THE UNIVERSITY OF HONG KONG

HALL EDUCATION DEVELOPMENT OFFICE
MANAGEMENT COMMITTEE
("THE COMMITTEE")

AGENDA of 2ND MEETING

Date: 28 March 2011 (Monday)
Time: 10:00 p.m.
Venue: UG306, Simon K. Y. Lee Hall

The agenda will be as follows:

1. Minutes of Last Meeting

    To receive the minutes of the last meeting held on 3 March 2011 (Appendix A).

2. Matters Arising from Last Meeting

    a. To note the outputs from the two brainstorming meetings held on 16 March 2011 and 22 March 2011 (Appendix B1 and B2).

    b. To introduce the HEDO Manager Designate.

3. HED Project Progress Report

    To note the HED Project Progress Report submitted to the Committee on Halls dated 19 March 2011 (annexes not included, Appendix C).

4. HED Student Projects

    To discuss the Recruitment Form for HED Student Projects (Appendix D).

5. Residence-based Academic Advising (RAA) System

    To note the development of the RAA System in 2012, and a Pilot RAA Scheme for 2011 (Appendix E).

6. Sub-committees under the Committee

   To discuss the formation of the following Sub-committees under the Committee

   · Student Projects Sub-committee
   · Intellectual Development Sub-committee
   · Non-residential Hall Education Development Sub-committee

7. HED Open Forums

   To discuss the run-down and other details of the four HED open forums:

   · 9:30 p.m. on 5 April 2011 at Student Village I (targeting to students from University Hall as well)
   · 9:30 p.m. on 12 April, 2011 at Assembly Hall, Sassoon Road (targeting to halls in Sassoon Road)
   · 9:30 p.m. on 13 April, 2011 at Student Village II
   · 5:00 p.m. on 15 April 2011 at Main Campus (targeting to students from St. John's College and non-hall students as well)

8. Any Other Business

Prepared by,

Mr. Anders Wong
The HEDO Manager

28 March 2011

THE UNIVERSITY OF HONG KONG

HALL EDUCATION DEVELOPMENT OFFICE
MANAGEMENT COMMITTEE
("THE COMMITTEE")

MINUTES of 1ST MEETING

Date: 3 March 2011 (Thursday)
Time: 10:00 p.m.
Venue: UG306, Simon K. Y. Lee Hall

Present: Dr. Max Hui-Bon-Hoa (Chairman for the first agendum)
               Dr. Robert Chung (Chairman for the remaining agenda)
               Dr. K. C. Cheung
               Dr. Lee Pui Tak
               Mr. Neith Hu
               Mr. Steve Lee
               Mr. Patrick Tang
               Mr. Theo Chan
               Miss Mimi Lee
               Mr. Samuel Shek
               Mr. Andy Yip
               Mr. Dazza Hui

Secretary: Mr. Andy Yip

Apology: Mr. Kuk Chun Man

1. Election of Chairman

   a. Dr. Max Hui-Bon-Hoa chaired the meeting, during which Dr. Robert Chung was **ELECTED** to be the Chairman of the Committee of HEDO. Dr. Robert Chung then took over the chairmanship of the meeting, and Dr. Max Hui-Bon-Hoa left the meeting.

2. Membership and Direction of HEDO

   a. The Committee **NOTED** that:

      ▪ Dr. Robert Chung and Dr. Ben Young are the budget holders of the HED Project and they are responsible for reporting to the Committee on Halls.

b. The Committee comprises the following members:

- Three wardens:

    - Dr. Robert Chung, R. C. Lee Hall
    - Dr. K. C. Cheung, Wei Lun Hall
    - Dr. Lee Pui Tak, Hornell Hall

- Two senior tutors:

    - Mr. Neith Hu, R. C. Lee Hall
    - Mr. Steve Lee, Lee Hysan Hall

- One non-hall staff member:

    - Mr. Patrick Tang, Director of CEDARS - Campus life, HKU

- Five residential and non-residential hall student representatives:

    - Mr. Theo Chan, Starr Hall
    - Mr. Kuk Chun Man, Suen Chi Sun Hall
    - Miss Mimi Lee, St. John's College
    - Mr. Samuel Shek, University Hall
    - Mr. Andy Yip, Simon K. Y. Lee Hall

- One non-hall student representative:

    - Mr. Dazza Hui, Administrative Secretary of H.K.U.S.U.

c. The Committee should, for the benefit of hall education development, focus on compromising between staff and students and avoid confrontations or power struggles.

