

THE CHINESE UNIVERSITY OF HONG KONG

Briefing Note

Summary of matters considered at the First Meeting (2023-24) of the Senate Committee on Teaching and Learning held on 27 November 2023

Faculty of Education Task Force to Support LSED Students

1. The Committee noted the seventh progress report of the Task Force and that the Task Force would be dissolved from 2023-24 as all students had graduated in Term 2 of 2022-23.

2023 University Education Award and UGC Teaching Award

2. The Committee noted the selection process and results of the 2023 University Education Award (UEA) and University Grants Committee (UGC) Teaching Award.

Third Audit Cycle of Quality Assurance Council

3. The Committee noted the completion of the Third Cycle of Quality Assurance Council (QAC) Audit Visit, under which ten virtual audit meetings were held via Zoom from mid- to late October 2023. The Committee also heard the Chairperson highlight the principal findings received from the QAC in November 2023, which were very positive, and noted that a number of practices of the University under the five audit criteria and the audit theme had been confirmed by the Audit Panel. A draft Audit Report would be sent to the University for comment on any factual errors or misinterpretation in mid-December 2023 and a final Audit Report would be sent to the University in February 2024.

4. The Committee also noted that in the process of preparing the Self-Evaluation Report for submission to the Audit Panel, areas for improvement, e.g. regarding the implementation of the “Guidelines on the Use of Artificial Intelligence Tools in Teaching, Learning and Assessments”, and the online Course and Teaching Evaluation, had been identified. There would be further discussion on the issues.

Teaching Development and Language Enhancement Grant 2022-25

5. The Committee noted the updates of the Teaching Development and Language Enhancement Grant (TDLEG) 2022-25. To promote deeper collaboration with The Chinese University of Hong Kong, Shenzhen (CUHK(SZ)), CUHK applicants were encouraged to work with CUHK(SZ) colleagues in TDLEG projects. Meanwhile, the possibility of making use of a system to manage the review of TDLEG projects would be explored.

Fund for Innovative Technology-in-Education and Funding Scheme for Promoting Innovative Technology in Education

6. The Committee heard from the Chairperson the background for the Fund for Innovative Technology-in-Education (FITE), noting that a work plan and project proposals for the University’s initiatives as well as for the initiatives of inter-institutional collaborative activities with CUHK as the lead University were submitted to the UGC in August 2023. The Committee also noted the establishment of a Funding Scheme for Promoting Innovative Technology in Education, which was a proposal supported by FITE to engage teachers to

explore and promote innovative technology in transforming teaching and enriching the learning experience of students.

Annual Report 2022-23

7. The Committee approved its Annual Report 2022-23 for submission to the Senate, noting that in the process of preparing the Annual Report, self-reflection had been conducted to identify areas for improvement.

Risk Register on Academic Risks for 2023-24

8. The Committee approved the Risk Register on academic risks for 2023-24 for submission to the Risk Management Committee, noting that revisions were proposed mainly to update the existing control, additional control, and mitigation compliance, and to modify the description of a risk item.

Summary Reports of Student Surveys

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

- (a) Parts I of the Student Experience Questionnaire 2023;
- (b) Entry Class Questionnaire 2023;
- (c) First Year Experience Questionnaire 2023;
- (d) Undergraduate Exit Survey 2023; and
- (e) Graduate Capabilities Questionnaire 2022.

Programme Reviews

10. The Committee noted that the next cycle of Programme Reviews of Undergraduate and Taught Postgraduate Programmes would take place after the Third Cycle of QAC Audit Visit to consolidate self-reflection results and the Audit Panel's recommendations for continuous improvements, and that issues identified in data collection process such as student surveys would also be included as the focus areas of the Programme Reviews. A detailed plan would be worked out in due course.

Course Teachers' Feedback to Students on their Performance

11. The Committee heard the student member relay students' concerns about not receiving feedback on their work from course teachers in certain Departments. The student member was asked to provide more details to the Academic and Quality Section for following up the issue with relevant Departments.

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