

CST Set Rep Meeting 1

Wednesday, October 16th, 2019

Meeting Minutes

Council: Louis-Philippe Rivest Giguere – Chair of Computing and Academic Studies
Parm Dhaliwal – Bachelor of Technology; Councillor

Guests: Amy Smith – BCIT SA Career Services
Robyn Lougheed – BCIT SA Advocacy

0.0 – Preamble

0.1 – Overview

Office hours: Tuesdays 2:30 PM to 4:30 PM,
Wednesdays from 10:30 AM to 12:30 PM
Email me to meet outside of these hours

Location: Executive Student Offices, SE2 3rd floor, Burnaby

0.2 - Career Services Introduction

Amy Smith, Career Specialist asmith@bcitsa.ca

- Many tools such as resume improvement documents available on Career Track
- Offer events such as Tech Industry Days and offers preparatory training workshops
- Book career advising appointments through BCITSA Career Track

1.0 – Introduction

1.1 - House rules

- Be respectful
- Speaker list

1.2 – Role of Chair of Computing

Responsibilities:

- Organize set rep meetings, use discussions in meetings to push for student centric initiatives
- Liaise with BCIT School of Computing, BCIT Student Association, and students through Set Reps

Goals this year:

- 1** – Create a network to empower female students
- 2** – Continue and improve existing SoCAS engagement and wellness events, specifically the Sun Run and the LAN Party
- 3** - Facilitate student insight into industry through career-oriented connections

1.3 – Working with the SA vs working with BCIT

BCIT

- Focuses on programming, curriculum, exams and midterms
- Led by President, Vice Presidents and Deans

- For School of Computing, comprised of Dean of Computing, Associate Dean, Program Heads, instructors

BCIT Student Association

- Focuses on Students and Student Services
- Led by Executives; Executive Director operational
- Student Council provides direction to SA through Executive Board and Council meetings
- Comprised of BCITSA Staff, student body

2.0 - Set Rep Program

2.1 - Your role

- Communicate information from the SA (and me) to students
- Gather ideas, requests and concerns from students
- Attend Set Rep meetings to discuss these
- Guide students looking for assistance to SA resources (if appropriate)
- Talk to your sets and be aware of the issues ailing them

Discussion:

Q: How do you create engagement and connectedness in the set?

A: As Set Rep, small gestures go a long way, especially in a school where we are known to be introverted

- Say hello, learn names of students.
- Set up events, like dinners or bubble tea sessions
- Set up study sessions after school (often results in highest grades)

2.2 - Handling issues

- Don't take on everything yourself. It is time consuming, and the SA has professionals in place to help
- Keep an open mind (more on communication in Set Rep Training session)
- Discuss with set, gather information, and communicate to Louis or Advocacy

2.3 - Communication hierarchy

Communicate with BCIT when:

- Questions about general CST program, credit eligibility
- Feedback about issues with infrastructure
- Questions about academic fairness, finances
- BCIT SA Advocacy can help you improve communication with BCIT

Communicate with BCIT SA when:

- Questions about student life and events
- Questions about advocacy, career preparation
- Basically anything else that impacts your experience at BCIT outside academics
- Communicate to me, or Advocacy if more personal / delicate

2.4 - Student association services

Student Association has a plethora of services for various student needs. See BCIT SA website for more details www.bcitsa.ca

Highlights include:

- Entrepreneurial Services
- Career Services
- Health and Dental Plan
- Wellness
- Habitat Pub
- On Campus Retail
- Clubs
- Advocacy

3.0 - Discussion

3.1 – Scenarios

Discussed various scenarios that Set Reps will likely encounter before the end of the year.

Discussed services and solutions for those scenarios as a group.

Highlights include:

- Peer Tutoring/Early Assist
- Writing Center/WriteAway
- IT Services and Custodial Maintenance request forms
- BCIT Parking (see SW1 1st floor)
- Campus Counselling / Online Counselling

3.2 - Open forum

- Training for Set Reps should be shared earlier in an email
 - Will work on for the future intake.
 - This may also help with focusing on introductions and group discussions for the first Set Rep meeting.
- During first day of classes, during SA intro, Chair should highlight the communication hierarchy so that students know to go to set reps for complaints or feedback.
 - Will focus on this for the January intake and suggest it as a change for other schools.
- How will bus strikes affect midterms, if they do?
 - Can check with Donna.
 - Midterms will be pushed back by some amount of time?

4.0 - Closing

4.1 – Reminders

- Next Set Rep Meeting November 20th 2:30 PM in Council chambers
- LAN Party happening on November 15th – still looking for volunteers. Also, it's awesome and you should absolutely go. Tickets available on Eventbrite.
- More Advocacy Know your Rights Training session coming up on October 30th. These are mandatory, you must have attended 1 or be attending this one.

4.2 - Meeting Adjourned