

## Committee on Student Affairs

Minutes of the 39th Meeting of the Committee on Student Affairs held on 25 Mar 2009 at 3:30 pm at Room 5015, Student Affairs Office.

Present : Prof Karl Tsim (Chairman), Prof Tai-Kai Ng, Prof King Chow, Prof Chi-Ming Chan, Prof David Cook, Prof Charles Chan, Mr Lai Chun-Yin, Miss Lau Mei-Ting, Mr Pang Yee-Kwong, Dr. Grace Au (Member and Secretary)

Absent with apologies: Prof Kar-Yan Tam, Miss Birunda Chelliah

In Attendance : Mrs Pandora Yuen (SAO)

### Action

#### Confirmation of Minutes of Last Meeting

1. Minutes of the 38th Meeting of the Committee on Student Affairs were confirmed.

#### Matters arising from the Minutes

2. Dr Grace Au reported that Mr Andrew Lau, a REDbird coach was now a member of the REDbird Award Program Committee. As to involving student societies in some of the activities of the Program, Dr Au undertook to follow up. Dr Grace Au

#### Medical Insurance for Non-local Students

3. Members considered the recommendations detailed in paper CSA/39/1. The student representatives asked whether comparison of different insurance plans had been made. It was explained that the proposed Blue Cross plan was selected based on recommendations from the University's insurance broker. The Chairman asked the Secretariat to circulate the different plans that the broker had recommended for members' information.  
(Post meeting notes: Two plans and various options from Blue Cross were e-mailed to members. As advised by Purchasing Office, the University has appointed, through a tender exercise, an insurance broker Jardine Lloyd Thompson to source and recommend insurance plans.)
4. There was discussion on whether insurance should be made compulsory starting from the new intake only. Members agreed unanimously that insurance requirement should be for all non-local degree-seeking UG and PG students, irrespective of whether they were new or continuing. Members also thought that for PG students, their supervisors would support the insurance scheme. As to local students, they should be provided the option to join the same insurance scheme. The student representatives were invited to solicit views from their fellow students on extending the insurance requirement to them.

5. Members discussed and supported the setting up of the Medical Relief Fund and requesting the University to set aside funds for this purpose. It was suggested that a Medical Relief Fund Committee be established with:

Terms of reference:

- to draw up guidelines for the administration of the Fund and disbursement of financial assistance, and
- to assess and recommend financial assistance for individual applications.

Composition: AVP-AA(PG), DeanUG, DSA, a staff member nominated by VP-AB and as student nominated by SU.

#### Critical Incident Management Procedures and Risk Advisory Group

6. It was reported that the UAC had agreed to establish a set of critical incident management procedures (CIMP) and a Risk Advisory Group (RAG) which would be helpful as a point of referral for department heads. Following UAC's decision, SAO had prepared a draft of the CIMP and the arrangements of RAG for submission to UAC. The draft was presented at this meeting for members' information.

#### REDBird Award Program

7. Dr Grace Au gave a report on the progress of the REDbird Award Program. Members noted that we had secured a donation of \$2.3M to support 3 cohorts. In the Fall semester, the REDbird members went through interest-based training. In the Spring semester, students were divided into 4 Nests to undergo nest-based training including team building, skills training and working on a project. Each nest had a chief trainer and 4-5 REDbird coaches. Dr John Chan, Court Chairman, Mr Marcus Lee, Council Member, Dr Michael Mak, Council Vice-Chairman and Mr Maximillian Ma, Chairman of Lee Heng Diamond Group had agreed to be the Honorary Patrons of the Program. There were 20 mentors to provide guidance to the students.
8. Miss Lau Mei Ting shared her concerns that as the REDbird coaches were new, they might not be able to provide the kind of support that the REDbird members needed. Dr Au said that there was training given to the coaches for playing their role, which was also a learning process for the coaches. As to her question of why REDbirds were required to live together in Hall VI, it was explained that this was for the purpose of cohesiveness and that the Hall VI Warden was willing to try this out in his hall.
9. Members noted that the mix of local and non-local students in the program was half and half. The fact that majority of the REDbird members were from SBM was a general pattern of student participation in out-of-class developmental programs.

Green Ambassador Program

10. Dr Grace Au reported that the Green Ambassador Program was progressing well. The 23 students on this program were very active though the busy academic work in the second semester did sometimes affect their participation. Miss Lau shared that a fellow student of hers had lost interest and quitted the program. Other members shared that drop out was quite natural, taking into consideration that students usually had a lot of commitments and opportunities, all were competing for their time and priority. Dr Au added that in general students were enthusiastic and reviews were conducted regularly to look for areas for improvements.

Student Enrichment Activities Fund (SEA Fund)

11. Members heard a report on the administration of the Fund and noted the overwhelming response from students in the first round application. Members noted the selection criteria and the rationale for awarding subsidies to the 10 successful applications. A member suggested that applicants should be informed of the criteria of dividing applications into four categories for assessment, so that they would have an idea of what were expected from their proposals.
12. Members noted that successful applicants were asked to submit reports and to share experience with their fellow students through stories in the newly launched SAO newsletter – C.H.E.E.R.S. (Campus Highlights on Events, Experiences and Reflections of Students)
13. The Committee expressed sincere thanks to members of the SEA Fund Selection Panel for the work well-done.

Any Other Business

Roy To Community Service Award

14. Dr Grace Au briefed members on the Roy To Community Service Award which was established in 2008 in memory of Roy To, a UST graduate who passed away in a service trip to Inner Mongolia. The University had decided that the Award be presented every year to a UST student with outstanding contribution to community service. The Award was administered by SAO and was now open for nomination. Members were invited to nominate students for the award. All faculty/staff would be invited to nominate students by e-mail.

(There being no other business, the meeting was adjourned at 5 pm.)