

**Staff-Student Consultative Committee  
Minutes for Meeting No. 1 of 2012/2013**

**Date:** 4th December, 2012

**Time:** 16:25

**Venue:** Rm 518, CYM Physics Building, HKU

**Present:**

Dr J. J. L. Lim (Chairman, Staff representative)

Dr X. D. Cui (Staff representative)

Dr K. M. Lee (Staff representative)

Dr F. C. C. Ling (Staff representative)

Dr J. C. S. Pun (Staff representative)

Mr John Einstein Tsz-Lun Wong (First year representative of the 3-year curriculum)

Mr Junhao Li (First year representative of the 4-year curriculum)

Mr Chun-Kit Lau (Third year student representative)

Mr Bosco Hong-Kiu Yung (Postgraduate student representative)

Mr David Ka-Wai Lau (Physics Society representative)

**Apologies:**

Mr Kin-Kwan Chiu (Second year student representative)

**(1) Discussion and agreement on Committee responsibilities.**

For staff representatives:

1. Actively seek out student concerns through student representatives and other means; e.g., email to all students enrolled in physics courses at least 1 week before meeting calling for concerns to be passed to student representatives or directly (where privacy is requested) to staff committee members.
2. Immediately enact solutions to student concerns where possible, or suggest solutions and seek student feedback where necessary; bring concerns and solutions implemented to the attention of the department, along with suggested solutions that require departmental agreement; bring concerns to the Faculty where relevant.
3. Broadly distribute record of concerns raised, deliberations, and (suggested) solutions to student concerns (through minutes); e.g., email to all students enrolled in physics courses, posting on departmental webpage, forwarded to Faculty.

For student representatives:

1. Actively and regularly seek out concerns and/or suggestions for improvement from peers through direct contact, email, Facebook (personal; the Physics Society), etc.
2. Carry out action items from meeting; e.g., consult students on suggested solutions to concerns.
3. Broadly convey committee deliberations and decisions to students (e.g., Facebook page of the Physics Society).

**(2) Proposal to amend the constitution regarding the number of student Representatives in the year of double cohort.**

The committee recommended that each cohort of students should have one representative. The Chair will bring this matter to the attention of the Department for agreement on the necessary change to the Staff-Student Consultation Committee constitution. (This action was taken on 5 Dec 2012, and the Department agreed on the recommended change to the Staff-Student Consultation Committee constitution.)

Concern was raised that the number of staff representatives exceeded that stated in the Constitution. The Chair agreed to look into this matter after the meeting. (On checking, the Constitution states that staff representatives should total 5, including the Head of the Department. On 5 Dec 2012, the Chair brought this matter to the attention of the Department, and it was agreed that the Departmental Head can nominate a member of staff in his or her place.)

**(3) Comment from the first-year student Representative for the 3-year curriculum.**

*Concern:* there is a lack of space for students to do homework and gather for discussing studies. Representative suggested that the Department allocate a room for these purposes.

*Deliberations:* The staff recognizes, and am concerned, that there is a general lack of public space for undergraduate students to gather for group discussions. In a broader context, for several years now there is an increasing squeeze on not just undergraduate students, but also postdoctoral fellows as well as staff, for space. The Department tries to address each and every concern, but is not able to fully satisfy needs as demand exceeds supply.

*Solution(s):* Rm 522 of the Physics Building is open 24 hours, 7 days a week, for student use except when there is a tutorial or seminar – the Department encourages staff to hold tutorials in other rooms where possible. The Physics Society Representative mentioned, and the staff recognizes, that because of the squeeze for space, there is an ever increasing demand by staff for use of this room. The possibility was raised that Rm 105, the tutorial room, could also be used by students, but this room is even more heavily subscribed than Rm 522.

Unfortunately, there is no room available that the Department can set aside for the sole use of undergraduate students, however much the Department would like to do so. In the future, there is a possibility that new rooms to become available in the Hui Oi Chow Science Building can be used for this purpose. In the meantime, the possibility was raised that suitable tables and desks could be placed in the common space outside the Departmental Office.

*Action Items:* The student Representatives were asked to consult their peers on whether they would like to use the space outside the Departmental Office. The staff Representatives will need to check whether the suggested rearrangement violates any safety standards.

**(4) Comment from the first-year student Representative of the 4-year curriculum.**

There was no comment from the first year student representative of the 4-year curriculum.

**(5) Comment from the second-year student Representative.**

Because the second-year student Representative could not be present, this Representative's comment was conveyed by the Physics Society Representative.

*Concern:* Rm 312, the computer room in the Physics building, has been reallocated for other purposes. Students now do not have access to computers to do their homework in the Physics building.

*Deliberation:* Rm 312 is to be used as an office for new staff members, as there is simply no other space for an office in the Physics building.

*Solution:* Students can use the computers in the Chemistry Library on 6/F, which is open to all students.

**(6) Comment from the third-year student Representative.**

There was no comment from the third-year student Representative.

**(7) Comment from the postgraduate student Representative.**

*Concern:* Postgraduate students need access to a scanner.

*Solution:* Postgraduate students can use the scanner in the Departmental Office.

**(8) Comment from the Physics Society representative.**

There was no comment from the Physics Society Representative.

**(9) Comment from staff representatives.**

There were no additional comments from staff Representatives.

**(10) Any other business.**

There was no any other business.

**(11) Date of next meeting.**

The next meeting will be held early next semester.

The meeting was adjourned at 17:10

Bosco Hong-Kiu Yung (Secretary and postgraduate student representative)

4th December, 2012