

Minutes for 1999 Staff-Student Consultative Committee Meeting No.2

Date: Thursday, March 11, 1999

Time: 5:00 p.m.

Place: Seminar Room 522, Physics Building

Present:

- [Mr. Terry Boyce](#) (Staff Representative & Chairman)
- [Dr. Chau Hoi-fung](#) (Staff Representative)
- [Dr. J. Wang](#) (Staff Representative)
- [Dr. Wang Zidan](#) (Staff Representative)
- Mr. Nigel Chan Chun-pong (1st Year Representative)
- Mr. Mike Lam (Acting 2nd Year Representative)
- Ms. Catherine Chan Ho-yuet (3rd Year Representative)
- Mr. Kelvin Lai Yiu-yan (Postgraduate Representative & Secretary)

Agenda Items

1. Confirmation of the previous minutes

The minutes of the previous meeting ([99/01](#)) were confirmed as correct.

2. Matters arising from the previous minutes

In relation to Item 3 (iii), Mr. Boyce reported that on checking the lecture room allocated to Course 25777 Solid State Devices, it was found to have sufficient seats for the number of students registered for the course.

3. Comments from student and staff representatives

i. Comments from the first year representative

Mr. Chan reported that the teaching speed and the talking speed in Course 1301 Modern Physics was now satisfactory.

ii. Comments from the second year representative

Mr. Lam commented that students would prefer lecture notes to be typewritten rather than handwritten, so that they can be easily read and mistakes can be avoided.

Mr. Lam indicated that students would like more material to be made available via the internet.

iii. Comments from the third year representative

Ms. Chan suggested that a recycle tray for discarded paper be placed next to the printer in Room 527 to avoid wastage of paper.

iv. Comments from the postgraduate representative

Mr. Lai reported that garbage was being thrown on the floor of Room 527 and requested a rubbish bin to be placed in the room. Mr. Boyce replied that the bin had been removed because it encouraged eating in the room, but agreed to look into the matter further to see if a bin could be reintroduced to the room.

Mr. Lai reported that the air-conditioning in Room 525 was not working properly. Mr. Boyce agreed to report the matter to the Department Office to have the system checked and, if necessary, repaired.

v. **Comments from staff representatives**

Mr. Boyce suggested that it might be useful to have an additional course questionnaire to be filled in by lecturing staff to try and gauge problems such as poor attendance, latecomers, use of mobile telephones, participation in class discussion, enthusiasm for learning, general behaviour etc.. He agreed to raise the matter at the next staff meeting.

4. **Date of next meeting**

It was agreed to hold the next meeting on Thursday, April 15th at 5:00 p.m.

The meeting was adjourned at 5:30 p.m.

Mr. T. C. Boyce
Chairman

March 23, 1999

Post-Meeting Note March 23, 1999

- In response to Item 3 (iii), a recycle tray has been placed in Room 527.
 - In response to Item 3 (iv), a rubbish bin has been placed in Room 527 and the air-conditioning has been checked and is now working satisfactorily.
 - In response to Item 3 (v), the proposal for a staff questionnaire was discussed and approved at the staff meeting on March 12. Mr. Boyce agreed to submit a draft questionnaire for further discussion.
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