3. Structure of HEDO

a. The Committee **NOTED** that:

- Wardens are particularly interested in five areas of the HED Project:

    - Intellectual and academic development
    - Social services
    - Sports culture reform
    - International affairs
    - Hall education in non-residential halls

- Students are particularly interested in four areas of the HED Project and they proposed having the following four Sub-committees under the Committee:

  - Budgetary Sub-committee
  - Academic Sub-committee
  - Publicity and Publications Sub-committee
  - Alternative Education Sub-committee

b. Students suggested that HEDO should focus on the aspects which are not well-developed within the hall community and should serve as a back-up office to provide technological support for the hall community.

4. Expectations on HEDO

a. The Committee **NOTED** that:

   - The HED Project can stimulate students to critically review hall education.

   - HEDO should:

     - For the development of non-residential halls, hold functions to spread the meaning of non-residential hall education;
     - Both organize functions and support student activities; and
     - Hold the functions which were previously hindered by the limited resources.

   - Linking up all the resources and organizing mentorship and internship programmes can be the tasks of HEDO this year.

   - Mere discussion on the structure of HEDO is not constructive enough and programmes should rather be the main focus.

   - Discussion on the Committee structure and organization of project activities should be kicked off at the same time, as well as the restructure of inter-hall competitions and the introduction of hall education courses. However, no consensus was reached on restructuring inter-hall competitions.

   - Twenty months is not an adequate period for significant changes to be made in the hall community.

   - The HEDO Manager should execute the decisions of the Committee.

   - Hall tutors and teaching staff can act as facilitators to make the social services organized by students self-sustainable.

- HEDO may face a legitimacy problem when trying to make changes in halls.

5. Any Other Business

   a. The Committee **AGREED** that four forums should be scheduled at its next meeting.

Confirmed by,

Dr. Robert Chung
Chairman

17 March 2011

THE UNIVERSITY OF HONG KONG

HALL EDUCATION DEVELOPMENT OFFICE
MANAGEMENT COMMITTEE
("THE COMMITTEE")

MINUTES OF 1ST BRAINSTORMING SESSION

Date: 16 March 2011 (Wednesday)
Venue: UG306, Simon K. Y. Lee Hall

Present: Dr. Robert Chung (Chairman)
             Dr. Max Hui-Bon-Hoa
             Dr. Ben Young
             Dr. Lee Pui Tak
             Mr. Neith Hu
             Miss Sophia Lau
             Mr. Andy Yip
             Mr. Alan Chan
             Mr. Chau Sze Chit
             Mr. Dazza Hui

Secretary: Mr. Andy Yip

1. Aims of the Brainstorming Session

   a. The brainstorming session is the interim arrangement of the Committee of HEDO, aiming to realize the concerted effort of the wardens, tutors and students.

2. The HED Project

   a. The development of HEDO should not be bound by the proposal endorsed in the Committee on Halls.

   b. The HED Project should:

      ▪ Focus on areas like the development of non-residential halls, sports culture, academic atmosphere and hall courses like those held in R. C. Lee Hall previously;

      ▪ Act as a constructive platform, allowing ideas to be shared within the hall community and making influences on it by programmes like

mentorship and internship programmes, international tours and large-scale social services;

- Include review or evaluation of the hall community, although these should be considered at a later stage; and

- Prioritize and carry out student projects and social services at the current stage.

3. <u>Student Projects</u>

a. HEDO should act as only a back up device which provides resources and technological support in the most desirable cases and situations.

b. HEDO should recruit some promising projects and functions from students and should, therefore draft an application form for student projects.

c. The application form should include the concept of the recruitment, the criteria of granting money and resources and the nature of HEDO. It should be drafted by 25 March 2011.

4. <u>Social Services</u>

a. In order to ensure that a substantial impact can be brought out by HEDO, some large-scale social services should be organized in the meantime.

b. Through organizing and participating in social services, students will learn the idea of reciprocity and affection. Practical skills can also be learned from the process of enrollment and finding sponsorships.

c. The social services can be categorized into two types, one on a regular basis and one on an event-basis.

d. HEDO should either strengthen its role as a back up for the Joint Hall Social Services or combine with it to develop the aspect of social services.

