

**THE UNIVERSITY OF HONG KONG**

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

MINUTES of 5<sup>TH</sup> MEETING

Date: 30 November 2011 (Wednesday)  
Time: 10:00 p.m.  
Venue: Multi-purpose Hall, 1/F, Suen Chi Sun 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. Patrick Tang  
Mr. Kuk Chun Man  
Mr. Dazza Hui

In-attendance: Prof. Ben Young (Budget Holder of the HED Project)

Secretary: Mr. Anders Wong (The HEDO Manager)

Apology: Mr. Neith Hu  
Mr. Steve Lee  
Mr. Theo Chan  
Miss Mimi Lee  
Mr. Samuel Shek  
Mr. Andy Yip

1. Minutes of Last Meeting

The Committee **RECEIVED** and **ADOPTED** the minutes of the last meeting held on 29 June 2011.

2. Progress report of the HED Project

a. The Committee:

- **RECEIVED** the report of the Intellectual Development Subcommittee;
- **NOTED** the idea of "Concentration and Relaxation Skills" to be the topic of upcoming Hall Education Course.

b. The Committee:

- **RECEIVED** the report of the Student Project Sub-committee;
- **AGREED** to formalize the documents submitted to and made by the Sub-committee.

c. The Committee:

- **RECEIVED** the report of HEDO;
- **AGREED** to organize a joint meeting with JHDC on the topic of “Reform of Hall culture and the role of HEDO” on one of the following days – 23, 26 or 27 December 2011.

3. Proposed new working groups under the Committee

a. The Committee **AGREED** to establish a working group of hall tutors with Mr. Anders Wong, the HEDO Manager, as the coordinator.

b. The Committee:

- **AGREED** to establish a working group on Residential Academic Advising (RAA);
- **NOTED** that the wardens of R. C. Lee Hall, Wei Lun Hall and Swire Hall agreed to join the working group on RAA.

c. The Committee **AGREED** to invite wardens and student representatives from non-residential halls to form a working group.

4. Change of Student representatives in the Committee due to change of SA Ex-co. in Halls

The Committee **NOTED** that:

- a. The current student representatives will discuss with the members of JHDC and decide who the new representatives will be;
- b. Eligibility of student representatives is not restricted to current executive committee members of hall students’ associations;
- c. Student representatives can stay in the Committee for more than one year.

5. Any Other Business

The Committee **NOTED** the reminder made by Prof. Ben Young that the funding of the HED Project is expected to be used up by the end of the year 2012.

Confirmed by,

Dr. Robert Chung  
Chairman

13 December 2011