

Minutes for 2001 Staff-Student Consultative Committee Meeting No. 01/04

Date: Wednesday Oct 10, 2001

Time: 3:15 p.m.

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

Present:

- [Terry Boyce](#) (Staff Representative & Chairman)
- [Francis Ling Chi-chung](#) (Staff Representative)
- [Xie Mao-hai](#) (Staff Representative)
- Alexis Chan King Wa (1st Year Representative)
- Andy Leung Hoi Cheung (2nd Year Representative)
- Ma Pui Wai (3rd Year Representative)
- Simon Hui I Pui (Postgraduate Representative & Secretary)

In Attendance:

[Lee Kai Ming](#) (Staff Representative)

Apologies:

[Dr. Wang Jian](#) (Staff Representative)

1. Confirmation of the previous minutes

The minutes of the previous meeting ([01/03](#)) were confirmed as correct.

2. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

3. Comments from student and staff representatives

i. Comments from the first-year representative

Alexis Chan complained that lecture notes provided on the internet for Methods in Physics A and Methods in Physics B were inconvenient in their present format and asked if the department would print them out and distribute them to all students. Terry Boyce pointed out that the department had fulfilled its duty by providing lectures notes to students via the internet and that students should make their own arrangements to print them if they so wished. It was generally agreed that this should be also be discouraged on environmental grounds.

ii. Comments from the second-year representative

Andy Leung reported that many outsiders (i.e. non-physics students) are using the computers

in room 527, the Computer Laboratory. Terry Boyce replied that this issue had been discussed in a previous meeting (01/02) and explained again that, although the computer room is managed by the Physics Department, it is funded by the University and is therefore open to all students.

It was also reported that that computers in Room 527 were frequently breaking down and that there were not enough copies of Chinese Windows installed. Terry Boyce agreed to raise this matter at the forthcoming staff meeting.

[Post-meeting note: at the staff meeting on October 12, it was agreed that K.H. Yip be asked to investigate the high-frequency of breakdowns and to install up to 50% of the computers with Chinese Windows.]

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

Ma Pui Wai said that students wanted to know whether or not it was a requirement for physics majors to take at least one of the courses: Advance Laboratory, Project and Special Topics. Francis Ling agreed that there had been some confusion over this matter, but that in the end the department followed the prescribed guidelines in the student handbook.

[Post-meeting note: at the staff meeting on October 12, it was agreed that students should be informed that the department will follow strictly to the regulations as contained in the student handbooks, but that exemptions can sometimes be granted under exceptional circumstances.]

iv. **Comments from the postgraduate representative**

Simon Hui complained of students turning up without warning to seek help from course tutors. Terry Boyce agreed to raise this matter at the forthcoming staff meeting.

[Post-meeting note: at the staff meeting on October 12, it was agreed that students can turn up without warning to consult with tutors, but that if the tutors are busy with research or other work they should ask the students to make an appointment at a later time. It was also agreed that wherever possible, students should request appointments with tutors by telephone or e-mail.]

v. **Comments from staff representatives**

Lee Kai Ming reported that he had received complaints from students that the Computer Laboratory was not open around the clock. Terry Boyce explained that because of security concerns, the Computer laboratory can only be opened during office hours, but that the situation would be reviewed after the Computer Laboratory moves to its new location.

4. **Any Other Business**

- i. Lee Kai Ming informed students that the department is in the process of reorganizing the structure of undergraduate programs for the coming year and that he would arrange to distribute the detailed information to all students via the web.
- ii. With regard to the proposed new course structures, Andy Leung asked whether Marketing Research and Strategic Marketing could be added to the core of the Physics with Business Administration programme. He also asked the department to ensure that students on this programme can secure places on the courses Introduction to Finance and Introduction to Economics, which are prerequisites for later courses. Terry Boyce agreed to raise this matter

at the forthcoming staff meeting.

[Post-meeting note: at the staff meeting on October 12, it was agreed that the department should accept and follow through on these particular requests.]

5. Date of next meeting

It was agreed that the next meeting of the Staff-Student Consultative Committee will be held on Wednesday, November 21 at 3:15 p.m.

The meeting was adjourned at 4:41 p.m.

Mr. T. C. Boyce
Chairman

April 21, 2001