

THE UNIVERSITY OF HONG KONG

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

AGENDA of 3RD MEETING

Date: 5 April 2011 (Tuesday)
Time: 10:00 p.m.
Venue: UG306, Simon K. Y. Lee Hall

The agenda will be as follows:

1. Minutes of Last Two Meetings

To receive and adopt the minutes of the first and second meetings held on 3 March 2011 and 28 March 2011 (Appendix A and B).

2. Matters Arising from Last Meeting

- a. To note that the HEDO Manager will officially assume duty on 6 April 2011.
- b. To note the progress of the Student Projects Sub-committee and the Intellectual Development Sub-committee.
- c. To note the final dates of the four open forums:
 - 9:30 p.m. on 8 April 2011 at Student Village I (targeting to students from St. John's College as well)
 - 9:30 p.m. on 12 April 2011 at Sassoon Road (targeting to students from halls in Sassoon Road and University Hall)
 - 9:30 p.m. on 14 April 2011 at Student Village II (re-scheduled)
 - 5:00 p.m. on 15 April 2011 at Main Campus (targeting to non-hall students as well)

3. HED Project Open Forums

To discuss the run-down and FAQs of the HED Project Open Forums. (Appendix C)

4. Any Other Business

Prepared by,

Mr. Anders Wong
The HEDO Manager

31 March 2011
Revised 5 April 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
 - 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 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.
 - Discussions on the Committee structure and 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 2ND MEETING

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

Present: Dr. Robert Chung (Chairman of the Committee and Budget Holder of the HED Project)
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

In attendance: Prof. Ben Young (Budget Holder of the HED Project)
Mr. Alan Chan
Mr. Helios Chan
Mr. Chan Sze Chit
Miss Sophia Lau

Secretary: Mr. Anders Wong (The HEDO Manager)

Apology: Mr. Kuk Chun Man

6. Minutes of Last Meeting

- a. The Committee **RECEIVED** the minutes of the last meeting held on 3 March 2011, and **AGREED** to defer the adoption of them to the next meeting.

7. Matters Arising from Last Meeting

- a. The Committee **NOTED** the following matters:

- The written summaries of the two brainstorming sessions held on 16 March 2011 and 22 March 2011;
- The introduction of Mr. Anders Wong, the HEDO Manager Designate.

8. The HED Project Progress Report

- a. The Committee **NOTED** the HED Project Progress Report submitted to the Committee on Halls dated 19 March 2011.

9. The HED Student Projects

- a. The Committee **RECEIVED** a draft guideline for the HED Student Projects from Mr. Andy Yip captioned “The Recruitment Form for Student Projects”.

- b. The Committee **NOTED** the following views in discussion that:

- The projects will be directed by students;
- An application form will be designed;
- Each student project proposal should specify its objectives, mid-term goals and the amount of subsidy requested;
- A consensus has yet to be reached on the amount of subsidy limit, although some suggested a ceiling of HK\$10,000 while some others suggested HK\$15,000;
- Students will be encouraged to find sponsorships on top of the HED Project subsidy;
- HEDO may provide administrative support to large-scale student projects.

10. Residence-based Academic Advising (RAA) System

- a. The Committee **NOTED** the documents of RAA System.

- b. The Committee **NOTED** the following views in discussion that:

- The RAA System is not yet a part of the HED Project;
- Dr. Robert Chung will invite other wardens to participate in the RAA Pilot Scheme;
- Some student representatives disagreed with the reward of hall fee waiver;
- The RAA System can build up a good academic image of the students living in halls.

11. Sub-committees under the Committee

a. The Committee **NOTED** that:

- The Non-residential Hall Education Development Sub-committee has yet to be formed;
- More students should be recruited to the Student Project Sub-committee in order to make it more student-oriented;
- The Intellectual Development Sub-committee will focus on organizing experiential learning and hall education courses.

- The following persons had joined the two Sub-committees:
 - Student Project Sub-committee:
 - Dr. K. C. Cheung
 - Dr. Lee Pui Tak
 - Mr. Neith Hu
 - Miss Mimi Lee
 - Mr. Andy Yip
 - Miss Sophia Lau
 - Mr. Chan Sze Chit

 - Intellectual Development Sub-committee:
 - Mr. Neith Hu
 - Mr. Theo Chan
 - Mr. Samuel Shek
 - Prof. Ben Young
 - Mr. Alan Chan

12. The HED Project Open Forums

a. The Committee **NOTED** that:

- The preliminary details of the four open forums are as follows:
 - Forum 1, 9:30 p.m. on 8 April 2011 at Ho Tim Hall, Student Village I
 - Forum 2, 9:30 p.m. on 12 April 2011 at Assembly Hall, Sassoon Road
 - Forum 3, 9:30 p.m. on 13 April 2011 at Morrison Hall, Student Village II
 - Forum 4, 5:00 p.m. on 15 April 2011 at Sun Yat-sen Place / K. K. Leung Concourse in Main Campus. (K. K. Leung Concourse will be selected if Sun Yat-sen Place is not available)

b. The forums will last for about two hours, divided into four sections:

- General introduction of the HED Project
- Student projects
- Intellectual development projects
- General discussion

13. Any Other Business

- a. The Committee **AGREED** that the next meeting will be held at 10:00 p.m. at the same place on 5 April 2011.
- b. A high table dinner will be held in Lee Shau Kee Hall on 15 April 2011. Forum 3, therefore, is re-scheduled to 14 April 2011. The dates of the forums will be confirmed in next Committee meeting.

Confirmed by,

Dr. Robert Chung
Chairman

2 April 2011

THE UNIVERSITY OF HONG KONG
HALL EDUCATION DEVELOPMENT PROJECT

FAQs – The HED Project Open Forums

HED Project General Questions:

- a. Aim(s) of the HED Project
 - To promote intellectual development in halls by providing large-scale experiential hall education courses;
 - To enhance students' learning experience by supporting student projects;
 - To promote the positive image of hall education.
- b. Progress of the HED Project
 - Refer to the progress report by Prof. Young
 - Two Sub-committees were formed
 - Four upcoming forums
- c. Publication and Publicity
 - Reports of student projects or hall education courses will be publicized through not only paper documents, but also AV media.
 - The output of the HED Project will be publicized to all students and staff in HKU, even to the public, in order to promote the positive image of hall education.

Student Projects Sub-committee:

- a. Role(s) of HEDO
 - Providing technical support and resources as a supporter;
 - Monitoring the progress of the projects by granting resources at different stages.
- b. Details of application
 - Refer to the recruitment form
- c. Schedule
 - To be discussed in the coming Sub-committee meetings

Intellectual Development Sub-committee:

a. Project plan

- Social services
- Overseas study tour
- To be discussed in the coming Sub-committee meetings

b. Schedule

- To be discussed in the coming Sub-committee meetings