

## CHST/25/01 CHST Meeting Minutes (2025)

### Meeting of Centre of Healthcare Science and Technology

<b>Date</b>	19 March 2024 (Wednesday)
<b>Time</b>	10 am – 11 am
<b>Venue</b>	Online

#### Attendance

<b>Members Present</b>		<b>19 March 2025</b>	<b>Jan – Dec (2025)</b>
1.	Ir. Dr. Chee Pei Song (Chairman)	1	1/1
2.	Ir. Ts. Dr. Hum Yan Chai (Secretary)	1	1/1
3.	Ir. Dr. Goh Choon Hian (Treasury)	1	1/1
4.	Dr. Tan Lee Fan	1	1/1
5.	Dr. Tang Pek Yee	1	1/1
6.	Dr. Kwan Ban Hoe	1	1/1
7.	Mr. Chong Yu Zheng	1	1/1
8.	ChM. Ts. Dr. Tee Shiau Foon	1	1/1
9.	Ts. Dr. Kong Sing Guan	1	1/1
10.	Ms. Kamala Krishnan	1	1/1
11.	Premala Krishnan	1	1/1
12.	Dr. Mok Siew Ying	1	1/1
13.	Dr. Chan Siow Cheng	1	1/1
14.	Ms. Tan Yin Qing	1	1/1
<b>Absent with Apology</b>			
1.	Ts. Dr. Humaira Nisar	0	0/1
2.	Dr. Tee Yee Kai	0	0/1
3.	Ir. Dr. Danny Ng Wee Kiat (Webmaster)	0	0/1
4.	Dr. Tan Chun Hui (Facebook)	0	0/1
5.	Ts. Dr. Loo Joo Ling	0	0/1
<b>Absent</b>			
1.	Dr. Chang Jing Jing	0	0/1
2.	Dr. Ahmed Waleed Khalid Hendi	0	0/1

**Meeting Minutes**

Agenda	Minutes	Action
25/01-001	<p><b><u>Opening remarks by CHST Chairman:</u></b></p> <p>The chairman congratulated the following staffs for their promotion in 2025.</p> <p>Congratulations for the staffs' promotion</p> <ol style="list-style-type: none"> <li>1. Dr. Chee Pei Song promoted to Professor</li> <li>2. Dr. Goh Choon Hian promoted to Associate Professor.</li> <li>3. Dr. Kwan Ban Hoe promoted to Associate Professor.</li> <li>4. Dr. Tee Shiau Foon promoted to Associate Professor.</li> <li>5. Dr. Tan Chun Hui appointed as Head of Programme (PhD (Sc) and MSc programmes)</li> </ol>	All
25/01-002	<p><b><u>Confirmation of previous meeting minutes</u></b></p> <p>The meeting proceeded with the confirmation of the minutes from the previous meeting held on 30 December 2024. Members were directed to access the minutes through the provided link:</p> <p>Link: <a href="https://rb.gy/8ni7ae">https://rb.gy/8ni7ae</a></p> <p>It was noted that there were no amendments or corrections to be made to the minutes.</p>	All
24/01-003	<p><b><u>CHST account updates</u></b></p> <p>The chairman updated the CHST account status to the members:</p> <ol style="list-style-type: none"> <li>a. Center Operational Account (vote: 6203/017) Link to apply: <a href="https://shorturl.at/0IHuV">https://shorturl.at/0IHuV</a></li> </ol> <p>The chairman informed the members regarding the expenditures which are eligible under the Research Centre allocation and administrative activities organized by the Research Centre members for Center Operational Account.</p> <ol style="list-style-type: none"> <li>a) Traveling incurred to meet industry/collaborators,</li> <li>b) Refreshment such as tea breaks for the meet or seminars organized for the member of the research centre.</li> <li>c) Souvenirs or honorarium (max. RM200.00) for speakers/guests.</li> <li>d) Meal expenses for entertaining external speakers, collaborators and visitors.</li> </ol>	All


	<p>e) Promotional expenses for networking purposes, e.g posters, brochures.</p> <p>b. Center Excellent Award Account (vote: 6297/001) Link: <a href="https://rb.gy/3fqgjv">https://rb.gy/3fqgjv</a></p> <p>The chairman informed the members regarding the following expenditures which are eligible under the Center Excellent Award Account.</p> <p>a) To hire Project Research Assistant (PRA)/SA/RSS for RM 1200/month for a project parked under CHST. Maximum 2 months/project, bridging fund to support new or old postgraduate students parked under CHST.</p> <p>b) to support postgraduates to attend conferences, mobile lab upkeep and any special services needed to support the center research activities.</p> <p>c) To purchase chemicals and equipment.</p> <p>The Chairperson provided an update to members regarding the utilization of the Center Excellent Award Account.</p> <table><tr><th>Working Group</th><th>Applicant</th><th>Budget</th><th>Status</th><th>Remaining</th></tr><tr><td rowspan="2">Brain</td><td>Dr Tee Shiau Foon</td><td>10, 000</td><td>Granted</td><td rowspan="2">10, 000</td></tr><tr><td>Dr Tang Pek Yee &amp; Dr Mok Siew Ying</td><td>20, 000</td><td>Granted</td></tr><tr><td rowspan="2">Signal Processing</td><td>Prof. Humaira Nisar</td><td>11,185.30</td><td>Granted</td><td rowspan="2">19, 309.70</td></tr><tr><td>Prof. Humaira Nisar</td><td>9, 505</td><td>Granted</td></tr><tr><td>Sensors and Robotic</td><td>Dr. Kwan Ban Hoe</td><td>40, 000</td><td>Pending</td><td>40, 000</td></tr><tr><td>Biomechanics</td><td>Dr. Chan Siow Cheng</td><td>40, 000</td><td>Granted</td><td>0</td></tr></table>	Working Group	Applicant	Budget	Status	Remaining	Brain	Dr Tee Shiau Foon	10, 000	Granted	10, 000	Dr Tang Pek Yee & Dr Mok Siew Ying	20, 000	Granted	Signal Processing	Prof. Humaira Nisar	11,185.30	Granted	19, 309.70	Prof. Humaira Nisar	9, 505	Granted	Sensors and Robotic	Dr. Kwan Ban Hoe	40, 000	Pending	40, 000	Biomechanics	Dr. Chan Siow Cheng	40, 000	Granted	0	
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25/01-004	<p><b>(A) Executive committee 2025.</b></p> <p>The Chairman announced the executive committee for CHST 2025. As there were no new nominations from the members, the previous year’s committee will remain unchanged, as follows:</p> <p>Secretary: Ir. Ts. Dr. Hum Yan Chai (2025) Treasurer: Ir. Dr. Goh Choon Hian (2025) Webmaster/ LinkedIn: Dr. Tan Chun Hui (2025)</p>	All																															

