

THE CHINESE UNIVERSITY OF HONG KONG

Briefing Note

Summary of matters considered on 18 November 2014 by the Senate Committee on Teaching and Learning

Quality Assurance Council (QAC) Audit Visit

1. The membership of the CUHK Audit Panel would comprise two overseas and two local members. The Institutional Briefing and Initial Meeting of the Audit Panel for CUHK would be held on 5 February 2015, and the Audit Visit from 24 to 27 March 2015. Faculty Deans had been requested to disseminate the information to Heads of Departments/ Directors of Studies.

Draft Quality Manual

2. The Committee received and considered the draft Quality Manual and its list of appendices. The Quality Manual would include all procedures and guidelines on teaching and learning adopted by the University and would be uploaded to the website for public access. The draft version consisted of 13 chapters and 97 appendices, with relevant URL links embedded. All documents appended had been approved by the respective Committees and a list of appendices with responsible offices for annual updating was also included. Comments received would be incorporated in the Quality Manual for submission to the Senate for approval.

Draft Institutional Submission for the QAC Audit

3. The Committee received and considered the draft Institutional Submission and the list of Supplementary Materials for the QAC Audit. The draft submission was compiled with the help of various units of the University and the Consultant to the QAC Audit, Dr Anne Martin, and comments received had been incorporated. The structure of the Institutional Submission was in compliance with the main topics specified in the QAC Audit Manual, with a word limit of 12,000 words. The draft version consisted of 10 chapters with relevant information presented as Supplementary Materials attached in context to the chapters in the Institutional Submission by built-in hyperlinks. The Approach-Deployment-Results-Improvement (ADRI) method as suggested by the QAC was adopted as a framework for the Institutional Submission, together with external referencing. The Supplementary Materials would be approved by the respective committees as appropriate. Comments received would be incorporated in the Institutional Submission for submission to the Senate for approval.

eLearning Policy

4. An Ad Hoc Committee would be set up to explore the direction on eLearning policy. In the meantime, a letter would be issued to faculty members to inform them of the interim policy on eLearning.