

THE CHINESE UNIVERSITY OF HONG KONG

Briefing Note

Summary of matters considered at the First Meeting (2017-18) of the Senate Committee on Teaching and Learning held on 30 October 2017

Composition of the Senate Committee on Teaching and Learning

1. The Committee noted the technical revisions to the composition of the Committee arising from the establishment of the Senate Committee on Sub-degree, Professional and Continuing Education Programmes (Senate SPCEP) to replace the University Extension Board (UExB) in providing support for the planning, implementation and quality assurance of SPCEPs with effect from 2017-18.

Quality Assurance Council Audit of Sub-degree Operations of CUHK

2. The Committee noted that the University's *Institutional Submission (IS)* and the list of Supplementary Materials (*SM*) for the Quality Assurance Council (QAC) Quality Audit of Sub-degree Operations of CUHK had been submitted to QAC on 3 July 2017.

Assessment Policy

3. The Committee endorsed the revised Assessment Policy for approval by the Senate, noting that the Assessment Policy was further reviewed to address the QAC comments, and revisions were proposed to student anonymity in marking, moderation of marks, mix of assessment types, peer assessment, normalisation in combining marks and turn-around policy.

2017 University Education Award and UGC Teaching Award

4. The Committee noted the selection process and results of the 2017 University Education Award (UEA) and University Grants Committee (UGC) Teaching Award.

Annual Reports 2016-17

5. The Committee noted the annual report 2016-17 of the UExB.

6. The Committee approved the annual report 2016-17 of the Committee for submission to the Senate at its Second Meeting (2017-18).

Institutional Review of The Chinese University of Hong Kong, Shenzhen (CUHK(SZ))

7. The Committee endorsed the Report on the Institutional Review of CUHK(SZ) and the Response to the Report from CUHK(SZ) for consideration by the Senate, noting that the institutional review of CUHK(SZ) was conducted on 26 November 2016 to review the academic processes in CUHK(SZ) and to give recommendations for its future developments.

Early Feedback Collection System

8. The Committee noted the Report for the Pilot Implementation of the Early Feedback Collection System, which covered the period from 2015-16 Term 2 to 2017-18 Term 1, noting that the System was designed to capture student feedback on individual classes in the middle of a study term to complement the end-of-term Course and Teaching Evaluation (CTE) exercise.

Funding Scheme for Teaching and Learning Related Proposals in the 2016-19 Triennium

9. The Committee noted the results of the University's submission for the Funding Scheme for Teaching and Learning Related Proposals in the 2016-19 triennium.

Teaching Development and Language Enhancement Grant (TDLEG) in the 2016-19 Triennium

10. The Committee approved the recommendations for allocation of funding of TDLEG for the 2016-19 triennium (Second Round) to 22 proposals with elements that aligned with the three University-wide themes. The Committee also approved the proposed allocation of the remaining funding to eight Faculties, units offering University Core Requirement courses and the Centre for Learning Enhancement And Research (CLEAR).

Risk Management

11. The Committee noted the University's risk management process and, as owner of the University's academic risks, approved the input on the Risk Register in respect of risk identification, assessment and mitigation for submission to the Risk Management Committee of the University.

Summary Results of Surveys

12. The Committee noted the summary results of the following surveys:

- (a) Student Experience Questionnaire 2003 – 2017;
- (b) Evaluation of Students' First-Year Experience and Reflection on New Curriculum 2016;
- (c) Entry Class Questionnaire 2016; and
- (d) Undergraduate Exit Survey 2016.