

# **Minutes of Staff-Student Consultative Committee Meeting No. 03/02**

**Date:** Tuesday, June 3, 2003

**Time:** 2:30 p.m.

**Place:** Physics Department Library, 518A Chong Yuet Ming Physics Building

## **Present:**

Terry Boyce (Staff Representative & Chairman)  
Simon Hui I Pui (Postgraduate Representative & Secretary)  
Francis Ling Chi Chung (Staff Representative)  
Andy Leung Hoi Cheung (3rd Year Representative)  
Martin Mak Ka Fai (1st Year Representative)  
Wang Jian (Staff Representative)  
Xie Mao Hai (Staff Representative)

## **Absent:**

Yuen Shuk Man (2nd-year representative)

### **1. Confirmation of previous minutes**

The previous minutes were confirmed as correct.

### **2. Matters arising from previous minutes**

- i. Terry Boyce reported that an electronic lock had been installed on the door of the 5th Floor Computer terminal room so that it is now accessible beyond 5 p.m.
- ii. Terry Boyce reported that a filing cabinet for secure storage has been installed in the Physics Society Room so that the room can now open for 24 hours without security problems.
- iii. Francis Ling agreed to contact Yuen Shuk Man, the 2nd-year representative, concerning her absence from all meetings.

### **3. Comments from student and staff representatives**

#### **i. Comments from the first-year representative**

There were no comments from the first-year representative.

## **ii. Comments from the second-year representative**

The second-year representative was absent from the meeting.

## **iii. Comments from the third-year representative**

Andy Leung complained about the poor condition of the Physics Alumni web page, which has not been updated or maintained for several years. Specifically, he complained that the web page does not provide enough explanation or information about the alumni. He suggested that the web page should contain a directory of alumni members. Francis Ling suggested that a new alumni committee should be established. Terry Boyce agreed to raise this matter at the Department Staff Meeting and to bring it to the attention of the web master for the Physics Department web pages.

## **iv. Comments from the postgraduate representative**

Simon Hui complained that many undergraduates seek consultation from demonstrators without any prior appointment. It was felt that undergraduates may not be aware of the appointment system and Terry Boyce agreed to bring this matter to the Department Staff Meeting with the suggestion that undergraduates be regularly informed by e-mail of the appointment system.

## **v. Comments from the staff representatives**

Francis Ling reported that the ceiling-mounted electronic projector in RM522 had been stolen and asked for views on what could be done to improve security. The following suggestions were put forward:

- Install a CCTV monitor in the room (could also be used to monitor other abuses such as eating and drinking)
- Install the projector in a cage, or provide it with a security lock.
- Provide electronic security lock for the door.

It was also suggested that, in view of number of thefts being reported, the best way to provide security for all areas would be to have the building made secure by having all entrances to the building locked after office hours and for a “smart card” lock to be installed at one entrance (e.g. LG3) for access. It was pointed out that this arrangement would have to be agreed by all occupiers of the building (e.g. the Department of Chemistry) and Terry Boyce agreed to raise this matter at the Department Staff Meeting.

**4. Any other business**

There was no other business.

**5. Date of next meeting**

It was agreed that the next meeting of the Staff-Student Consultative Committee will be held in September.

The meeting was adjourned at 3:08 p.m.

Terry Boyce

Chairman

June 4, 2003