

**THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY
SCHOOL OF BUSINESS AND MANAGEMENT**

5th SBM UG Student Representative Meeting 2015/16

Confirmed Minutes

Date and time of meeting:	Apr 22, 2016, 6:05-7:30pm
Minutes Prepared by:	Vivian Chu
Attendance of SBM UG Programs Office:	Emily Nason, Anirban Mukhopadhyay, Ka Yee Lee and Vivian Chu
CUP Faculty Members	Ekkachai Saenyasiri
Attendance of UG Student Representatives:	Edward So, Dominic Ho, Gary Yu, Heron Yan, John Szto, Kenson Wong, Lyle Li, Sam Lau, Sonalika Mannimala, Sylvester Miao, Tiffany Wong and Wendy Ki
Absence with Apologies:	Alex Valet, Calvin Ho, Henry Chow, Kristy Lau, Jason Tang, Lexi Tan, Libby Wu and Sunny Ng

The Chair welcomed Prof. Ekkachai Saenysairi, UG Coordinator of the Finance and Quantitative Finance Programs, who joined the meeting.

1. Confirmation of Minutes

The minutes was circulated to members on Canvas just before the meeting. As no further comments were received after the meeting, the minutes of the 4th Meeting of Mar 22, 2016 was confirmed.

2. Updates and Discussion Items from SBM

2a. Member with Extended term and Recruitment of New Members for the Next Term

The current practice for member recruitment was nominated through different channels. Nominations were made by SBM programs, Cohort and Business Student Union as well as self-nomination by students. This year, several members have extended their term to stay in the Committee for another year.

As discussed in the 4th meeting, starting from the next academic year, in order to ensure continuity, it was decided that there would be 50% of turnover of committee members in each semester. Next Fall, half of the student members from the old committee would stay while new student members would be recruited to fill up the other half. After announcing in the last meeting, we were glad that 11 current student members had agreed to extend their term for one more semester till Dec 2016 (their names were listed in Appendix 2a) and the remaining 10 or so vacant spots would be filled in September. In the future, about similar number of new members would be recruited each semester (in September for Fall and in February for Spring). The serving term would be 2 semesters although the serving term would not be restricted. Student members were more than welcome to stay in the committee for a longer period of time.

It was agreed at the meeting that recruitment of new members would preferably be as diverse as possible depending on the current members' background such as year of study and major. For example, we might need to balance number of students in different programs. Some expressed that more senior year students in the Committee could generate more ideas based on their difference experiences. Since the 11 members who agreed to serve an additional semester would be promoted, there would no

longer be any first year students. It was therefore suggested that more publicity about the Committee should be made to freshmen during orientation so as to raise awareness, in addition to the existing practice to advertise the open recruitment through the UG Programs website, email and information session/forum.

2b. Review of Major Selection Information Sessions held during April 18-21, 2016

Comparing to past years, the information sessions were in general well-attended this year. The reasons were probably because the major selection mechanism was changed and students could not seek advice from their senior counterparts. Other feedback from student members was listed below:

- i. The UG Overview was clear as the two different exercises for the two different groups of students were clearly explained at the session.
- ii. It was suggested to have information sessions hosted by Management and Accounting as well because students wanted to learn more about the programs in addition to asking questions at the information booths.
- iii. Students requested the UG Programs Office to post the presentation files and videos of the information sessions on the website promptly so that students could make decision of their major choices by the deadline, which was the following Monday after the sessions. The posting could provide information to students who did not join the sessions.
- iv. Some suggested to invite more senior students to the mingling sessions so that they could share experience and answer questions.
- v. A member commented that the information week held in November (without information sessions) was relatively less useful.
- vi. A member also suggested to post pre-enrolled course information of different majors on the website so that students had ideas about what courses to take after selecting their major.

In terms of the timing of these information sessions, student members had different preferences. Some preferred to hold them, especially for GBUS, ECOF & QFIN, early in the academic year or in the semester so that they were less stressed with their course work and exams at that time, whereas others preferred to have them before mid-term exams so that they could spend more time to study subjects which they liked and wanted to major in after getting more information from these sessions. Some also suggested to hold them one or two months before the major selection application.

With the new major selection exercise to be conducted every semester, similar information sessions would be held in both Fall and Spring during or before the major selection application.

2c. Student Advising for Students Admitted in 2016

A paper on Student Advising for 2016-17 was shared with members. In 2016-17, freshmen would no longer be assigned to 10 cohorts as cohorts would become one Business Cohort Community (BCC). New students would therefore be assigned to Pre-Major Counselors (PMC) based on their admission qualifications. For Faculty Advisor, there would still be two types: Major Faculty Advisor for freshmen on questions about courses and career prospects of programs and Designated Faculty Mentor to be signed up by first year students voluntarily. As for Peer Mentors, they would be recruited separately and detached from cohorts. Nominations would be sought from programs, PMC and Cohort Facilitators.

There would also be walk-in advising, specialized advising and follow-up meetings in Spring. In addition, the UG Programs Office would follow the practice of IS and ECON and send email at the beginning of the term (around first week) to all freshmen regarding important information and events that they needed to know during the term.

As a Peer Mentor (PM), students would help freshman adjust to university life by providing support and by promoting a caring school culture. The following were our expectations on PM:

1. Attend a half-day training conducted by the UG Programs Office in early August;

2. Join the Peer Mentoring Day on August 11 to meet with the mentees (late August for international students) explaining some impending academic related matters such as course registration as well as showing them the campus and various resources, etc.;
3. Exchange contacts with the mentees and stay in touch and answer questions via social media tools such as WhatsApp, etc.;
4. Meet with their mentees at least once in Fall Semester. A budget would be given to mentors to have drinks or light meals with their mentees.

In the meeting, a student member proposed to have follow-up meetings between mentors and mentees once a month, but it was considered too demanding. Therefore, as mentioned above, there would be one compulsory meeting per semester while regular communication in the Whatsapp group would be strongly encouraged between mentors and mentees.

In the meeting, student members also proposed the following:

- i. Ratio of mentor to mentees: 1 to 10;
- ii. Pairing up of mentors to mentees based on their admission types, interests or majors (hence, the ratio would be 2 to 20.)

Responding to the above suggestions, the ratio of mentors to mentees would depend on the number of selected mentors and the size would be a manageable group. For matching, it would mostly be arranged by admission types and majors (for program-based admitted students), but it would be challenging to match mentors' interests with those of mentees.

Lastly, some local student members expressed that the Peer Mentoring Program might overlap with the help provided through Orientation Camps organized by student societies as the purposes were for freshmen to make friends and get study tips there. Prof. Anirban Mukhopadhyay shared different view on this as he believed it did not hurt for freshmen to make more friends and the help from PM would be more on academic related matters such as the different study pathways and course registration, which focuses would be different from those offered by O' Camps. In addition, mentors could seek help from PMC for more factual and official information in order to address mentees' enquiries.

3. Updates and Discussion Items from Student Representatives

3a. Minor Program in Business

Since Sunny Ng who had the findings for the captioned program could not come to the meeting, it would be discussed in the next meeting. Meanwhile, members were welcome to share comments on Canvas.

3b. Senior Student Engagement

Graduation Ball

Members provided a number of valuable input to the sub-committee about the survey for graduation ball during the meeting, including adding a function to have prices calculated according to the options chosen. The relevant sub-committee would modify the survey and send it to Vivian for forwarding to the target respondents through Qualtrics.

4. Next Meetings

4a. Working/ Thank You Lunch:

May 16 (Mon), 12:30-2pm, G/F Restaurant