

COMS Participative Management Teams (AY24-25)

Department Head (Prof. Regina Chen): personnel management, faculty recruitment, budget management, University assignments, University committees, overseeing curriculum development, enacting department policies, strategic planning, approving various applications, reaching out to regional and international communities, initiating strategic changes, managing interpersonal relationships at the department, delegating tasks, giving assignments, taking feedback from faculty members, and working with participative management teams and/or individuals for specific tasks, and being answerable to the Dean and the University management.

Associate Head (Dr. Dominic Yeo): coordinating teaching and development activities, strategizing student recruitment strategies, branding the department, conducting international outreach and collaboration with sister universities, and developing global industry relations for student internships and placements.

Concentration Program Directors: advising undergraduate students on such things as credit transfer, studies schedule, and issues and activities related student studies and development, program curriculum development, recommendation of exchange studies including equivalent courses.

Teaching and Curriculum Development Team

Leader: Dominic Yeo

Members: Kineta Hung, Vivienne Leung, Elina Tachkova, Florin Serban

Coordinator: Arianna Liu

Advisor: Kara Chan

- identify the needs for new courses
- promote curriculum integration
- propose GE courses
- provide opportunities for enhancing faculty teaching competence
- identify pedagogic issues

Research Development Team

Leaders: Leanne Chang

Members: Jos Bartels, Keonyoung Park, Jiemin Looi, Vivian Sheer

Advisor: Wei Ran

- promote research collaboration

- organize research development seminars/workshops
- showcase quality faculty research
- suggest/create research development opportunities
- solicit faculty research findings that can be used for knowledge transfer
- propose, write, and manage knowledge transfer grants
- organize knowledge transfer activities
- submit data for the KPIs

RPg Student Recruitment Team

Leader: Vivien Zhou

Members (on a rotation basis): Jiemin Looi, Lola Xie, Stephanie Tsang, Vivian Sheer, Dominic Yeo

- Review and rate RPg applications
- Recruit RPg students for the department

Intranet and Communication Team

Leader: Florin Serban

Members: Stephanie Tsang, Jiemin Looi, Barbara Fu

- hire and supervise a student media assistant with specified responsibilities (e.g., 5 to 7 posts monthly)
- maintain and update content on the department Internet and Intranet
- improve intranet functionality
- solicit content and promote the department on Facebook and other social media

Internship Practicum and Industry Relations Team Internship Director: Henry Fung
(Director, and ORGC) CO-directors: Barbara Fu (Co-Director, AB)

Helen Ching (Co-Director, PR) Coordinator: Mimi Yip

- administer the year-round 1-credit internship and practicum course (Henry)
- search and develop partnerships with potential employers for COMS internship & practicum program
- provide students with mentoring and job coaching throughout the internship & practicum program
- review students' assignments and communicate regularly with employers to monitor and ensure successful placements
- develop a database of industry contacts for long-term partnerships
- organize career-related seminars and events for students

Awards and Nominations Team

Leader: Henry Fung

Members: Vivienne Leung, Elina Tachkova

- make nominations and recommendations for student scholarships and leadership positions
- solicit and assess applications for department-managed awards and scholarships
- encourage and help students to apply for external awards

Student Relations and Experience Team

Leader: Angela Mak

Members: Florin Serbin (Exchange Coordinator), Henry Fung, Keonyoung Park, Barbara Fu

- foster relationships with students
- provide consultations to overseas student exchange opportunities
- find information/leads and provide help/referrals for students in need
- make suggestions to the department to solve student difficulties
- organize study tours and social events
- work with different levels of management to help students in case of a crisis
- liaise with students

Staff Relations Team

Leader: Mimi Yip

Members: Arianna Liu, Susanna Yip

- organize faculty lunch and other gatherings
- hospitality activities for newcomers and visiting scholars
- prepare souvenirs for faculty retirement and other special occasions
- assist other teams that organize faculty activities

TYA Advisors: Henry Fung, Lola Xie