

Communication Studies Department

Department Meeting Minutes

1st Departmental Meeting

2021/2022

Date: 2 September 2021 (Thursday)

Time: 3:10 p.m. – 4:00 p.m.

Venue: Hong Kong Disneyland Resort

Chairperson: Prof. Vivian Sheer (Head)

Participants: Dr. Jos Bartels

Ms. Mariah Chan

Dr. Leanne Chang

Ms. Venice Cheng

Dr. Timothy Fung

Dr. Vincent Huang

Dr. Liang Lan

Dr. Keon Young Park

Dr. Jolie Shi

Ms. Olivia Tsang

Dr. Dominic Yeo

Dr. Julie Zhu

Mr. Henry Cheung

Ms. Mimi Yip

Apology: Dr. Kimmy Cheng

Mr. Mark Kazemzadeh

Dr. Vivienne Leung

Prof. Kara Chan

Dr. Terri Chan

Dr. Regina Chen

Mr. Henry Fung

Dr. Michelle Huang

Prof. Kineta Hung

Dr. Angela Mak

Dr. Florin Serban

Dr. Elina Tachkova

Dr. Stephanie Tsang

Mr. Christopher Young

Ms. Nicola Luk (Recording Secretary)

I. Matters for Information

1. Welcome to new faculty members

Prof. Vivian Sheer, the Chair, introduced and welcomed new faculty members, Dr. Elina Tachkova, Dr. Keon Young Park, Mr. Christopher Young, Dr. Liang Lan and Dr. Julie Zhu.

2. Department half-time project assistant hired

The Chair reported that the Department had hired a half-time project assistant, Ms. Natalie Nie, to handle booking and reimbursement requests, and assist in data collection and department projects.

3. Covid-19 vaccination requirement

The Chair reminded faculty members to get the Covid-19 vaccines before October. Otherwise, getting tested every two weeks would be required.

4. JUPAS admissions

The Chair reported that the average JUPAS admission score of PRA Programme for 2021 intake was around 24 which ranked the 6th in the University.

5. Principles for outside practices

The Chair reminded faculty members to submit the Application for Outside Practice for the Dean's approval before the starting date of the outside work. The outside practice load should not exceed 1/5 of the staff's full-time work load at the University. The total annual honoraria of outside work should not exceed 20% of the staff's annual salary.

6. Implications of the National Security Law

The Chair reminded faculty members of implications of the National Security Law.

7. New name: School of Communication and Film

The Chair reminded faculty members to use the School's new name, School of Communication and Film, for letterhead, publication and all kinds of communication with external parties.

II. Matters for Discussion

1. DAA's suggestions

The Chair explained that the first idea for discussion proposed by DAA, Graduate Education, would not be included in the report as it was beyond areas that the Department was supposed to be assessed.

No faculty member expressed interest in doing research on lifespan communication proposed by DAA.

2. Data archiving with Nicola using the KPI/DAA Assessment Template

The Chair asked faculty members to send data related to KPI and DAA assessment to Ms. Nicola Luk for archiving.

3. Updating the department research areas

The Chair proposed to put the list of department research areas on the department website for postgraduate students' information.

Prof. Kara Chan updated her research area and added "active ageing" under "health and risk communication" category.

Dr. Angela Mak asked to be removed from "organizational leadership

communication” and “technology-mediated communication” categories, and was added into “communicating corporate social responsibility”.

Dr. Jos Bartels and Dr. Julie Lin were added into “technology-mediated communication” category. Dr. Julie Lin was also added into “organizational leadership communication” category.

Dr. Eva Zhao who departed the University was removed from the list.

4. Department-affiliated RPg students

Dr. Jos Bartels reported that the Research Development Team planned to organize Master Classes for research postgraduate students in Semester 2.

5. Active research projects for department collaboration

To enhance RAE environment and impact scores, the Chair planned to work with the Research Development Team to get people from organizational communication, business, marketing, advertising and public relations together for collaboration projects about leadership communication in crises.

6. Proposals of large-project expenditure

The Chair reported that the Dean agreed to take up the 9th floor renovation project.

The Chair asked faculty members for suggestion on expenses for upgrading equipment. Dr. Leanne Chang requested for more computers stationed in the laboratory for students to use SPSS. Prof. Kara Chan suggested students use SPSS with the cloud license which was purchased by the university.

(Post-meeting note: The School technician, Ms. Susanna Yip, confirmed on 7 September 2021 that students could use their home computers to access SPSS on Virtual Machine. The cost of using Virtual Machine would be around HK\$4 per student per hour. The SPSS license would cost HK\$210 per student for UGC-funded course and HK\$380 per student for non-UGC course. Both the Virtual Machine cost and SPSS license would be charged by ITO.)

III. Any Other Business

Some of the students who were outside Hong Kong and could not return to Hong Kong demanded for online classes. The Chair clarified that course instructors were under no obligation to arrange mixed-mode teaching.

The Chair suggested providing these students with voice-over PowerPoint slides. Dr. Regina Chen suggested providing students with video recorded by Zoom without

granting students the access right to the real-time Zoom link. Dr. Angela Mak suggested allowing these students to attend the class via Zoom, but no attention or interaction would be given to them. The Chair reminded faculty members to arrange physical classes if no student requested for virtual learning.

Dr. Regina Chen reported that the plan for Academic Year 2021-2022 by Teaching and Curriculum Development Team was listed in appendix 4.

Dr. Leanne Chang reported that the Research Development Team planned to organize activities for research postgraduate students and training workshops for faculty members in Academic Year 2021-2022.

IV. Adjournment

There was no other business. The meeting adjourned at 4:00 p.m.