

Set Rep Meeting Meeting Minutes
School of Transportation, Construction & the Environment

October 15, 2019

5:30 p.m. in SE2 Rm 324 - Council Chambers

Minutes by: Gareth Moon

Chairs: Brin Farrell - Chair of Transportation, Construction and the Environment

Staff: Robyn Lougheed - Advocacy Manager, Kim Kavanagh - Career Specialist |
Construction & Engineering

1. Meeting Called to Order

At 5:32PM

2. Introduction:

Brin welcomes everyone and talks about BCITSA.

Kim (Career Services) talks about her role at BCITSA. She asks for help getting the word out about what she can offer to our fellow students. She holds offices hours for Career help/planning. She runs events for students to connect with employers. www.bcitsa.ca/careertrack is an excellent online career resource. Her office is on SE2 2nd Floor.

2.1. House Rules

Meetings start and stop on time @5:30pm. All opinions are honored. No interruptions, sidebars. Everyone participates. Focus on policy, not personalities. No personal attacks.

2.2. Ice Breaker - Think-Pair Share

- 2.2.1. Struggling Peer, failing class: Help the find resources (Peer Tutoring, Early Assist, Office Hours, Accessibility Services)
- 2.2.2. Struggling Peer, help with editing essays: Writing Center in the Library, Writeaway.
- 2.2.3. Bike Rack out of Order: Contact Custodial, Maintenance, waste/grounds keeping. OR online request form.
- 2.2.4. Parking Complaints: Technically BCITSA can't do much. Redirect to SW1 Rom 1019 or Parking services
- 2.2.5. Peer concerned about personal well being: Campus Counselling, Online Counselling.

3. Set Rep Program Overview

3.1. Connecting with Set

Actively connect with classmates.

3.2. Services

- 3.2.1. Career Services (Kim Kavanagh)
 - 3.2.2. Advocacy (Robyn Lougheed)
BCITSA wants you to be students; Advocacy can help you with problems you have at school that distract you from your schoolwork.
 - 3.2.3. Health Services
Health Center (Rm 127, SE16) & Dental Office (Rm 268/269, SE2)
 - 3.2.4. Indigenous Services (Rm. 1521, SW1)
 - 3.2.5. Academic Services
 - 3.3. Handling Issues
 - 3.4. Program Groupings
Groupings are: Applied & Natural Sciences, Building & construction, Engineering. These groupings should help streamline meetings.
4. Discussion - Round Robin
- Heavy Doors @SW1
 - Instructors using MyBcit/D2L calendars. Would like them to use them more consistently
 - Drafting Tables: ABT and Interior Design students are struggling to find classrooms with Drafting Boards w/ Parallel Bars outside of class times. More drafting boards would be appreciated (e.g. at the EhPod), but schedule and location of classrooms with drafting boards would be good as well.
 - Email Issues, stuff going to spam.
5. Open Forum
6. Reminders
- 6.1. Know Your Rights Training 2 & 3 - Wed. October 23 & 30 (2:30PM - 4:00PM in the Summit Centre of SE14 - Library)
 - 6.2. School of Construction & the Environment + United Way Pancake Breakfast - Wed. October 31 (6:45AM - 10AM in the Carpentry Centre)
7. Meeting Adjournment
_____ Meeting Adjourned at 6:34PM