

## Department Meeting Minutes

## 2022/2023

Participants:	Dr. Jos Bartels	Prof. Kara Chan
	Dr. Terri Chan	Dr. Regina Chen
	Dr. Henry Fung	Dr. Timothy Fung
	Dr. Andrew Gambino	Prof. Kineta Hung
	Dr. Angela Mak	Dr. Keon Young Park
	Dr. Florin Serban	Dr. Elina Tachkova
	Dr. Tian Xi	Dr. Dominic Yeo
	Dr. Vivien Zhou	Ms. Agnes Kwok (Recording Secretary)
	Ms. Mimi Yip	
Apologies:	Dr. Leanne Chang	
	Dr. Vivienne Leung	
	Dr. Stephanie Tsang	

Members reported the following courses with irregularities:

1. Prof. Kineta Hung reported that three students from *PRAD3015 Consumer Perspectives in Public Relations and Advertising (section 3)* were absent from the examination because of illness and/or close contact with a confirmed case. A make-up examination would be arranged.
2. Dr. Terri Chan reported that two students from *PRAD3015 Consumer Perspectives in Public Relations and Advertising (section 2)* would be given an “I” grade due to COVID-19 confirmed cases. A make-up examination would be arranged.
3. Dr. Terri Chan reported for Dr. Vivienne Leung, a PR student Fung Ka Yan (21225648) from *PRAO3075 Intercultural Communication* would be given an “I” grade because the student was hospitalized. A make-up examination would be arranged.
4. Dr. Terri Chan reported for Dr. Lan Liang, an ORGC student Lui Enri (21233152) from

*PRAO2055 Programming for Digital Communication* would be given an “F” grade for not attending any quizzes and examinations.

### **ORGC courses**

1. Dr. Timothy Fung reported for Mr. Paul Wong, a part-time lecturer of *ORGC2035/PRAD2027 Communication in Service Management*, a student, Leung Tsz Him (17226333) from BBA, did not come to class and submit any assignments. He would be graded “F”.
2. Dr. Timothy Fung reported for Dr. Leanne Chang that the percentage of “A/A-” grades of *PRAD4065 Advanced Quantitative Communication Research* slightly exceeded the department regulations by 1.3 % due to the small class size (16 students) and students worked closely with the course instructor on the projects.
3. Dr. Timothy Fung also reported that one ORGC student, Ho Lok Tung (21229287) suspended her studies for two semesters because of health issues. Another ORGC student, Lui Enri (21233152) would receive an “F” grade in several courses (i.e., *COMM2006*, *COMM2035*, *PRAO2055*) because he did not submit any assignments and attend the examination.
4. Dr. Dominic Yeo reported that two students from *ORGC4005/PRAD4066 Leadership Communication* were absent from the examination because of health problems. A make-up examination would be arranged.
5. Dr. Jos Bartels reported that one student from *PRAD2026/PRAO2026 Organizational Communication* was absent from the examination because of a COVID-19 confirmed case, a make-up examination would be arranged. Two students were absent from the examination without justification and one student did not submit any assignments and performed poorly in the examination. They would be graded “F”.
6. Dr. Henry Fung reported that one international student, Clara Bohman (22500413) from *PRAD2037 Interpersonal Communication*, had returned home because of urgent family issues. A make-up online examination would be arranged.

### **PR courses**

1. No irregularity was reported for PR courses.

### **COMM & GE courses**

1. Dr. Henry Fung reported that one student, Chan Man Lok (22238891) from *COMM2026 Human Communication*, would be graded “F” for not attending the examination and submitting assignments.
2. Dr. Andrew Gambino reported that one student, Lui Enri (21233152) from

*COMM2006 Communication Theory (Communication Studies)* would be graded “F” for not submitting any assignments and attending examinations.

The Chair reminded course instructors should give the final grades instead of incomplete grades if appropriate.

## **II. Matters for Information**

### **1. Importance and Risks of the IRIMS**

The Chair mentioned that IRIMS is an important database for the University panel to review tenure and promotion. Faculty members should ensure the CV and the information on the IRIMS are consistent.

### **2. Updated Participative Management Teams**

The Chair updated that Dr. Vivien Zhou became the co-leader of the Research Development and Knowledge Transfer Team.

### **3. Acknowledge of the Department Nomination Team and Publicity for Recipients**

The Chair thanked the Nomination Team for the efforts to nominate scholarship recipients and representatives.

