

Name of meeting attended: 4th SBM UG Programs Student Representative Committee Meeting

Date of meeting: 23 September 2008

Minutes Prepared by: Lee, Yoo Hyun

<p align="center">Brief outline of discussion point (include reference from agenda)</p>	<p align="center">Action agreed</p>	<p align="center">Name of person taking action</p>
<p>1. Agenda ref: Year 1 international students are finding ISOM111 (Business Statistics) difficult. Are there student tutors that can help them? If so, can they help out local students too?</p>	<p>Yes, students can contact their counsellor and apply for a tutor (but they need to pay \$20 per hr). Before the scheme can be officially announced we need to know how many tutors will be available first. This will be done asap before the mid-terms.</p>	<p>/ SBM (Professor Ng)</p>
<p>2. Agenda ref: More copies of course materials need to be on reserve in the library. Is it possible to place them on reserve for more than 2 hrs as well?</p>	<p>No action. The number course material copies to be placed on reserve is decided by the professor/instructor.</p>	<p>/ -</p>
<p>3. Agenda ref: LANG201 (Business Communication) classes for the fall semester mixes the year 2s and 3s. Could we separate them?</p>	<p>Will look into the matter.</p>	<p>SBM</p>
<p>4. Agenda ref: Should we continue to host the LANG201 in the fall semester when many year 2s are dropping it to take it on exchange instead?</p>	<p>We should; since it is risky for some to take LANG201 in year 3. The reason behind why many year 2s are dropping the course needs to be identified. Also it would be helpful to make a list of which universities offer transferable courses for LANG201.</p>	<p>SBM (Iris, Ivy)</p>
<p>5. Agenda ref: How is the new class schedule system?</p>	<p>It is better because less time clashes seem to occur.</p>	<p>-</p>
<p>6. Agenda ref: There are two communication-enhancing schemes besides the required courses, LABU101 and LANG201, that SBM funds; Communication Tutors and the Writing + Speaking Through the</p>	<p>Many students do not know, until they reach year 3 (when it becomes rather late), that there are 'communication tutors' available for them to approach for assistance.</p>	<p>-</p>

<p>Curriculum program. How is the SBM doing in assisting the communication skills of students?</p>	<p>In general, SBM is offering enough support. Instead, students should be more responsible in actively utilizing the resources available to them.</p>	
<p>7. Agenda ref: Communication skills can be improved more effectively through informal settings; thus, can we offer more events for students to meet the exchange students?</p>	<p>No action; oral conversation workshops have been offered since the last term</p>	-
<p>8. Agenda ref: Many students are attending workshops/seminars offered by the SBM to gain points for their exchange. But some display inappropriate behaviour by sleeping or watching movies on their laptops throughout the talks. How could we improve the point system?</p>	<p>The goal is to increase the percentage of students that are motivated. But it is very hard to motivate those who are voluntarily attending these events. Questions can be asked during the interview within the exchange selection process to assess whether students have genuinely 'attended' the workshops.</p>	Ivy

Other notes:

Other material discussed in meeting: