

THE CHINESE UNIVERSITY OF HONG KONG

Briefing Note

Summary of matters considered at the Second Meeting (2019-20) of the Senate Committee on Teaching and Learning held on 27 May 2020

Risk Register on Academic Risks for 2019-20

1. The Committee noted that the Risk Register on academic risks for 2019-20, approved by the Committee at its First Meeting (2019-20) held on 25 October 2019, had been updated by adding one new initiative and one new risk item in the Risk Development process and Risk Management process respectively to address the potential risks caused by any unforeseen social/political events before the Risk Register was submitted to the Internal Audit Office.

Faculty of Education Task Force to Support Liberal Studies (LSED) Students

2. The Committee noted that the Task Force had conducted three meetings in 2018-19 and one meeting in 2019-20, and the latest progress report on measures taken to support LSED students as submitted by the Task Force.

Cancellation of Classes and Shortening of Term in Term 1, 2019-20

3. The Committee noted the supportive measures taken upon the cancellation of classes and shortening of term in Term 1, 2019-20 in response to the closure of campus facilities arising from social movements.

Implementation of Online Teaching in Term 2, Term 3 and the Summer Session, 2019-20

4. The Committee noted the actions taken upon implementation of online teaching using Zoom in Term 2, Term 3 and the Summer Session, 2019-20 given the situation arising from the spread of COVID-19. The Committee also noted that the Centre for Learning Enhancement And Research (CLEAR) had conducted teacher and student surveys to collect and share timely feedback from the teachers and students regarding their experience of Zoom online teaching and learning respectively, and that the Information Technology Services Centre together with the Centre for eLearning Innovation and Technology and the VeriGuide Team had provided information, IT and User support on online teaching, as well as e-assessment strategies and tools to teachers and students during the period.

Early Feedback Collection System for Postgraduate Courses in Term 2, 2019-20

5. The Committee heard the Chairperson explain that as the online teaching was conducted for all undergraduate and postgraduate courses in Term 2, 2019-20, it would be desirable to collect feedback on the online teaching early apart from the survey conducted by CLEAR. The Committee noted the implementation of the EFCS for postgraduate courses in Term 2, or Term 3, 2019-20 as the case might be, as agreed at the meeting of the University's Emergency Response Group.

Course and Teaching Evaluation for Term 2, Term 3 or the Summer Session, 2019-20

6. With all courses conducted online as a result of the novel coronavirus, the arrangement

for conducting CTE in Term 2, Term 3 or the Summer Session, 2019-20 had been discussed at the meeting of the Deans Committee. The Committee noted the arrangement of CTE for Term 2, Term 3 or the Summer Session, 2019-20, and that a set of the *General Guidelines for Conducting Course and Teaching Evaluation (for undergraduate and postgraduate courses offered in Term 2, Term 3 or the Summer Session of 2019-20)* had been formulated for reference by the course teachers.

Teaching Development and Language Enhancement Grant (TDLEG) 2019-22

7. The Committee noted the letter of 18 October 2019 from the University Grants Committee (UGC) on “Review of Teaching Development and Language Enhancement Grant Triennium-End Reports for 2016-19 Triennium and Plans for 2019-22 Triennium”, and the comments of the external reviewers therein. The Committee also noted details of the projects supported by the Special Funding Scheme for Online Learning under the TDLEG 2019-22 to provide timely support to teachers for implementing online teaching starting from Term 2, 2019-20 given the situation arising from the spread of COVID-19.

Third Cycle of Programme Reviews of Undergraduate Programmes

8. The Committee noted the report of the meta-analysis of the third cycle of Programme Reviews of undergraduate programmes, of which a total of 69 Programmes/University Core Requirements had undergone the review from 2015-16 to 2018-19, and the follow-up actions to be conducted by CLEAR, on the understanding that Faculty Associate Deans (Education) would share the results with Programmes in their Faculties.

Summary Reports of Student Surveys

9. The Committee noted the Summary Reports of the following surveys:

- (a) Part II (Cohort Analysis) and Part III (Comparison of Each Scale among Faculties) of the Student Experience Questionnaire 2018-19; and
- (b) Undergraduate Exit Survey 2019.

10. The Committee also noted that the findings would be shared with the relevant Programmes, Faculty Associate Deans (Education), Units and the Alumni Affairs Office for their information and necessary follow-up actions, and the Faculty Associate Deans (Education) would identify areas for attention and improvement for Programmes of their Faculties, and have a self-reflection on the programme offering so as to devise necessary actions to address any issues flagged up in these surveys and the meta-analysis of the third cycle of Programme Reviews of undergraduate programmes.

CUHK T&L Action Plans

11. The Committee noted the progress of implementation of CUHK T&L Action Plans, noting that these Action Plans would serve as a good reference in the formulation of the CUHK Strategic Plan 2021-2025.

CUHK Strategic Plan 2021-2025

12. The Committee heard from the Chairperson that a Steering Committee had been established to chart the CUHK Strategic Plan 2021-2025 and that stakeholders had been invited to provide their thoughts and suggestions on the University’s development over the next five

years. The Committee noted the establishment of the Sub-group on Education under the Steering Committee for preparation of the CUHK Strategic Plan 2021-2025.

Class Arrangement for Term 1, 2020-21

13. The Committee heard from the Chairperson that a Task Force led by the Provost had been established to formulate plans for Term 1, 2020-21, on the understanding that the University would operate under the “new normal” where online teaching and social distancing should be continued. The Committee noted that the Registry together with the University Planning Office would conduct an analysis of classroom capacity under different situations and would collect inputs from course teachers on the preferred mode of teaching, e.g. 100% face-to-face, 100% online, or a mixed of both, and that Faculty Associate Deans (Education) would be invited to offer their suggestions in order for the Task Force to come up with the detailed class arrangement for Term 1, 2020-21.

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