

Chair: Justin Saint

Guest: Donna Turner, Associate Dean

Set Reps:

- Riz 2D
- Ruben 2D
- Ozan 3A
- Ian 3G
- James 3O
- Wallace 3O
- Caroline 3A
- Harnoo 1B
- Simrat 2G
- Eric 2A
- Kari 2A
- Jeremy 1A
- Reese 1G
- Sam 1B
- Leo 1A
- James B Tech Entry
- Grace A Tech Entry
- Ebod 2C
- Tarasios 2B
- Quincy 2B
- Ben 1B
- Jay Games Dev
Option 5a
- Lacy Network
Security Option
- Louise 1G
- Thomas 1C
- Brian 1B
- Catherine 1C

1.1 Meeting Called To Order

The Chair, Justin Saint, calls the meeting to order at 3:24 pm

1.2 Introductions + Icebreaker

- Justin welcomed everyone to the first set rep meeting of the term
- Icebreaker: Your name, program, set, and a boring fact about yourself

1.3 Announcements

- Skybox Tour for BBY Set Reps
 - Nov 1st, 1-3pm @ Skybox Labs offices
 - 20 spots available
- The Haunt: Halloween Party
 - Oct 27th, 4-11pm @ Habitat Pub
 - Justin asked for volunteers to help with door at event

1.4 Special Guest: Associate Dean Donna Turner

- Justin introduced Donna, the Associate Dean of Computing since January 2022
- Donna shared her personal and educational background
- Associate Dean (Current Role)
 - Responsible for CIT, full stack, CST, Bachelors, 4 of the fast-paced certificates



- **How would you interact with Donna**
 - Complaints about instructors
 - Before going to Donna, she will ask if the student has talked to the instructor
 - This step is optional if the topic is sensitive
- **Roles as Set Representatives**
 - Use authority of representing set to communicate
 - Speaking on behalf of the set → allows for student to be anonymous, sets reps should keep things anonymous
 - Instructors know what the set rep does → they have a general idea of what to expect from them
 - Re-identify with yourself because students can be coming from part-time studies (if there is a change in student numbers)
- **Difference between Program Head and the Associate Dean**
 - Roles of the Program Head
 - How to run the program (logistics)
 - Personal issues
 - They are also a faculty member, therefore, they cannot receive complaints about fellow faculty members
 - Roles of the Associate Dean
 - Manager of all faculty members
 - Complaints about faculty members go to the Associate Dean
 - Associate Dean will ask if the student have talked to instructor
 - Associate Dean is not a judge to make decisions → try to work on issues with both parties and get back to the main point → learning and teaching
 - Try to clear misunderstandings and work towards solutions
 - Examples:
 - Teachers swearing
 - Teachers being frequently late
 - Unfair marking
 - Approach instructor first
 - If no resolution, there is a form to be filled out,
 - Regrade by another instructor
 - Time limits for the form
 - Instructor General Complaints
 - AD to consult course outline
- **Q & A from set reps**
 - **How to resolve conflicts between students?**
 - Approach Program Head first and then the Associate Dean



- **How to address the disconnect in the topics being taught by instructors between term 1 and term 2?**
 - Topics are not aligned
 - AD: Term 1 and term 2 instructors do have communication that tries to align the subjects and topics between the terms
- **How to deal with course exemption issues due to the transition from BTech to BSC?**
 - Exemption processes for recently added courses (applicable to BSC grads)
 - AD: Email Comp BSC, which is checked by program coordinator and program head
- **Transition of BTECH to BSC: What is the difference between the two?**
 - AD:
 - Almost the same
 - Courses are being revamped, added/removed
 - BSC Credentials are being more widely accepted
- **What happens if the whole set communicates, through set representatives, to instructor about a change?**
 - AD: AD can follow up
- **Associate Dean: Don't really respond to completely anonymous emails**
 - Anonymous account, would like to know who the student is and verify that he or she is part of the program
 - Will keep the student anonymous once verified

1.5 Group Discussion: Communicating within your sets

- Justin asked set reps to share how their set communicates with each other, what is working well and what isn't
- **Working Approach 1: Group Discord**
 - Group discord has been working well to direct message and chat
- Actively approaching each person if there is a need
 - Everyone is busy with their own time
 - Could it be improved?
 - Set a presence
 - Set a way to talk to deans and professors
 - As first years, there is no easy access to Deans or professors to voice opinions
- **Working Approach 2: Google forms link for inquiries/feedback**
 - Submit a ticket
 - Get an email



- Have an A number attached to the ticket
 - How often the students use the form?
 - 12 tickets at one point
 - Can be overwhelming especially when an incidence occurs
 - Allows people easy access
 - **Working Approach 3: Joint server with separate roles for each set for moderation**
 - Code of conduct held by moderators
 - If running server, make sure everything runs smoothly
 - Establishing clear rules
 - Sometimes outsiders may jump into the server (not part of the program)
 - **Working Approach 4: Threads in Channels**
 - Term 1 servers
 - Have “reddit version” within each class
 - Have threads that can be enabled to
 - Working well → keeps the discussion organized
 - able to search for threads
- #Action item for Justin
- screenshots/tutorials about discord servers/bots/threads (contact Lacy, Network Security Option)
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- **Challenge 1: Any suggestions to connect with set to let them know to come to set reps for any challenges (Set is very quiet).**
 - Opinion:
 - Put out communication to set that set rep is available
 - We are all adults in the program, can't force help on other people
 - There is only so much you can do
 - Suggested Approach:
 - Let them know about some common inquiries that set reps can deal with

1.6 Open Forum

- Mixed experiences regarding a professor
 - Experience 1
 - Professor accused one of the student of cheating in a non-private manner
 - Professor dismissed the student and did not really address the cheating



- Student talked back, not usually know to be emotional
 - Professor was criticizing other students in a non-private manner
 - Experience 2
 - Withholding lecture slides
 - Accessibility issues because there are vision issues
 - Outright refused to release slides early
 - Experience 3
 - There was another incident of cheating
 - Professor treated the incident in a professional manner, dealt with the matter outside the class
 - There were no issues about releasing slides, but issues happened with a later term
 - Experience 4
 - Some set up zoom meetings with professor
 - Professional and helpful
 - Been extremely favourable to some students
 - Professor has high expectations
- **How to deal with Bachelor of Science scheduling issues?**
 - Students don't want to come in for 50 minutes for school
 - Pricing on parking is not helping
 - Possibility of making labs online so that you don't have to come in so early
 - Policy preventing making labs online
 - JS:
 - Recurring issue
 - Instructor by instructor basis
 - Instructor may have to figure out how to conduct the lab online
- **How to deal with an instructor has decided to change marking style at the very last minute?**
 - Lab marks are being changed without any valid reason
 - People who are passing are now failing because of the changes
 - No feedback, rubric just altered spontaneously
 - Students found out that grades are being randomly selected for change
 - No way to dispute it
 - JS: May have to refer to Donna
- **How to regulate discord use?**
 - There are a lot of off-topic posts in the school chat
 - Students posting memes
 - Students trying to find out locations of other students
 - Solution:



- Have separate threads for different types of discussion
 - Separate groups/channels
- **How to approach professor that has not released any grades?**
 - Midterm is coming soon
 - No feedback on past assignments
 - Grading has not been released

1.7 Meeting Adjournment

The meeting was adjourned at 4:30 pm