

## Set Rep Meeting Minutes

### School of Energy

February 5, 2020

2:30 p.m. in SE2 - Council Chambers

Minutes by: Raynen Jamieson

**Chairs:** Raynen Jamieson - Chair of Energy

**Staff:**

1. Meeting Called to Order  
Meeting called to order at 2:30 PM
2. Ergonomics Workshop – Matthew Miller
  - 2.1. Invitation to SoE ergonomics workshop
  - 2.2. SoE students are encouraged to submit their requests for what the workshop would look like and how it can best benefit them.
3. OneNote Training
  - 3.1. Teachers are not forced to learn/use OneNote, it is up to Set Reps to encourage teachers to teach using OneNote
  - 3.2. Teachers should be taught how to upload PDFs to OneNote and write on those docs, how to better navigate the writing space, and how to upload the OneNote files to D2L should they chose to do so.
4. Set Rep meeting restructure
  - 4.1. Pre-Meeting
    - 4.1.1. Aim for an attendance of about 20 people in order to minimize distraction but maximize discussion
    - 4.1.2. Send meeting details & agenda >2 weeks in advance, then a reminder email a couple days before the meeting
    - 4.1.3. Request confirmation of attendance
    - 4.1.4. Reduce the likelihood of being filtered as spam by google by removing hyperlinks
    - 4.1.5. Remind the reps to collect feedback from their sets before the meeting.
  - 4.2. During the Meeting
    - 4.2.1. Aim for an attendance of about 20 people in order to minimize distraction but maximize discussion
    - 4.2.2. Perhaps invite non-reps to attend the meeting, but be sure to stay aon topic and don't allow a particular program/class to monopolize the conversation
    - 4.2.3. Keep the meetings short (<1 hour)
    - 4.2.4. Provide updates on ongoing objectives

5. Open Forum

- 5.1. BCIT decides when to call a snow day, not much we can do there
- 5.2. 1<sup>st</sup> year students don't have card access to computer lab 125

6. Reminders

- 6.1. Student Spaces Committee – New Building focus group:

In 2017, students at Burnaby voted in a referendum to fund the construction of a new student building on the Burnaby campus. We are now at the stage where we need your input to confirm the proposed spaces within the building and the use of those spaces. There will be 3 focus groups held February 11-13 for students attending the Burnaby campus to participate in. An online survey will be forwarded to those who indicate interest but cannot attend.

If you'd like to join a focus group and confirm what spaces and programming students need in the new Student Hub, [please fill out this form](#). **Space is limited!** See form for more details.

- 6.2. Ergonomics Workshop

Here is the link to the Google Form for you and your classmates to submit feedback: <https://forms.gle/eK7JouU8wMuhGCNp7>

If you have any questions, please contact [mpmiller8@shaw.ca](mailto:mpmiller8@shaw.ca)

- 6.3. BCIT Lan Party

**What is the Lan Party?**

An evening of epic gaming where you compete against other students or just have a great time with friends!

The competitive games this time are League of Legends and DOTA 2. Compete with a team to win great prizes!

If you're looking for something more casual, there will also be board games, Smash Bros, and Team Fight Tactics. Join the community and meet others interested in games.

**Interested in joining? Sign up here:**

<https://forms.gle/u96EixtqzWbYBXC8>. Bring your friends for group deals! Food and drinks included. We will also be hosting our own raffle for awesome tech prizes!

If you would like to help out with the event, please email Louis Rivest @ [chaircomputing@bcitsa.ca](mailto:chaircomputing@bcitsa.ca)

#### 6.4. BCIT SoE Sun Run Team

BCIT and the Student Association have each contributed \$500 to fund a School of Energy Sun Run Team! The Sun Run is happening! Here's the link with some info and registration instructions for you to distribute to your sets: <https://forms.gle/5E5EZLgANRULf1q2A>

If you or any of your set reps/classmates have any questions, please direct them to me: [chairenergy@bcitsa.ca](mailto:chairenergy@bcitsa.ca)

#### 7. Meeting Adjournment

Meeting Adjourned at 3:25 PM