

FACULTY OF BUSINESS AND MANAGEMENT

STAFF STUDENT COMMITTEE FOR MASTER OF BUSINESS ADMINISTRATION

AGENDA/MINUTES OF THE MEETING HELD ON 16 SEPTEMBER 2020 AT 7:00PM ONLINE

PRESENT:	Ms Jenny PONG	Chairperson, Senior Programme Manager, International Programmes
	Dr Joe LEUNG	Lecturer
	Dr Terence LI	Lecturer
	Dr Katherine MO	Lecturer
	Mr Chi Kin Timothy LIU	Student representative of the May 2019 cohort
	Mr Ao Cheung Ed TSUI	Student representative of the May 2020 cohort

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies; Introduction of SSC	Apologies: Dr CC POON (Lecturer) Mr Pak Yip Jeffery (student rep. of Oct 2019 cohort)	N/A	7pm
2. Confirmation from the Student Representatives on Collection of Feedback from Other Students	Student representatives Ed and Timothy have collected feedbacks from other students in their cohort.	N/A	7pm
3. Chair's Update <i>Including: significant University news; School/Cluster or Programme events or information; School/Cluster Quality matters – updates on reviews, validations etc</i>	The Chairperson reported that as a result of the COVID-19 situation the University has been through a curriculum review and restructured/revised a number of our programmes within the Institute and across the wider University. As part of the curriculum review, the MBA that is delivered in Swansea, which our MBA is based on at HKMA, might be revised in terms of (i) modules and (ii) the duration of the programmes, particularly for part-time programme. The HKMA Secretariat will announce those changes once it has been confirmed in due course.	N/A	7:05pm

Agenda Item	Main Discussion Points	Action Points	Timescale
	The Chairperson reported that as a result of the COVID-19, the graduation ceremony in UWTSD will be held online this year. Invitations will be extended to our graduating students this year to join UWTSD's next face to face graduation.		
4. Review of Module Feedback <i>Review module feedback with the student reps and identify action points and progress.</i>	Students would like to see provisional marks as soon as possible once a module is completed.	Provisional marks will be provided asap, and students are reminded that the final marks after external examiner's review might be different	7:15pm
5. Learning & Teaching Matters <i>An opportunity to discuss:</i> - Teaching - Learning spaces - Resources (Moodle, library, specialist software, equipment and facilities etc) - Assessment components - Feedback mechanisms	Students expressed gratitude to the lecturers' great support by spending extra time in answering students' emails and explaining research methodology and SPSS. The print-outs available to students at learning centre are sometimes different from the lecturer's slides; this could be a result of lecturers updating slides after submitting them to the secretariat for printing. Students suggest lecturers to use newer business cases for their studies. In occasions where IT staff was needed to set-up camera for video recording, a lot of time were used up while waiting for the set-up to be completed.	N/A The Secretariat will remind lecturers to send most updated version for printing The Secretariat will convey to lecturers that newer cases are preferable IT staff will set-up camera ahead of time before class begins	7:25pm

Agenda Item	Main Discussion Points	Action Points	Timescale
	Microsoft Teams were implemented for online learning, however, the pen handwriting function is not available in Teams. This makes teaching modules like finance difficult because lecturer was not able to mark numbers on the screen easily while showing calculations.	IT department will help with implementing supplementary tools such as visualizer.	
6. Enhancing learning <i>An opportunity to discuss:</i> - Co-curricular opportunities - Enhancement projects - Student Development - Learning Community/Networking activities - Student-led conferences	Students wish to receive UWTSD newsletters or any communications that provide UWTSD updates. Students are encouraged to add UWTSD's social media account, where they can receive news and update directly from UWTSD Students were encouraged to join networking events or seminars organized by HKMA	The Secretariat will follow up with UWTSD in regards to Newsletters.	7:40pm
7. Programme Organization and Management <i>An opportunity to discuss:</i> - Enrolment - Induction - Payment - Timetabling	Timothy conveyed the classmates' appreciation to the administrative and programme management staff, expressed thanks to the professionalism and excellent support in handling the class time schedule which was affected by social instability and COVID-19 Some of the students believe that it would benefit the programme if Continue Education Fund (CEF) is available One of the students suggested that it might be nice to schedule classes also in other days beside Sundays, such as Saturdays or weekday evenings. Students wish to receive their student ID cards from UWTSD as soon as possible. The printing of ID cards was suspended due to COVID-19	N/A HKMA will review the possibilities HKMA will review the possibilities The Secretariat will follow up and	7:50pm

Agenda Item	Main Discussion Points	Action Points	Timescale
	situation in the UK. There is no one on site to do printing. Graduating students have access to their unofficial transcripts on system only, and wish to receive their official transcripts and certificates from UWTSD soon. Students would like to start preparing for PART II dissertation phrase before the dissertation module officially opens, so that they could work on selecting topic and supervisor in advance.	will make announcement once the printing resumes at UWTSD The Secretariat has been following up with UWTSD and will disseminate transcripts and certificates to students once they became available. The Secretariat will look at the possibilities of pushing forward the timeline	
8. Any other business	Students would like to have tea or water at the classroom. However, the government has made suggestion to us, that no food or drink should be allowed in classrooms during COVID-19.	Bottle water could be provided at the reception upon students' request	8:00pm
9. Date of next meeting	December 2020 (TBC)	Schedule date and time	8:05pm