

Communication Studies Department

Departmental Meeting Minutes

4th Departmental Meeting

2021/2022

Date: 21 April 2022 (Thursday)

Time: 12:30p.m. – 1:36 p.m.

Venue: Zoom

Chairperson: Prof. Vivian Sheer (Head)

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| Participants: Dr. Jos Bartels | Prof. Kara Chan |
| Dr. Terri Chan | Dr. Leanne Chang |
| Dr. Kimmy Cheng | Ms. Venice Cheng |
| Mr. Henry Fung | Dr. Timothy Fung |
| Dr. Andrew Gambino | Dr. Michelle Huang |
| Dr. Vincent Huang | Prof. Kineta Hung |
| Prof. Huang Yu | Mr. Mark Kazemzadeh |
| Dr. Lan Liang | Dr. Vivienne Leung |
| Dr. Angela Mak | Dr. Keonyoung Park |
| Dr. Florin Serban | Dr. Jolie Shi |
| Dr. Elina Tachkova | Dr. Xixi Tian |
| Ms. Olivia Tsang | Dr. Stephanie Tsang |
| Dr. Wang Sai | Dr. Dominic Yeo |
| Mr. Christopher Young | Dr. Julie Zhu |
| Mr. Henry Cheung | Ms. Mimi Yip |
| Ms. Nicola Luk (Recording Secretary) | |

Apology: Dr. Regina Chen (on sabbatical leave)

I. Matters for Information

1. The Dean gave a retirement speech to thank all faculty members for their support over the past 20 years.
2. The Chairperson reported that Dr. Timothy Fung, Dr. Jolie Shi, Dr. Andrew Gambino, Dr. Vincent Huang, Dr. Lan Liang and Dr. Wang Sai would be reassigned to the Department of Interactive Media in academic year 2022-23. Dr. Timothy Fung would continue to serve as the ORGC Programme Director until the ORGC concentration faded out.

(Prof. Huang Yu left the meeting at this juncture.)

The Chairperson reported that Dr. Jolie Shi and Dr. Leanne Chang would go on sabbatical leave in January 2023. Ms. Olivia Tsang would leave HKBU in June 2022, Dr. Andrew Gambino and Dr. Xixi Tian would leave HKBU in January 2023.

II. Matters for Discussion

1. School Restructuring and its Implications for COMS

The Chairperson updated faculty members on the Department's new hiring progress. The Human Resources Office was working on the paperwork to issue an offer to one PR candidate. The Department would hire one to two more new faculty members.

Faculty members to move to new department would continue to teach for the Department in academic year 2022-23.

2. Guidelines on Research and Scholarly Work for Teaching Staff

Dr. Dominic Yeo reminded faculty members who planned to go to ICA to submit the short-term staff development grant form, the application for absence on duty and the insurance form before departure. Faculty members were required to obtain quotation from one of the three designated travel agents.

Dr. Yeo highlighted that due to the pandemic, faculty members were allowed to use the Department funds to cover conference travel expenses left over. For local quarantine hotel fees, faculty members could claim up to 70% from the Department funds. Faculty members who had start-up grant could claim up to 30% for the remaining.

The Chairperson added that faculty members could claim up to HK\$30,000 from their own remaining annual department allocation for any conferences.

Dr. Yeo briefed the faculty members about the new guidelines, which had been passed by the Research and Development Committee, on research and scholarly work for regular teaching staff on continuous contract. The guidelines was set to recognize the efforts made by teaching staff for their research and scholarly outputs.

Dr. Vivienne Leung queried about the kind of recognition teaching staff would receive, the number of outputs required and whether industry professions work would be counted. Dr. Dominic Yeo responded that teaching staff could write their research and scholarly works in the "Contribution to scholarly / Professional / Creative Work" section in their Annual Activity Reports. He stressed that two research and scholarly outputs over a three-year period was only a recommended target for teaching staff. He also clarified that works in terms of industry professions would be counted as scholarly activities which was not the focus of the guidelines.

3. Online Teaching Issues

Dr. Jos Bartels raised a query about the teaching mode for AY2022-23. Prof. Kara Chan responded that no instructions had been received from the university. The general orientation would be arranging face-to-face classes.

III. Any Other Business

1. Special Arrangement of DT/S/U Grades Assignment

Dr. Angela Mak updated faculty members on the DT/S/U grades application. 6 applications by Year 3 and Year 4 PR students were received in AY2021-22 semester 2. Both Prof. Kineta Hung and Dr. Angela Mak agreed to allow final year students to apply for DT/S/U grades for honours projects.

2. Integrated Research Information and Management System (IRIMS)

Prof. Kara Chan reminded faculty members to input their research activities and outputs to IRIMS. Two trained helpers were hired to assist faculty members in inputting the data to the system.

3. The 19th Chinese Internet Research Conference

Dr. Leanne Chang updated faculty members on the 19th Chinese Internet Research Conference co-organized by the School of Communication, the Department of Communication Studies, the Department of Journalism and the Centre for Media and Communication Research. It would go fully online with more than 40 presenters from around the world.

Dr. Chang encouraged faculty members to attend the conference and mobilize students to attend.

IV. Adjournment

The meeting adjourned at 1:34 p.m.