Faculty Information – BCITSA Set Rep Program

What is the Set Rep program?
The Set Rep program is a forum for students to connect, provide input, and advocate for student concerns. A Set Rep is the voice of their set to the Student Association and larger community.

What does a Set Rep do?
The Set Rep gathers any feedback or concerns from students or instructors and brings them forward to student Executives and Student Association staff at regular Set Rep meetings to help address issues directly, allowing for actionable responses in a timely manner.

This has the potential to help improve the experience for students now and in the future, across campuses and programs. Reps are encouraged to also communicate what is going well in their set which in turn can help other sets and programs.

What are the benefits of having a Set Rep?
Think of the Set Rep as an advocate for student issues, concerns, and ideas. The Set Rep gathers information from their set and brings it back to the SA, where Executives and staff can help Set Reps identify the best course of action, connect them with resources, and utilize student feedback to enhance our offerings.

Suggested Procedure:
Set Rep selection is to be done by the set and this is how you can facilitate the process:

1) Play the informational video for the class: Set Rep video, provide the Set Rep webpage bcitsa.ca/leadership for more information, and/or invite a BCITSA staff member or student Executive to speak to the set to explain the program.

2) Give the class time to view the video and/or materials online, and select their Rep.
   a) A Set Rep can be selected in the following ways:
      i. Ask for volunteers
         i. If there is only 1 student volunteer, then they will be the Rep;
         ii. If 2 or more volunteer: encourage the set to choose through an informal process like secret ballot, voting through show of hands, drawing straws, etc.
      ii. If there are no volunteers, you can appoint a student who you believe would be a good fit for the program.
      iii. Should no student accept, then the class will simply not have a Rep.

3) Ensure the chosen Set Rep self-registers on the Set Rep webpage (bcitsa.ca/leadership/) through the blue button registration link.