

Minutes for 1999 Staff-Student Consultative Committee Meeting No.3

Date: Thursday April 15, 1999

Time: 5:00 p.m.

Place: Seminar Room 522, Physics Building

Present:

- [Mr. Terry Boyce](#) (Staff Representative & Chairman)
- [Dr. Wang Zidan](#) (Staff Representative)
- Ms. Mavise Lo (2nd Year Representative)
- Ms. Catherine Chan Ho-yuet (3rd Year Representative)
- Mr. Kelvin Lai Yiu-yan (Postgraduate Representative & Secretary)

Absent:

- Mr. Nigel Chan Chun-pong (1st Year Representative)

Apologies

- [Dr. Chau Hoi-fung](#) (Staff Representative)
- [Dr. J. Wang](#) (Staff Representative)

1. Confirmation of the previous minutes

The minutes of the previous meeting ([99/02](#)) were confirmed as correct.

2. Matters arising from the previous minutes

In relation to Item 3 (iii), Ms. Lo reported general satisfaction with the introduction of a waste-paper recycle tray into Room 527.

In relation to Item 3 (iv), Mr. Lai confirmed that the air-conditioning in Room 525 was now working satisfactorily.

In relation to Item 3 (v), Mr. Boyce reported that approval had been given at the last departmental staff meeting to introduce a questionnaire for staff to complete for each course. It is hoped that the questionnaire will be available for use in the next academic year.

3. Comments from student and staff representatives

i. Comments from the first-year representative

There were no comments related to first-year teaching since the first-year representative was absent from the meeting.

ii. Comments from the second-year representative

Ms. Lo reported satisfaction with the introduction of a waste-paper recycle tray into Room 527.

Ms. Lo asked if Room 522 could be made available for 24-hour use during the examination period. Mr. Boyce replied that the room was already available on a 24-hour basis, including Sundays, and was only closed during long vacation periods.

Ms. Lo complained about the slow processing speed and frequent malfunctioning of computers in Room 527. Dr. Wang replied that a budgetary allowance had just been received from the University that would enable the Department to upgrade six computers (to at least 400 MHz Pentium-II standard) and that this would be done shortly.

Mr. Boyce reported that the office staff had complained of refuse left in Room 527 as a result of people eating and drinking there. He reminded students that eating and drinking are strictly prohibited in that room and warned that access might have to be limited if the abuse continued.

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

There were no comments from the third-year representative

iv. **Comments from the postgraduate representative**

Mr. Lai enquired about the availability of course evaluation results for demonstrators. Mr. Boyce replied that the matter had been raised at a previous staff meeting and it was agreed that demonstrators could access the material in the Physics Department Office..

v. **Comments from staff representatives**

There were no comments from staff representatives.

4. **Date of next meeting**

It was agreed to hold the next meeting during the first semester of the next academic year on a date to be decided later.

The meeting was adjourned at 5:23 p.m.

Mr. T. C. Boyce
Chairman

May 3, 1999
