

Name of meeting attended:	3 rd SBM UG Student Representative Committee Meeting
Date of meeting:	18 Apr, 2013
Minutes Prepared by:	Vivian Chu
Attendance of SBM UG Programs Office:	Elaine Tam, Emily Nason, Francis Lui, Ivy Ngan, Vivian Chu and Winnie Chan
Attendance of UG Student Representatives:	HAO Zaijie, HERVIEU Maxime Kieran, LIU Kai Long, LOWE Alberta, TO Lok Tin, TREBAOL Corentin Pierre Loic, XIA Yicong and YUEN Chun Hei Nathaniel
Absence with Apologies:	CHAN Nga Yee Joey, CHEUNG Sheena Ka Hay, CHIU Ting Fung Timothy, CHIU Yin Shan Karen, CHOI Howard Yue Ho, FU Wai Ming Collin, KONG Jiyoun, HA Wui Gigi, LEE Jaeook, LEUNG Ching Sum Jason, LU Yanjie Jessica, NG Sunny, NG Tsz Hin Austin, TO Chun Hei Michael, TSANG, Ka Yee Mavis and YEUNG Kin Hang Theophilus
No show:	CHAN Chui Ki Kiki, HO Ka Wing Karin and NG Kwok Sum Louis

Main points covered in meeting

Brief outline of discussion point (include reference from agenda)	Action/Response
<p><i>Academic Integrity</i></p> <ul style="list-style-type: none"> In order to maintain a high standard of academic integrity of the university, it was proposed in the university committee meeting to amend the punishment to reduce the intention of students to academic dishonesty action. The proposal was to take out the class of graduation honor of students on their first offense, but replaced by "recommended pass when graduate". Again, academic dishonesty was not allowed in our school. In the meeting, some representatives suggested to punish student offenders by having them to fulfil a certain hours of community services or by failing the related course. To achieve the goal of academic honesty in the campus, the school would try various channels to educate students; impose severe punishment to offenders and apply different ways to catch and prevent cheating. 	<ul style="list-style-type: none"> Students' advice would be taken into consideration. Any amendment on sanctions for academic dishonesty would be posted the official website of PROVOST office. More education of academic integrity would be given in the new academic year, especially to freshmen during the orientation programs. A plagiarism searching engine "Turn-it-in" would be introduced to course instructors to catch students' plagiarism behavior.

<p><i>SBM UG Programs Website</i></p> <ul style="list-style-type: none"> • Student representatives commented that they were always requested to login to get to the next content page while browsing on the new SBM UG website. • It was requested that students could set their own criteria in the job bank for preferred job types and have emails to alert them when available. • The built-in CV format for students was too rigid. • Minor errors of student information on the web were reported by Roberta: <ul style="list-style-type: none"> • Major counselor information was not shown; • Academic result was not updated; • “TOEFL” was mis-spelled as “TOFEL”; and • Belonging cohort name was shown. 	<ul style="list-style-type: none"> • Multiple login mechanisms were set up for the sake of data security. We hoped that some of the information would be delivered to our current students only. • As the contract job done by the website designing company already finished, it was difficult to have large scale amendment on the new website. e.g. built-in CV system. • Since all students used the same CV system to apply for interns posted by us, no students had advantage over the others. • Requests were made to the Software Support team to respond to student information errors: <ol style="list-style-type: none"> 1. Students’ major counselor information was added in “Profile & My Resume” on the web accordingly. 2. Students’ CGA was updated and correct. It was possible that they mistakenly took CGA as TGA. 3. The word “TOEFL” was revised by the website company. 4. As checked with our Software Technical Team, the Cohort name in “Profile & My Resume” was only shown on SBM website for students who took SBMT 1111 in 2010-11 Fall semester and 2012-13 Fall semester. Since Alberta took SBMT 1111 in 2011-12 academic year, no cohort name was shown unless special request had been made for the whole batch of students. Action had been taken by the Software Technical Team. Related information was also added on all previous and current students' online profile.
<p><i>Career Programs</i></p> <ul style="list-style-type: none"> • It was commented that events organized by our office were not clearly shown on the new setting of our website. Bi-weekly emails about upcoming events, according to the registration dates, held by SBM UG Programs were suggested to send out to SBM students. Students could choose to unsubscribe if they didn’t want to receive these emails. • Comparing to last year, the number of student development related events declined. • It was recommended to provide senior students more information sessions on specific industries or career path advising. 	<ul style="list-style-type: none"> • The possibility of sending out bi-weekly emails to SBM students for the upcoming events in the next academic year had been exploring. • Since the exchange bonus point system was removed, fewer students attended our events. Next, with the new arrangement of class scheduling for double cohorts this year, the end time of classes on weekdays was later than before. Thus, our student development and career team mainly organized events on Saturdays. In other words, fewer events could be arranged. Further, more tailor-made events were designed to better fit students’ need. Last, events with similar nature held by Career Center would not be held by our office again, but different topics chosen.

	<ul style="list-style-type: none"> • Career team would take students' opinion on session topics into consideration for events planning for the next academic year.
<p><i>A.O.B.</i></p> <ul style="list-style-type: none"> • Regarding to the website to perspective students, it was recommended providing more information of admission criteria, current programs and courses and student halls to international students, and information of exchange program to local students. • Minor programs information week co-organized by all 4 Schools and IPO was suggested by students. 	<ul style="list-style-type: none"> • More related information would be posted on the web to accommodate students' need. • Technically, it might not be feasible as there were different cycles for different academic programs and administrative tasks among Schools. Further, it would be difficult to come up with a common time-slot. However, we would well inform students for the schedule of business minor program information session through emails and banner.