

FACULTY OF BUSINESS AND MANAGEMENT

STAFF STUDENT COMMITTEE FOR DOCTORAL OF BUSINESS ADMINISTRATION

AGENDA/MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2018 AT 9:00AM IN THE HONG KONG MANAGEMENT ASSOCIATION

PRESENT:	Ms Maisie CHOW	Chairperson, Senior Programme Manager, International Programmes
	Dr Andrew CHAN	Lecturer
	Dr Eddie YU	Lecturer
	Mr CHAN Oi Man	Student representative of the April 2017 cohort
	Mr HUI Shun Fuk	Student representative of the April 2017 cohort
	Mr HUNG Steve Yik Kwan	Student representative of the December 2017 cohort
	Mr LUI Lawrence	Student representative of the June 2018 cohort
	Mr MOK Wai Man Ronald	Student representative of the April 2017 cohort
	Mr YIP Wing Hang	Student representative of the April 2017 cohort

Agenda Item	Main Discussion Points	Action Points	Timescale
1. Welcome and Apologies; Introduction of SSC	The Staff Student Committee (SSC) received apologies for absence from Professor Lee Ngok, Professor Peter Fong, Dr Millissa Cheung and Dr Stephanie Lee. The Chairperson welcomed Members to the SSC meeting of DBA programme, and briefed Members on the objectives of the meeting which were to review current programme twice a year for enhancement and to feed the 'Staff and Student Voice' into the University's strategic decision-making by collecting lecturers' and students' feedback about the programme. All meeting agenda and minutes would be shared with the University and uploaded to Moodle for Members' information and retention. Action points and matters arising to be discussed and, where relevant and appropriate, passed to other relevant University committees for consideration.		

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2. Confirmation from the Student Representatives on Collection of Feedback from Other Students	The student representatives confirmed that they had collected feedback from other fellow students to be shared with Members at the meeting. They were also requested to relay messages/matters discussed at the meeting to their fellow classmates.		
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 the DBA programme delivered on London campus had been revalidated in June 2018, and the HK DBA programme would be revalidated in early December 2018. The HKMA Secretariat would wait for further information from the University. The Annual Programme Review 2017-18 would be submitted to the University in early January 2019. The next Partnership Team Leader Visit would be conducted between 22 and 24 February 2019.		
4. Review of Module Feedback <i>Review module feedback with the student reps and identify action points and progress.</i>	Members commented that the programme delivery had so far been smooth and satisfactory. The lectures had been intensive yet well received. Members commented that some basic overlapping business models – PESTEL, SWOT and Porter's Five Forces – among the three business modules had been identified. It was suggested frontloading the three business models in the Academic Writing Workshop delivered before commencement of each intake. Members understand that all taught modules are independent, but they would request for rearranging the delivery sequence of the research module – SBPD7001 Approaches to Research and Academic Communication – to always be the first one among three modules in order to cater for students' various academic levels and backgrounds.	Chairperson to convey feedback to the programme team to consider the frontloading. Chairperson to convey feedback to the programme team in relation to the module delivery sequence.	December 2018 December 2019

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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	Members discussed the ongoing provision of resources and supports provided by HKMA and the University and noted the following issues and suggestions: ● Library resources: apart from the learning resources specifically arranged by HKMA, an annual subsidy had been provided to each student for applying library membership at local university libraries. ● University email address: the issue had been discussed many times, and it had been established at senior level in the University that the students would not be issued with (further) email addresses. ● Turnitin access: students would request for Turnitin access via Moodle for progression from Part 1 to Part 2.	Chairperson to liaise with the University regarding the access.	January 2019
6. Enhancing learning <i>An opportunity to discuss:</i> - Co-curricular opportunities - Enhancement projects - Student Development - Learning Community/Networking activities - Student-led conferences	Members discussed possible opportunities to enhancing learning quality and noted the following issues and suggestions: ● Networking events for HKMA doctoral students: to provide a platform for academic exchange and synergy generation, regular networking events would be held for all cohorts of DBA students from University of Wales Trinity Saint David and SBS Swiss Business School, PhD students from Universiti Sains Malaysia and Jiangxi University of Finance and Economics, and Executive DBA students from École des Ponts Business School. The first event was held in September 2018. ● Doctoral research workshops delivered by HKMA visiting professors: to provide students with further support to their preparation for doctoral research, regular workshops on Research Process and Research Proposal would be conducted. The first two workshops were held in March and October 2018, respectively, by Dr Mohan Tanniru, Professor of Management Information Systems (MIS) at Oakland University. The third workshop would be held in June 2019.		

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	Student-led conferences: to provide an opportunity for doctoral students to exchange ideas about their research work. Each student would be invited for a presentation on his/her doctoral research followed by a Q&A session. Members suggested that the first conference would be held in the second half of 2019.	Chairman to liaise with the programme team for possible arrangements.	By next meeting
7. Programme Organization and Management <i>An opportunity to discuss:</i> - Enrolment - Induction - Payment - Timetabling	Members had been contented with the programme management by HKMA Secretariat.		
8. Any other business	Members suggested that HKMA would consider promoting the DBA programme in some joint-university seminars.	Chairperson to liaise with the Marketing Team.	By next meeting
9. Date of next meeting	The next meeting was tentatively scheduled for June 2019. The meeting was adjourned at 11:00am.		