5. <u>Others</u>

a. Publications and Publicity is another aspect that HEDO should focus on to improve the reputation of the whole hall community.

b. A set of database of sources of funding, sponsorship, NGOs and media can be established for students' reference.

c. Four dates were decided for the HED Project open forums.

6. <u>Any Other Business</u>

   a. The next brainstorming session will be held at the same time and at the same place on 22 March 2011.

   b. An official meeting of HEDO will be held on 28 March 2011.

THE UNIVERSITY OF HONG KONG

HALL EDUCATION DEVELOPMENT OFFICE
MANAGEMENT COMMITTEE
("THE COMMITTEE")

MINUTES OF 2ND BRAINSTORMING SESSION

Date: 22 March 2011 (Tuesday)
Venue: UG306, Simon K. Y. Lee Hall

Present: Dr. Robert Chung (the Chairman)
                Dr. Max Hui-Bon-Hua
                Mr. Andy Yip
                Mr. Helios Chan
                Mr. Kwok Ki Fung
                Mr. Samuel Shek

Secretary: Mr. Andy Yip

1. Concerns that need to be addressed in the upcoming forums

    a. It may be difficult to control the direction or the flow of the forums. In
        view of this problem, it is suggested that leaflets with a brief introduction
        of HEDO be prepared.

    b. The uniqueness of hall education should be stressed on, as it is the pre-
        requisite of the development of HEDO.

2. The HED Project

    a. In order to bridge hall students and the society, the hall community, as
        well as the student projects, should gain more exposure in the society.

    b. Some suggested that the characteristics of hall education should be
        emphasized in the activities held by HEDO but some opined that this
        should only be one of the considering factors instead of the determining
        or dominating factor.

    c. It was further suggested that student projects can be integrated into the
        academic and intellectual aspect to a certain extent, like the
        reconstruction of disaster areas which involves both voluntary teaching
        and counseling, that will allow students to make use of their professional
        knowledge without departing from the University's educational aims.

3. Non-residential halls (NRHs)

   a. Some opined the following in relation to the situation facing NRHs:

      ▪ They had rich sports and culture atmosphere in the past and they had a unique way to build up their hall spirit, but their development has been stagnating, mainly due to the removal of the policy of compulsory hall residence, which led to a drop in hall members, and the absence of students' associations in some past years, which led to the low exposure of the spirit of NRHs to other students;

      ▪ The major problem facing them is few applications and hence admissions, which rooted in their poor images, resulting in the decline of having been able to receive hall education from them.

   b. Some suggested the following in relation to possible assistances to these NRHs:

      ▪ The assistance which can be provided by HEDO is limited as the current unsatisfactory phenomenon is mostly contributed by the poor performances of the hall students' associations;

      ▪ A target of re-admitting all students into the hall community can be set but this suggestion was met with disagreement;

      ▪ HEDO can help NRHs in two aspects, namely publicity and establishment of an alumni database. However, in order to preserve the autonomy of the students' associations of NRHs, HEDO should not take the lead but only offer help when needed.

   c. Some commented that the hall spirit and the lifelong relationships are the most distinguishable features of halls in HKU.

4. Others

   4.1 The principle of student projects was agreed basically.

   4.2 It is necessary to address some concerns raised by students in the upcoming forums and it was suggested that an FAQ sheet be prepared to solve some of the doubts beforehand. The student representatives from Joint Hall Development Committee were asked if they can prepare it. The idea of setting up a website for answering questions raised by students was also proposed.

   4.3 It was hoped that students will feel their ownership of HEDO and hall education will be one of the determining factors, in the future, affecting the world ranking of HKU.

5. Any Other Business

    5.1 Due to the fact that "A day @ HKU" will be held on 8 April 2012, the clashed forum will be re-scheduled to 13 April 2012.

