

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

3rd SBM UG Student Representative Meeting 2016/17

Confirmed Minutes

Date and time of meeting:	March 9, 2017, 6:23p (started after light refreshment) – 7:38p
Minutes Prepared by:	Vivian Chu
Attendance of SBM UG Programs Office:	Anirban Mukhopadhyay, Emily Nason, Ka Yee Lee and Vivian Chu
CUP Faculty Members	N/A
Attendance of UG Student Representatives:	Akhil Rajpal, Alissa Ng, Annebell He, Arnold Wan, Davidson Kuo, Dominic Ho, Eddy Lee, Ince Chan, JC Chia, Jeff Louie, Kelvin Ong, Mark Ng, Matthew Cheung, Samantha Steptoe, Savio Ho and Tiffany Wong
Absence with Apologies:	Philip Law, Tadikamalla Vinod
Absence	Matthew Cheung

1. Confirmation of Minutes

As no further comment was received, the minutes of the 2nd Meeting of Dec 6, 2016 was confirmed.

2. Updates from SBM

The Chair welcomed new members who joined the Committee. New members were briefed that membership of this Committee was staggered so that there would be old and new members every semester for continuity.

2a. Karen Lee Student Mentoring Centre

Prof. Nason explained to the Committee that the Center was funded by an endowed donation from the family of the late Dr. Karen Lee who was actively involved in student development. The funding would be on a continual basis and the annual interests generated from the endowment would be used for recurrent events as well as activities not limited to academic related events only. It could be used to support faculty-student and staff-student activities. Below is a summary of events/activities supported by the Centre:

- i. UG Get-Together
 - o Each gathering with different theme to attract students, faculty and staff to join the events
- ii. Career Mentorship Program (school-level event)
 - o Ratio of mentors to mentees: 13 mentors (the majority were alumni) to 26 students (selected from more than 100 applicants)
 - o Application period would be extended to fall term of 2017
- iii. Public Service Internship Program (to be launched)
 - o Working with Non-Profit Organizations (NGO)
 - o Available in winter and summer
 - o In addition to the small amount of subsidy offered by the NGO, extra financial sponsorship available to students from the Centre
- iv. Take Faculty to Lunch

- Initiated and invited by students
- 1 faculty with a maximum of 3 students
- v. Mentoring Training
 - Various training provided to students, faculty, and staff to enhance student mentoring skills

2b. Peer Mentoring Program

With the new arrangement of freshmen orientation activities, peer Mentoring Program for the new cohort year would be launched in late August and the application and interview would be conducted in mid-March and mid-April.

Regarding the program, there were some comments from student members:

- i. A task checklist of what needs to be done should be given to mentors so that they could keep track of what needed to be completed.
- ii. Mentors and mentees matching should be more diverse to include students from different nationalities in a group as the student said that the majority of her group were from Mainland whom she already knew before joining.
- iii. Some Year 1 student members shared that peer mentors were very helpful and always approached them at the beginning of the semester. It got less often in the middle of the semester and some disappeared after October. They recommended peer mentors to keep on organizing different activities to get mentees together, like hiking or dinner, throughout the semester, especially in the middle of and at the end of the semester, in order to keep the friendship.
- iv. A reward system should be introduced. Some student members that the existing reward schemes to recognize peer mentors' work, like Edmond Ko Mentorship Scholarship and Dean's Service Award, were too competitive. Prof. Nason explained to the Committee that candidates who applied for these awards usually participated in multiple programs to demonstrate their contribution in student mentoring.

Further, Prof. Nason updated the Committee that they were designing different scholarships or awards under Karen Lee Student Center to recognize students' contribution to different mentoring activities. And the Chair implemented that the rewards of this program were not only physical awards, but also intrinsic values such as reducing stress while helping others as well as budding friendship and bonding.

2c. SBMT1111 Survey Highlights

The Chair showed the survey result to the members and it would be posted on Canvas after the meeting where members could check out the details by themselves.

2d. Major Selection Information Week

It was confirmed that information sessions in this spring term would be held on 5-6 April and 10-11 April. There would be booths with staff, faculty or alumni from different programs to answer students' enquiries.

Next, the application period for first major selection exercise would start in April. Students might be invited by some programs for interviews in mid-May and would have a chance to re-prioritize their program choices on June 9 after course grades were released. The result would be announced on June 27.

The second major selection exercise would start from 23 June to 3 July. Interviews would take place on 6 and 7 July if applicable and the result would be announced on July 13.

3. Updates from SBM Student Representatives

3a. Graduation Ball-Recruitment & Process

The sub-committee members which consisted of Dominic, Eddy and Tiffany, updated us on the following issues:

- i. The format was changed from "graduation ball" to "graduation dinner".

- ii. With limited manpower, they invited Business Student Union (BSU) to jointly organize.
- iii. Event date was confirmed on May 31, 2017.
- iv. A deposit of \$45,584, 40% of the total amount, was required to be settled by Mar 27.

In the meeting, the Chair announced to the sub-committee that SBM UG Programs Office would sponsor the 1st deposit and some other functions for a maximum of \$50,000. It solved not only the issue of early deposit payment but also low participation rate that the organizing committee was worried about.

Further, a student member suggested “Bringing a guest” deal (one graduate to bring an additional guest) in case the participation rate was too low. There would then be 2 persons per each registration to boost up the application rate.

In order to cover the operation cost, the sub-committee would like to raise the dinner cost from \$600 per head initially planned to \$800, but \$730 to early birds. Yet, Prof. Nason recommended that the sub-committee could base on their suggested dinner price which was \$600 indicated by the survey conducted last year.

In the meeting, there were different voices about the dinner price setting. Some were willing to pay higher if needed as they treasured the last event of their university life. They said that it would be a nice ending.

Next, for the pricing package of the photo booth, the company would give 2 copies per person for each shot. Some suggested requesting for soft-copies to be sent via emails on the top of 2 hard copies since it was costless by sending them the soft-copies.

For other cost-saving advice, the Chair suggested saving money from cutting the souvenirs; whereas, Emily suggested inviting societies instead of celebrities to perform in the event.

At the end of the meeting, the Chair recommended to save the surplus to the next graduation dinner should there be any.

4. Next Meeting

10 May, 12:00 nn – 2:00 pm