

Set Rep Meeting Minutes
School of TCE | *Civil Engineering, ABT & Interior Design Groupings*

November 12, 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

1. Meeting Called to Order

At 5:32PM

2. Guest Speakers:

2.1. Speaker: Wayne Hand, Dean of School

2.1.1. School of Construction and Environment

2.1.1.1. 2-day program, interdisciplinary collaboration

2.1.1.2. Collaboration is important to the school

2.1.1.3. Last year: redesign part of the campus following EcoCity rules.

2.1.2. School looking to balance gender in schools with high gender imbalance

2.1.3. Access Program:

2.1.3.1. Board of Trade partners up students with a mentor

2.2. Speaker: Marita Luk, Business Development Manager

2.2.1. BCIT led the way for the EcoCity World Summit 2019

2.2.2. Construction Fair in January, open students in all levels.

2.2.3. Student Innovation Challenge

2.2.4. Presentation Idol

3. Action Items:

3.1. Drafting Tables

3.1.1. Drafting table schedules attached to Meeting Agenda

3.1.2. Proposing to implement more Drafting tables to the Student Spaces Development Committee next meeting

3.2. Compost & Recycling Bins

3.2.1. Formal request put into Sustainability Committee to get Custodial Services to implement the compost bins in Student Residence and more Recycling Bins (SW3) throughout their collection route

- 3.3. Learning Hub Calendar Utilization
 - 3.3.1. Spoke to respective instructors reminding them to encourage instructors to utilize this function
- 3.4. Cigarette butts adjacent to The Stand
 - 3.4.1. Filled out a Facilities Request Form to clean up butts. Sent a note to Security indicating that people are smoking in a non-smoking zone
- 4. Set Rep Check-in
 - 4.1. Training
 - 4.1.1. Asked Set Reps to email any specific training or certificates that would be beneficial to receive during Set Rep Meetings
 - 4.2. Support For Midterms/Exams
 - 4.2.1. Not enough time between end of class and final exams
 - 4.2.2. Civil Engineering: One student in charge of semester calendar, and if a week looks bad, they bring talk to program head and get exams moved (use as example).
 - 4.2.3. Interior design has no peer tutoring support
 - 4.2.3.1. Program's specificity is a problem
- 5. Policy 7103 Student Feedback
 - 5.1. A Policy person will sit in on set rep meetings so questions about BCIT policy can be answered.
 - 5.2. Policy 7103 needs to be reviewed every 3 years
 - 5.3. Feedback can be submitted through emailing advocacy@bcitsa.ca or completing an anonymous Google Form (attached to agenda)
- 6. Distinguished Set Rep Award
 - 6.1. Eligibility
- 7. Open Forum
 - 7.1. Instructor feedback
 - 7.1.1. An instructor gave unfair advantage on a quiz to certain sets and no others
 - 7.1.2. Appeal of a poorly written and marked exam
 - 7.1.3. Issues with student evaluation of Instructors

- 7.1.4. Class needs TA, as instructor doesn't have the time to address students' needs
- 7.2. Student Comments
- 7.3. General Feedback
- 8. Brin's Contact Info:
 - 8.1. Office Hours: Monday - Thursday | 1:30pm - 2:30pm (third floor of SE2), chairtransportation@bcitsa.ca, text (647) 526-2830 for immediate response
- 9. Reminders:
 - 9.1. BCIT Student Association Annual General Meeting
 - 9.1.1. 5:30pm, November 18th 2019 | Council Chambers (SE2, Room 324)
 - 9.2. Financial Literacy Sessions
 - 9.2.1. November 13th, 3pm in SE2, Room 317, November 14th, 5:30pm, Council Chambers
 - 9.3. Lan Party
 - 9.3.1. November 15h 2019, 5pm-12:30am in SE12 (Cancelled)
- 10. Meeting Adjournment

Meeting Adjourned at 6:50PM

Please refer to attached items.

BCIT School of Construction & the Environment | Two-day Challenge

Annual event hosted by the School of Construction & the Environment to encourage collaboration among programs. Teams include one member from each discipline to make up a team of approximately 7. Students have 48 hours to identify a real industry challenge, design a plan to collect information to build a solution, complete field work and design a presentation for peers and industry judge. Winning teams receive cash awards that is equivalent to two days of salary for a junior consultant. The event will be held towards the end of Spring. More details to follow next semester.

- <https://commons.bcit.ca/2daychallenge/>

Presentation Idol

On March 18th and 25th 2020, students within engineering and technology programs and who have taken at least one Communication course are invited to deliver a 6 - 8 minute oral presentation on a technology-related subject. By showcasing innovation in engineering and technology, up to 24 students compete for numerous audience and Judge awards. Registration is on a first come first serve basis. Email idol@bcit.ca for more information.

- <https://www.bcit.ca/idol/>

Facilities Request Form

Submit requests surrounding custodial, maintenance, grounds keeping and technical concerns to BCIT Facilities and Campus Development department at

- <https://www.bcit.ca/facilities/studenttenantreport.shtml>.

Policy 7103 Sexual Violence and Misconduct

As part of a 3-year review commitment, BCIT's Sexual Violence and Misconduct Prevention and Response Committee is currently reviewing the Sexual Violence and Misconduct Policy 7103. BCIT students have the opportunity to provide feedback about this policy and procedure to Community Consultation Phase. Please review and share both policies with your Set and have them email advocacy@bcitsa.ca or complete the following [Google Form](#) with any input. All feedback will remain confidential and will be accepted until December 31, 2019.

- [7103- Sexual Violence and Misconduct](#)
- [7103 PR1- Response to Sexual Violence and Misconduct](#)

Distinguished Set Rep Award

- <https://www.bcitsa.ca/wp-content/uploads/2019/09/Distinguished-Set-Rep-Award-Nomination.pdf>

Calendar

Please share the Student Association Calendar with your Sets so that students do not miss out on opportunities that may be beneficial for them. You can remove events that do not relate to you by clicking on the topic on the right hand side. I will be emailing Set Reps approximately every two weeks with reminders of events that relate to the School of Construction & the Environment.

- <https://www.bcitsa.ca/campus-life/events/>