### **4. Principles for Outside Practices**

The Chair reminded faculty members that a total load of outside practice should not exceed 1/5 of the staff's full-time workload/teaching load at the University, which the related regulations and application forms are available on the staff intranet. The Chair added that if the faculty member has a course reduction, the Head would not approve his/her outside practice.

### **5. UGC-QAC Third Audit Visit**

The Chair reported that the University Grants Committee – Quality Assurance Council (UGC-QAC) Third Audit visit would be conducted virtually from 6-17 March 2023. Prof. Kara Chan, Dr. Dominic Yeo, Dr. Henry Fung, Dr. Florin Serban and Dr. Stephanie Tsang would be the Departmental academic and teaching staff representatives. Three undergraduate students and four external stakeholders from the Department have been nominated.

## **III. Matters for Discussion**

### **1. Research Performance based on Journal Lists and Publishing Houses**

The Chair mentioned that the School Executive Committee (EC) would provide a journal list so that faculty members could identify the research submission strategies.

Members suggested adding the additional journal list and recognising the list from other Schools/Faculties to accommodate the interdisciplinary research would be

desirable. Faculty members could send the additional journal list to the Department for EC members' consideration.

## **2. Open Access Charges vs Article Processing Fees with Department Funding**

The Chair briefed faculty members on the guidelines of open-access charges and article process charges. Faculty members agreed on the new guideline and noted that they should get pre-approval from the Head.

Dr. Dominic Yeo, Chair of the School Research and Development Committee, mentioned that faculty members were not advised to pay for the article processing charge in open-access journals that are indexed by Social Sciences Citation Index (SSCI) or Scientific Citation Index (SCI). It was noted that under no circumstances, would the department pay for publications in Multidisciplinary Digital Publishing Institute (MDPI) journals regardless of whether an MDPI journal is indexed in the SSCI/SCI.

Prof. Kara Chan added that signing up as a member of ResearchGate, and putting a final pdf file would help increase the citation.

## **3. Revised Guidelines of COMS Outstanding Citizenship Award and Outstanding Leadership Award, with effect from 2023-2024**

Dr. Terri Chan reported on behalf of the Nomination Team that the number of Outstanding Citizenship Awards would be increased from 6 to 9 recipients to encourage more students to contribute service to the Department while the amount per recipient remains unchanged.

As for the Outstanding Leadership Award, the amount of awards would be reduced from HK\$10,000 to HK\$5,000 while the number of awards remains unchanged. A TYA member would be capped at HK\$10,000 maximum if they receive both citizenship and leadership awards. The revised guideline would be in effect from 2023-2024. Faculty members unanimously agreed on the revision.

## **4. Possible New Names for Department**

The Chair pointed out some possible new names for Department such as "Strategic Communication", which was recommended by the Academic Consultation Panel. Another suggestion is "Public Relations and Advertising", which is easy to recognize and practice-oriented but could be restrictive in terms of future development. Some suggested "Public Relations and Advertising and something" as well.

The Chair is open to any new names, and faculty members agreed to have a further discussion and would revisit the possible new names for the Department.

## **5. Teams to Plan for Next Semester**

### Teaching and Curriculum Development Team

Dr. Regina Chen thanked Dr. Vivienne Leung and Dr. Elina Tachkova for developing the student appeal policy, which the document had been endorsed and uploaded on the student intranet.

Dr. Regina Chen reported that the School is going to organize two mini-information days on 14 January and 18 February 2023 to attract more prospective students. Dr. Chen thanked Dr. Vivienne Leung, Dr. Elina Tachkova and Dr. Henry Fung for organizing activities on that day.

Dr. Chen also reported that two new elective courses were added to the research postgraduate programme in the coming semester, one is related to social media and the other is the research design.

### Research Development and Knowledge Transfer Team

Dr. Jos Bartels reported that the team would organize some events, talks and activities in the Department in the coming semester.

### Intranet and Communication Team

Dr. Dominic Yeo suggested that have Department's own PowerPoint template. Faculty members unanimously agreed on it.

### Student Relations and Nominations Team

Dr. Henry Fung reported that a study tour would be tentatively arranged on 21-25 May 2023 in Osaka, Japan. The School and the Department would sponsor HK\$10,000 and HK\$1,000 - HK\$2,000 respectively, depending on the total cost. It is estimated that thirty-five Year 4 students would join.

Dr. Fung also reported that twelve Year 4 graduating students did not fulfil the internship requirement yet, and they did not respond to emails. He would contact the students by phone individually.

## **IV. Any Other Business**

Nil.

## **V. Adjournment**

There was no other business. The meeting adjourned at 11:30 a.m.