



Set Rep Meeting Minutes

School of Business
SE2 Council Chambers

17th October 2019 –

Group 1 & 3: 5:30pm - 6:20pm

Group 2: 6:30pm - 7:20pm

1. Welcome

a. Introductions and Brief Role Description

- Hunter introduces himself, his role, and objectives for the year.

b. Establishing House Rules

- Meetings start and end on time;
- All opinions are valuable;
- Don't interrupt or have conversations on the side;
- Everyone has opportunity to participate;
- No personal attacks.

2. Set Rep Thank You

a. Thanking set reps for stepping up to the task of enhancing the student body experience

3. How to succeed as a set rep

a. Connecting with your set – In person, Facebook group, etc. However they would like to be communicated to. Ask them!

b. Handling issues – Hunter or SA Advocacy department are there to help and provide guidance.

c. What you should/shouldn't do for set – Don't make promises you can't keep; help them access resources & support they need.

d. Parking – SW1 office where complaints can go

e. Facilities – <https://www.bcit.ca/facilities/studenttenantreport.shtml>

4. Discussion

a. Round-robin: topics to discuss at next meeting

- Discussion on topics to cover.

b. Think-pair-share discussion

- What would be helpful to learn?
 - How to have difficult/awkward conversations with set mates/instructors

5. Open Forum

- Improving awareness of class schedules during orientation week
- Receiving more frequent updates from instructors as it relates to course work
- Having all communication from instructors on one designated channel (i.e. Learning Hub or my.BCIT)

- Consolidating e-text platforms to avoid confusion (i.e. Pearson, MindTap)
- Discussing 'Hot Tips' for set reps (from set reps of past years)

6. Office hours invitation

- SE2 3rd floor offices: Wed 2:30-4:30pm & Fri 2:30-4:30pm

7. Reminders

a. Next meeting dates:

| Group | Date/Time | Location |
|--------------|--------------------------------------|------------------|
| Group 1 | Nov 5 th , 5:30pm-6:30pm | Council Chambers |
| Group 2 | Nov 19 th , 5:30pm-6:30pm | Council Chambers |
| Group 3 | Nov 21 st , 5:30pm-6:30pm | Council Chambers |

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| Group 1 | Marketing Management, Business Management, Human Resource Management |
| Group 2 | Finance, Financial Planning, Accounting, Risk Management |
| Group 3 | Business IT Management, Operations Management, Graphic Communication, Broadcast/Journalism |