

Communication Studies Department

Department Retreat Minutes

Department Retreat (cum 2nd Departmental Meeting)

2019/2020

Date: 4 December 2019 (Wednesday)

Time: 10:00 – 11:45 a.m.

Venue: Camomile Room, Kowloon Shangri-La Hotel

Chairperson: Prof. Vivian Sheer (Head)

Participants: Dr. Julie Bilby
Prof. Kara Chan
Dr. Regina Chen
Ms. Venice Cheng
Dr. Timothy Fung
Mr. Vincent Huang
Ms. Jessie Ko
Dr. Angela Mak
Dr. Jolie Shi
Dr. Dominic Yeo
Mr. Henry Cheung
Ms. Nicola Luk (Recording Secretary)
Ms. Mimi Yip
Ms. Mariah Chan
Dr. Leanne Chang
Dr. Kimmy Cheng
Mr. Henry Fung
Dr. Michelle Huang
Prof. Kineta Hung
Dr. Vivienne Leung
Dr. Florin Serban
Ms. Olivia Tsang

Apology: Dr. Terri Chan (On Leave)
Dr. Eva Zhao

I. Matters for Sharing

1. Teaching and Learning

Prof. Kara Chan reported that the university was to re-open the campus on 13 January 2020 for Semester 2, course instructors nonetheless were encouraged to prepare for e-learning. Examination or final assessment should not be assigned for high percentage.

Prof. Vivian Sheer encouraged faculty members to submit examination papers to programme directors for review instead of e-files, to avoid leakage of exam items due to internet insecurity.

Dr. Angela Mak received students' complaint about time restriction on online examination. She advocated faculty members to be flexible for take-home examination. She also shared with faculty members some discussions at PMC meeting about grading system and use of laboratory.

Dr. Vivienne Leung reported problems for practical courses, such as PRAD3027

Digital Audio and Video Production, in this semester because students could not access the required software off-campus. Dr. Leanne Chang asked for other e-learning software that has an interaction component. Dr. Regina Chen also asked for other platform on top of Google Drive, and suggested the University learn from other universities on distance learning experience.

In order to find out a solution, Prof. Vivian Sheer encouraged faculty members to inform the Department about the software they needed. Prof. Kara Chan also encouraged faculty members to learn and try different e-learning platform, like ZOOM and FutureLearn, proactively.

Dr. Michelle Huang reported that there was storage restriction on Moodle, so Public Speaking students were unable to upload completed video clips. Instead, students uploaded their video clips on Google Drive and shared the links with instructors, which led to mailbox bomb. Dr. Julie Bilby suggested uploading to YouTube which had large storage capacity. Mr. Henry Fung also suggested using VoiceThread for interacting with students.

Mr. Henry Fung reported that some students were forced to log out from Moodle during online quiz due to firewall or network setting. He settled the problem by asking the students to provide screen capture of the error page.

Dr. Dominic Yeo reported that Moodle access to mainland students was limited because of unstable VPN. He asked for contingency plan because his ORGC4037 Comprehensive Management Trainee Assessment course in the next semester would involve a lot of face-to-face teamwork element. Dr. Angela Mak suggested intensive teaching at hotel conference room or co-working office as a back-up plan for next semester.

2. Faculty-student Relationship Enhancement

Prof. Vivian Sheer asked faculty members for ideas to improve faculty-student relations.

Dr. Vivienne Leung suggested inviting the HK4A's advertising award 2019 winning teams to dinner.

Dr. Angela Mak suggested providing final year students with professional training sessions. Dr. Regina Chen suggested providing graduating students with finishing courses. For year 2 students, Dr. Regina Chen suggested organizing team-building activities or gatherings to increase students' interaction with each other from the same co-hort.

Dr. Jolie Shi suggested presenting back-to-campus pack or exam-survival-pack to students.

Dr. Vincent Huang suggested setting up WeChat and Whatsapp groups for mainland and local students to communicate with course instructors instantly and simultaneously for urgent announcement. Mass email would also work for students who did not want to join any WeChat or Whatsapp groups.

3. Research Talks

Dr. Leanne Chang reported that the Centre for Media and Communication Research would hold one research talk by outsider and two research sessions by COMS and JOUR in next semester.

Apart from the Leadership Conference to be held by the Department in next May, Dr. Leanne Chang reported that the Centre was also planning to organize the Health Communication Conference in next semester and the Chinese Internet Research Conference in 2021, but she was concerned that the workload would be too heavy.

4. Research Ethics Review for Student Projects

Dr. Angela Mak suggested ethic application for coursework that was not going to publish should be reviewed at departmental level, instead of school level. She also asked the review panel for guidelines on the application submission deadline, review deadline and how many applications each faculty member had to review.

Prof. Vivian Sheer suggested that the School Research Ethics Panel expand the pool of reviewers and ask JOUR faculty members to help review. Dr. Dominic Yeo, Chair of the Research and Development Committee, said he would invite more faculty reviewers.

5. Updates on Sydney Study Tour

Mr. Henry Fung provided updates on Sydney Study Tour to be held in January 2020. There would be three university visits, training session at winery and some agency visits.

6. Triangular Programme

Dr. Regina Chen asked faculty members to encourage students to join the triangular exchange programme with University of Leipzig and University of Ohio which would be held every year. She also invited faculty members to give talks to the participants.

II. The meeting was adjourned at 11:45 a.m.