

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

**4<sup>th</sup> SBM UG Student Representative Meeting 2015/16**

**Confirmed Minutes**

Date and time of meeting:	Mar 22, 2016, 6:15-7:05pm
Minutes Prepared by:	Vivian Chu
Attendance of SBM UG Programs Office:	Emily Nason, Anirban Mukhopadhyay, Ka Yee Lee and Vivian Chu
CUP Faculty Members	Nil
Attendance of UG Student Representatives:	Dominic Ho, Edward So, Heron Yan, Jason Tang, Kenson Wong, Kristy Lau, Libby Wu, Lyle Li, Sonalika Mannimala, Sylvester Miao and Tiffany Wong,
Absence with Apologies:	Alex Valet, Calvin Ho, Gary Yu, Henry Chow, John Szto, Lexi Tan, Sam Lau, Sunny Ng and Wendy Ki

1. Confirmation of Minutes

As no further comment was received, the minutes of the 3<sup>rd</sup> Meeting of Feb 23, 2016 was confirmed.

2. Updates and Discussion Items from SBM

2a. SBM UG Bonus for Hall Application

The new round of application for Hall Bonus Points had started on Mar 14 and would finish on Mar 23. Students were encouraged to apply if they planned to apply for student residence for the coming academic year. Applicants would be assessed according to their contribution to the Business School. 13 awardees would be selected and granted for 9 bonus points. Result would be announced on April 1.

2b. Discussion forum on Canvas

Several discussion items were posted on Canvas:

- Student Facilities at LSK
- Suggestions on Advising Video for Orientation and Student Performances
- Suggestions on Student Advising System (SAS)
- Suggestions on UG Website
- Junior Student Engagement/Cohorts Questionnaire

Members were encouraged to submit comments or add more discussion items on Canvas. Comments posted would be brought to discussion in the next meeting. For orientation activities and performances, some students suggested dance performance, band performance and magic show. The Chair added that these performances should be performed by student societies or UST community, not external or commercial organizations.

2c. Membership and Term of Student Representative Committee

The Chair updated the Committee on the following member changes:

- LH Fung who was a Year 3 GBM representative resigned from the Committee

- Cici Yang who was a Year 3 ECOF representative was on exchange in this spring term
- Lexi Tan who was a Year 2 ECOF student would take Cici Yang's place and serve the Committee from March until December of this year.

We had 20 student members now. In order to build the continuity in the Committee and carry on unfinished projects, the Chair proposed to stagger membership term. Some current student members, about half of the members, would serve from October of 2015 to May of 2016 while those who volunteered to stay would be extended to serve from March to December of 2016.

In the next fall term, we would have another round of student member recruitment to recruit about 10 members. With this new arrangement, we could start our first meeting in September so that there would be 3 meetings plus a thank you lunch each term. Members were invited to indicate to the Secretariat if they would be willing to extend their term till December.

## 2d. Student facilities at LSK

There would be some renovation work taken place at LSK. First, the area of ITSC PC Barn would be reduced due to the huge decline of PC usage. Students used to bringing their own notebooks now. Second, access to satellite printer by individual notebook was now available to students and thus they did not go to PC Barn as often as before. Third, there would be a new Behavioral Lab on the 2<sup>nd</sup> floor for research purpose. The computers there would be open for use when the Lab was available.

With smaller PC room to be reconstructed, some PCs would be put on the bench outside the Barn. And there would be more relocated to different areas of LSK.

The Financial Trading Lab on G/F would also be renovated to be more professional and state-of-the-art, similar to a trading floor with tickers on the top.

Further, we were going to have a Student Mentoring Center on G/F which would enclose the Financial Trading Lab. The classroom G007 and current open learning area would be taken up by the Center. For student mentoring, it was planned to have 1 to 2 one-on-one enclosed consulting rooms for academic and career advising or assistance offered to students by communication tutors during office hours, but they would be open to students after office hours. In the Center, there would be an open area for business students to meet, relax or study. For the Center design, it would be consistent with UG Programs' theme color in light green and would be student oriented inside with professional look/design on the outside. We would also explore the possibility of connecting the open area of G/F and 1/F by staircases.