	<p><b>(B) Research Group (RG):</b></p> <p>The Chairman announced the 2025 leadership for each research group in CHST as follows:  Signal Processing: Ir Ts. Dr Hum Yan Chai (Leader)  Biomechanics: Dr. Chan Siow Cheng (Leader)  Brain: Dr. Tang Pek Yee (Leader)  Sensors and Robotic: Dr Kwan Ban Hoe (Leader)</p> <p>The Chairman reminded members that group leaders may discuss the utilization of funding. All materials and equipment purchased through the CHST Excellence Award are to be shared among all members</p> <p>The Chairman highlighted that <b>Biomechanics group</b> has a good outreach with industry- MyFeet Foot Care Services. Link: <a href="https://drive.google.com/file/d/11yRX-bzoPYUdQZpzoBbCB33KOCqkRwb6/view">https://drive.google.com/file/d/11yRX-bzoPYUdQZpzoBbCB33KOCqkRwb6/view</a></p>	
25/01-005	<p><b>Outreach</b></p> <p>The Chairman informed the members of upcoming outreach activities and opportunities for research collaboration:</p> <p>(a) Visitation of Assoc Prof Hou Han Wei from NTU  Date: 28 April 2025 (Tentative)  Research Area: BioMicroSystems  Link: <a href="https://hwhoulab.com/">https://hwhoulab.com/</a>  Collaborative opportunities: co-supervise postgraduate students, research</p> <p>(b) Taiwan-Malaysia Oversea Science and Technology Innovation Center  Webpage: <a href="https://tm-semibio-stic.nycu.edu.tw/en/home/">https://tm-semibio-stic.nycu.edu.tw/en/home/</a>  Date: 9 July 2025  Venue: University Malaya (UM)  Theme: AI in Healthcare</p>	All
25/01-006	<p><b>Grants</b></p> <p>The Chairman updated the members on the research grants available for application.</p> <p><b>(A) Internal Grant: UTARRF</b>  Interview on 11 March 2025, Tuesday.</p> <p><b>(B) External Grant</b>  (a) China-Malaysia Matching Grant  Submission: CLOSED</p>	All

	<p>Applicant: Dr Hum Yan Chai, Dr Chee Pei Song</p> <p>(b) Ted Fund Submission: OPEN Link: <a href="https://sdb.mosti.gov.my/sdbcms/portfolio/malaysia-grand-challenge/">https://sdb.mosti.gov.my/sdbcms/portfolio/malaysia-grand-challenge/</a></p> <p>(c) Konsortium Kecemerlangan Penyelidikan (KKP) 2025 Submission: OPEN (Due date: 14 April 2025. ) UTAR is not eligible to apply as a Core Leader (Ketua Induk). However, UTAR researchers may be a satellite in the KKP under other University's Core Leader. Link: <a href="https://rb.gy/g5w9ab">https://rb.gy/g5w9ab</a></p> <p>(d) MCMC Digital Society Research Grant (Cycle 1) Submission: OPEN (Due date: 4 April 2025 (Friday))</p>	
25/01-007	<p><b>Other matter (2025 matter)</b></p> <p>The Chairman briefed the members on several matters concerning CHST activities and expectations for 2025:</p> <p><b>(A) KPI for 2025 Appraisal</b></p> <p>All academic staff are required to refer to the Key Performance Indicators (KPIs) outlined for the 2025 appraisal.</p> <p>Link: <a href="https://rb.gy/p4e1b1">https://rb.gy/p4e1b1</a></p> <p><b>(B) LinkedIn Engagement Requirement</b></p> <p>Each research group must publish a minimum of one LinkedIn post per month through their respective group's representative or leader. The post should aim to increase CHST's visibility and can include:</p> <ol style="list-style-type: none"> <li>Recently published journal articles or conference papers</li> <li>Expert opinions or commentary on emerging technologies</li> <li>Announcements of research collaborations or industry partnerships</li> <li>Highlights of group achievements or events</li> </ol>	

### Adjournment

There being no other matters, the meeting adjourned at 10:45 am.

<p>Prepared by:</p>  <p>.....</p> <p>Secretary</p> <p>Hum Yan Chai</p> <p>Date: 25/03/2025</p>	<p>Approved by:</p> <p>.....</p> <p>Chairman</p> <p>Prof. Ir. Dr. Chee Pei Song</p> <p>Date: xx/xx/2025</p>
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