

**THE EDUCATION UNIVERSITY OF HONG KONG  
FACULTY OF EDUCATION AND HUMAN DEVELOPMENT**

**Bachelor of Science (Honours) in Executive Management Programme  
(Two-year Full-time)**

**Notes of the 2<sup>nd</sup> Staff-Student Consultative Meeting (2022/23)**  
held on 20 March 2023 at 3:00pm via Zoom

**Present:** Staff

Dr LEE, Daphnee Hui Lin	Chairperson, BSc(EM) Programme Leader, Course Instructor of EDA3132
Dr HO Chun Sing, Maxwell	Associate Programme Leader, Internship Coordinator, Course Instructor of EDA4134
Dr LEE, Tai Hoi Theodore	Associate Head of EPL (Teaching & Learning)
Mr LAM, Ho Wai Martin	Course Instructor of EDA3131
Mr JEN, Marshall Hong	Course Instructor of PUA3018
Mr YEUNG Kai Wang Simon	Secretary, FEHD, PO
Ms TAI Ying Ying, Crystal	FEHD, PA
Ms. NGAI, Man Nei Mandy	FEHD, TA

Students

Ms KAN Hong Tung	Student Representative [Year 1]
Ms CHAN Chiu Ying	Student [Year 1]
Ms CHAN Yat Yi	Student [Year 1]
Ms CHEN Yee Ting	Student [Year 1]
Ms CHEUNG Ka Yan	Student [Year 1]
Ms CHOI Wing Ki	Student [Year 1]
Ms HUI Wai Nam	Student [Year 1]
Ms IU Yuk Ping	Student [Year 1]
Ms LAM Man Wun	Student [Year 1]
Mr LEUNG Tik Hin	Student [Year 1]
Mr LI Chung Hang	Student [Year 1]
Mr LI Tsz Fung	Student [Year 1]
Mr LI Zhicong	Student [Year 1]
Ms LIU Hei Yiu	Student [Year 1]
Mr LUI Chun Sing	Student [Year 1]
Mr LUI Chung Hon	Student [Year 1]
Ms NG Ka Wai	Student [Year 1]
Ms NG Wing Shan	Student [Year 1]
Ms TRAN Kim Anh	Student [Year 1]
Mr TSUI Chun Hei	Student [Year 1]
Ms WONG Ching Man Veronica	Student [Year 1]
Ms XIE Shuwen	Student [Year 1]

**1. Welcome & Introduction**

Associate Head and the Programme Leader welcomed the course lecturers and students to the meeting.

## 2. Information shared by Programme Leader

- The programme learnt that there were additional marks on top of the final grade given to students who were willing to join the optional visit of PUA3018 on 8 March 2023. Some students expressed their concerns about their final grade affected by these additional marks. Having conversation with the course instructor of PUA 3018 Mr JEN, the practice had been cancelled and the follow-up actions had been taken.
- The programme team and students appreciated the efforts Mr JEN put into the courses and the prompt action taken to in response to students' concerns.
- PLs suggested the following practices to facilitate the effectiveness of the communication between course instructors and students:

### ➤ **Communication channel**

- (1). Moodle should be taken as formal communication channel to make any course announcements. Students are advised to check the student email to receive any updates announced from Moodle.
- (2). Course instructors can disseminate any information via Class Representatives to class students. Class representatives are advised to introduce themselves to course instructors at the first class of the courses.
- (3). Class participation grading should be fairly and reasonably meted (e.g., students should have reasonable time lead to be informed of changes in grading criteria).

## 3. Review of the Programme

Comments from students and the responses of the programme team were summarized in the following table.

<b>Comments / Concerns Raised by Students</b>		<b>Response/ Actions To Be Taken</b>
<b><i>2.1 Programme Administration (timetable, student attendance, course registration etc.)</i></b>		
a.	Students gave a positive view of programme administration.	<ul style="list-style-type: none"> <li>• The programme team would continue to receive student feedback and respond promptly to any concerns, if any, raised by students.</li> </ul>
<b><i>2.2 Programme Structure</i></b>		
a	Students expressed that they were willing to participate in more exchanges/ internships offered by the University in addition to their own programmes' internship [BSc(EM)] if more time could be spared during the Summer Semester, or changing course arrangement.	<ul style="list-style-type: none"> <li>• The programme team appreciated students' learning attitude and gave some responses as follows:               <ul style="list-style-type: none"> <li>➤ <b><u>Study period</u></b> Since it is a 2-year Senior-Year Entrance (SYE) programme, there is no choice but incorporate the most essential courses into the programme to better equip students with the necessary skill sets for their long-term</li> </ul> </li> </ul>

		<p>career development within 2 years. Consequently, it is inevitable to tradeoff between in-depth learning and extra-curriculum activities.</p> <p>➤ <b><u>Quality Assurance (QA) procedure</u></b>  In addition to the University's regulations, our programme must follow the QA to ensure teaching quality. Therefore, the programme must include as many courses as possible to fulfil the Programme Intended Learning Outcomes (PILOs) while developing the programme. However, the programme could propose changing the course arrangement if necessary to better fit the teaching and learning needs. Students were advised to propose their preferred course arrangement (in Sem 1/Sem 2) with justification for programme team's consideration.</p> <p>➤ <b><u>Internship</u></b>  Internship is also an important element in the programme. Students gain real job exposure at the interning agency in education, non-government, social enterprises, or socially responsible commercial organizations. However, the programme team would review the internship schedule and consider arranging the internship a bit earlier if possible in the next cohort, for example, from May to July only.</p>
<p><b>2.3 Teaching &amp; Learning</b></p>		
<p>a.</p>	<p>Students expressed that they appreciated all the effort course instructors put into facilitating their learning.</p> <p>Moreover, they thought the contents were useful and abundant, and the workload of the study was also reasonable.</p>	<ul style="list-style-type: none"> <li>• The programme team would continue to monitor the quality of teaching and our programme students' learning progress.</li> <li>• Students were also advised to share their concerns/difficulties during learning with programme teaching team at any time.</li> </ul>

	<p><u>Feedback from course instructors</u> The course instructor of both the courses PUA3018 &amp; PUA3019 suggested arranging both courses not in the same semester due to the different orientations of the mind-set training the course focused on creativity verse logical thinking respectively.</p>	<ul style="list-style-type: none"> <li>The programme teaching team would review the possibility on the alternative arrangement</li> </ul>
<p><b>2.4 Assessment</b></p>		
a	<p>Students suggested some exams for certain courses be converted to other formats, e.g. essay, or case studies, etc.</p>	<ul style="list-style-type: none"> <li>The programme team clarified that the weighting of the exam and assignments (group/ individual work) follows University's policy. Course instructors could initiate the minor-related changes, if necessary before the commencement of the semesters</li> <li>The programme teaching team would review the weighting of the exam.</li> </ul>
b	<p>Students thought that the group projects weighed too much (50%) compared to the exam (30%) in the course PUA3018. Meanwhile, Students suggested adopting different formats of class participation instead of group discussion only.</p>	<ul style="list-style-type: none"> <li>The course would be reviewed. And various class participation for different courses would be considered, and the message would be passed to our teaching team.</li> </ul>
<p><b>2.5 Other student learning experiences (Information Day, SAO workshops etc.)</b></p>		
a	<p>Students expressed positive feedback towards workshops and other activities</p>	<ul style="list-style-type: none"> <li>The programme would continue arranging useful activities to facilitate students' experiential learning.</li> </ul>

### 3. Any Other Business

N/A

There being no other business, the meeting was adjourned at 4:15pm.

20 March 2022