It was planned to open the Center 24/7. The initial plan was to have staff from UG Programs Office station there on duty and answer student enquiries during office hours. However, student members did not think that it was necessary and they preferred asking questions by appointments or sending emails to the responsible staff.

In the meeting, suggestions from student members were:

- small meeting rooms with capacity of 3 to 4 persons in each room for student discussion;
- professional setting (matching the design of Financial Trading Lab nearby);
- bean bags/ sofa with table setting;
- using the breakout rooms for advising, but the Chair explained that the breakout rooms were reserved for teaching (priority for classes) and not designed for advising.

## 2e. Peer Mentoring Program and Corporate Mentoring Program

### Peer Mentoring Program

This program aimed to help freshmen to get familiar to the campus environment and get adapted to the university life. It could also build the culture of peer support. The Chair explained that at SBM, Peer Mentors (PM) mainly helped on the first day when freshmen arrived and at the beginning of the semester. Students were asked what their ideal PM were like. Some said that they wanted their PM to

tell them University policies such as requirements of HLTH1010 while others wanted them to share their experiences.

Regarding the recruitment, the majority of student members suggested having Year 2 students to be PM for updated curriculum sharing and being less career-oriented. Further, there would be more human resources from the recruitment pool if we compared to the number of Year 3 & 4 students since many of them would go out for exchange studies and their curriculum might be very different from that of their mentees. Yet, some believed that Year 2 students could be very busy with their society/club work. Some suggested to have an open recruitment to all business students who would be interested to help. In terms of number, 2-4 mentees per PM would be great.

Some students mentioned that PM should be clear about our expectations on them. Also, they should be able to provide peer support in order to build a caring culture. Regardless, all members agreed that being a PM and helping others was a very rewarding experience. Members suggested providing training on mentoring skills to PM.

#### Corporate Mentoring Program

The mentors would come from those working in corporates in different industries. Sources would be mainly from alumni network. The program would be very beneficial for senior students to prepare to work upon graduation. It was suggested that the mentor and mentee can form group freely on their own.

### 3. Updates and Discussion Items from Student Representatives

#### 3a. Graduation Ball

The sub-committee had prepared a survey to all Year 3 students about Graduation Ball, which would be sent by our Office. The survey was to collect students' feedback on their expected price range and activities in the Ball. Professor Anirban Mukhopadhyay made the following suggestions to the sub-committee:

- i. giving more information on the survey about what was expected to get at each price level e.g. extra alcohol , band performance and so forth; and
- ii. questions about activity suggestion to be put at the end of the survey.

The Chair agreed with Professor Mukhopadhyay and reminded the sub-committee to provide contact information to the respondents for any enquiry. She recommended the sub-committee to upload the survey on Canvas for easy discussion among committee members.

The sub-committee would try to upload a modified version on Canvas for discussion and comments by the following week before sending it out to their target respondents.

*[Post-meeting notes: A survey was obtained after the meeting and shown at the end of the minutes, but it was not fully modified.]*

### 4. Next Meetings

#### 4a. 5<sup>th</sup> Meeting:

It was postponed from April 19 to **April 22 (Fri)** at 6pm at the same venue, LSK1036, because information sessions for major selection would be held from April 18 to April 21. The last meeting in May would be a lunch meeting.

The meeting was adjourned at 7:05pm.

## Senior Graduation Ball

The School of Business & Management Student Representative Committee is considering to organize a graduation ball for senior class students of the class of 2017. The location, size and content of the event will be determined according to the amount of interest shown by senior year students graduating in 2017.

Therefore, we would like to obtain information regarding your preferences and comments on the event for internal reference.



### **What other activities would you like to see for seniors?**

- ( ) Career oriented
- ( ) Networking with peers / other students
- ( ) Recreational
- ( ) Other:

### **Would you be interested to join a graduation ball?**

- ( ) Yes
- ( ) No

### **What is your expected price range for the event? (Tie the price with what you are offering & Find out what the maximum price people would pay)**

- ( ) \$200-\$300
- ( ) \$300-\$400
- ( ) \$400-\$500
- ( ) \$500-\$600 (Alcohol & nice venue eg. hotel)

### **What would you be expecting at the ball? (Nice meal, networking with peers and professors, dance and music, performances, etc.)**