    5.2 An official meeting of HEDO will be held on 28 March 2012.

THE UNIVERSITY OF HONG KONG
COMMITTEE ON HALLS

Hall Education Development (HED) Project Progress Report

19 March 2011

<u>Chronology</u>

- 9 and 23 June 2010   Initial discussion on HED Project in two wardens' meetings.
- 28 October 2010   Submission of HED Project Proposal to Committee on Halls (CoH).
- 4 November 2010   HED Project Proposal endorsed by CoH.
- 1 December 2010   Budget holders Robert Chung and Ben Young conducted a brain-storming session on how to develop the project.
- 9 December 2010   Budget holders were informed that the HED Project had been approved by Committee on Student Affairs (Annex 1).
- 9 December 2010   A 4-member Selection Panel for the appointment of the HED Manager was formed. Membership of the Panel are: Robert Chung, Ben Young, Max Hui-Bon-Hoa and PT Lee.
- 22 December 2010   HED Manager Selection Panel met for a brain-storming session, and laid down a rough outline of the project's initial activities, as described in the remaining part of this.
- 1 January 2011   HED Project officially commenced.
- 6 January 2011   A wardens' meeting was held to discuss the HED Project.
- 18 January 2011   HED project account created (Annex 2)
- 21 January 2011   Open recruitment of HED Manager, closing date being 10 February 2011 (Annex 3).
- 30 January 2011   A Joint Hall Retreat was held to discuss the HED Project. Each hall sent 2 staff members and 3 students to join the Retreat, plus the Dean of Student Affairs and representatives from HKUSU. A HED Office Preparatory Committee chaired by Max Hui-Bon-Hoa was formed right after the Retreat, to discuss the composition of the HED Office Management Committee (Annex 4).
- 11 February 2011   A wardens' meeting was held to discuss the HED Project, and also nominated 3 warden representatives to sit on the HED Office Management Committee.
- 3 March 2011   First meeting of the HED Office Management Committee, Robert Chung was elected chairman of the committee (Annex 5).
- 16 March 2011   Written test for shortlisted HED Manager candidates.
- 16 March 2011   Brain-storming session run by the HED Office Management Committee.
- 19 March 2011   Final interview for shortlisted HED Manager candidates.

Hall Education Development Project

The Recruitment Form for Student's Projects

1. Initial Objective of the Hall Education Development (HED) Project
    1.1 To enhance the student learning experience through hall education
    1.2 To achieve the university educational aims through hall education, especially critical intellectual enquiry, tackling novel situations, critical self-reflection, upholding personal ethics, intercultural understanding, global citizenship, communication, collaboration and leadership
    1.3 To develop a new model of halls for the achievement of the hall educational aims under the new 4-year curriculum
    1.4 The HED office aims at providing resources and technological support to the hall community to develop a sustainable education and enhance the educational value.

2. The Idea of Student's Project
    2.1 Students' autonomy and participation is of utmost importance to the success of the HED project as well as hall education
    2.2 The HED office believes that by organizing student's projects and functions, the student could learn most from the process rather than being a mere participant
    2.3 Hence, the HED office aims to serve as a back-up and provide resources to assist the launch of student's projects

3. The Application Procedure
    3.1 For students who have interest in organizing a project, they should first fill in the attached application form.
    3.2 A detailed proposal should be written to show how the project contains great amount of education and meets the subsidizing criteria as listed below
    3.3 The applicants should also show the type of support they are seeking for (e.g. the amount of money, the kind of technological support like intellectual support or contact with the media)
    3.4 The applicants will be given a chance to have an interview with the management committee of the HED office to present the proposal and project
    3.5 Result would be released and the reasons for either acceptance or rejection of the project would be publicized at the same time

4. The Subsidizing Criteria
    4.1 The educational value
    4.2 The connectedness to the society
        4.2.1 The chance of the societal participation
        4.2.2 The relevance of the theme to the society
        4.2.3 The contribution of the project to the society
    4.3 The size of participants

4.4 The predicted popularity
      4.4.1 The publicity that has been made or will be made
      4.4.2 The intrinsic attractiveness of the project
4.5 The effectiveness and feasibility of the project
4.6 The significance of the help from HED office
4.7 Other impact on the hall community
      4.7.1 The extent of cooperation between halls
      4.7.2 The share of result and learning experiences

5. The Subsidizing Mechanism
    5.1 The resources (including the technological support and funds) will be distributed in two phases
    5.2 The applicants have to report to the management committee about the progress and the future plan (if there are amended arrangements) in order to get the granted support
    5.3 The subsidy and assessment of the projects will be held in a first-come-first-served basis.