worth four credits when the material doesn't justify it? In one course, there are eight weeks left and one chapter remaining. The instructor cancels lectures and the students go weeks without meeting with them in person.
 - The Wellness Advocate reminds students to bring necessary feedback as soon as possible, as these procedures and processes take time.

1.4 New Business

1.4.1 Set Rep Training Program

- Set Rep shares they did not know about training.
- The chair shares information on what this looks like, and desire to improve the process.
- Set Rep shares there was a very large delay until they got trained, so they were in the dark for months. This resulted in a backlog of issues within the sets. Students were confused as well, about the role of their Set Reps.
- Set Reps could use training on how to communicate with their program heads. They have feedback where instructors did not like how they were communicated to.
- Many Set Reps raise their hands that they did not receive training.
- Clearly define what a set rep role is when onboarding students.
- Set Reps would appreciate information on best practices. Could a one-pager be created?
- Set Reps raise the point that different instructors have different expectations.

- The Wellness Advocate mentions that Advocacy are aware of this issue and are creating a planning meeting before the next round of Set Reps. Set Reps were encouraged to give feedback to the Chair about what they find works and what doesn't seem to be working. Students were reminded that every instructor and program head is different, and Set Reps could communicate with them to ask how they would like to engage with the Set Reps and ask what they expect from the Set Rep role to ensure everyone is clear about what the Set Rep role is.
- Some Set Reps feel too much work comes to them from instructors and students.
 - The Wellness Advocate reminds Set Reps that boundaries are an important part of the training.

1.4.2 Chair Objectives

- The Chair outlines his goal to create one Discord server for the entire School of Business and Media. Each program will have a channel.
- The goal is to improve communication on a casual platform.
- Communication incoming and will include information and registration process, as well as housekeeping rules

1.5 Open Forum

- Set Reps have followed a chain of command with an instructor complaint about issues of racism. This instructor has created a very hostile work environment for students.
- Wellness & Advocacy Coordinator shares information on RDI Office as students did not know this office existed.
- Set Rep has students who are disturbing classes by talking loudly. Instructors have told them to be quiet, to no avail.
 - Other Set Reps recommend addressing it in the moment, to the students.

1.6 Reminders

- Distinguished Set Rep Award
- Career Mentorship
- Laurie Jack Award
- Student Initiative Fund
- Volunteering Program Survey

1.7 Meeting Adjournment

The meeting was adjourned at 18:32.