

Minutes for 2001 Staff-Student Consultative Committee Meeting No.3

Date: Wednesday April 18, 2001

Time: 4:15 p.m.

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

Present:

- [Mr. Terry Boyce](#) (Staff Representative & Chairman)
- [Dr. Francis Ling Chi-chung](#) (Staff Representative)
- [Dr. Wang Jian](#) (Staff Representative)
- [Mr. Andy Leung Hoi Cheung](#) (1st Year Representative)
- Mr. Ma Pui Wai (2nd Year Representative)
- Mr. Stephen Ng Chi Yung (Postgraduate Representative & Secretary)

Apologies:

- Ms. Michelle Cheung Suet Yee (3rd Year Representative)
- [Dr. Xie Mao-hai](#) (Staff Representative)

1. Confirmation of the previous minutes

The minutes of the previous meeting ([01/02](#)) were confirmed as correct.

2. Matters arising from the previous minutes

- In relation to Item 3 ii, regarding software problems on computers in Room 527, Dr. Ling suggested introducing report forms that students could fill in and hand in to the Physics Office. The suggestion was endorsed by the committee and Dr. Ling agreed to design an appropriate form. The forms will be used by students to report hardware or software failures and will enable the Physics Office to keep a record of maintenance.
- In relation to Item 3 iv, suggesting that the Help Desk system needed revision, a circular was sent to all staff and students requesting comments and opinions. Since no comments were received, the committee concluded that there was no support for the current system and resolved unanimously to recommend to the Head of Department that the Help Desk system be abolished forthwith and that students with problems should consult course tutors directly at times convenient to themselves.

[Post-Meeting Note: The Head of Department was consulted on the issue of the Help Desk and agreed with the recommendation]

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**

There were no comments from the second-year representative.

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

The third-year representative did not attend the meeting.

iv. **Comments from the postgraduate representative**

There were no comments from the postgraduate representative.

v. **Comments from staff representatives**

There were no comments from the staff representatives.

4. **Any Other Business**

There was no other business.

5. **Date of next meeting**

It was agreed that no further meetings would be needed during the current semester, but that a new committee should be formed at the beginning of the first semester in the next academic year.

The meeting was adjourned at 4:28 p.m.

Mr. T. C. Boyce
Chairman

April 21, 2001