THE CHINESE UNIVERSITY OF HONG KONG

Briefing Note

**Summary of matters considered on 6 December 2012 by the
Senate Committee on Teaching and Learning**

*Revised Proposal for Application for Start-Up Fund
for the Establishment of Communities of Practice*

1.   The Committee noted the final version of the proposal submitted to the UGC for application for start-up fund for the establishment of Communities of Practice, which had been revised to incorporate members' comments regarding collaboration with other institutions.

*Additional Funding to Meet Extra Teaching /
Professional Needs of Frontline Teaching Staff*

2.   The Committee noted the revised proposal on the additional funding to meet the extra teaching/ professional needs of frontline teaching staff together with a detailed budget and action plans developed in consultation with the units concerned, viz, Department of Chinese Language and Literature, English Language Teaching Unit, Office of University General Education and Graduate School.

*Summary Results of Student Experience Questionnaire
Findings by Academic Disciplines*

3.   The Centre for Learning Enhancement And Research (CLEAR) had done an analysis of the Student Experience Questionnaire (SEQ) of undergraduate programmes for the years 2003-2012 by academic disciplines.   The SEQ findings were presented in two parts, viz. faculty-level findings and cohort analysis, which had provided useful information for comparison within faculties.

Teaching Development Grants for 2012-15 Triennium

4.   As a result of the invitation for applications for a total Teaching Development Grants (TDGs) funding of HK$19.1m for the 2012-15 triennium, 44 proposals had been received, requesting a total funding of about HK$35.1m.   Of the 44 proposals received, 13 were classified under category (A) University-wide activities and the remaining 31 were under category (B) Unit-level activities (including department and/or faculty level initiatives).   A total funding of HK$16.7m would be provisionally allocated to support some of the projects as recommended by the Committee, leaving a balance of about HK$2.17m still uncommitted. The balance could be used to support (i) other initiatives under discussion on the review of other 334 new curriculum not covered in the present set of proposals and (ii) e-learning initiatives to promote e-learning in the University.

Academic Advisory System and Proposed Monitoring Mechanism

5.   Following the approval of the implementation of a streamlined academic advisory

system for undergraduate and postgraduate students in 2011, a soft launch of the enhanced advisory system was rolled out in Term 2, 2011–12, with a full-fledged implementation in 2012–13. As a means to monitor the progress of the implementation of the academic advisory system, a sharing session would be held after the completion of each term with the Chairman and other representative(s) from each Faculty Committee on Academic Advising for reporting and sharing of experience of their implementation of the advisory system in the past term.

Website on Academic Honesty

6.   A website on "Honesty in Academic Work: A Guide for Students and Teachers" had been established and maintained by the Secretariat of the Senate Committee on Student Discipline since 2005. The website provided information on the proper use of source material, citation styles for each academic discipline, guidelines on the use of VeriGuide for students and teachers, as well as the relevant Regulations/ Procedures governing academic honesty as approved by the Senate. With a view to keeping the website accurate and updated, faculties would be requested to report any updates to the hyperlinks of citation styles under their respective disciplines to the Secretariat concerned on a yearly basis at the end of each calendar year, starting from December 2012.

Reporting and Assessment of Teaching

7.   The development of a holistic approach to report teaching contribution for assessment of teaching had been discussed at the recent Deans' meetings, and the issues relating to (i) revising the Course and Teaching Evaluation (CTE) Questionnaire, (ii) a more comprehensive reporting of CTE results, and (iii) holistic reporting of teaching contribution were highlighted for consideration by the Committee.

Revising CTE questionnaire

8.   Noting that the current version of CTE was launched recently in 2009 after wide consultation and a thorough study of its psychometric property, the Committee agreed that it would not be necessary to revise Part A of the CTE Questionnaire for the time being, although individual units might modify Part B of the Questionnaire if they so wished.

A more comprehensive reporting of CTE results

9.   The Committee agreed that a central database capturing CTE scores of all items in Part A of the Questionnaire should be established to facilitate teachers to retrieve CTE results and summary reports.

Holistic reporting of teaching contribution

10.   The Committee noted that teachers could input their CTE results and other contributions in teaching in the Staff Profile Update System (SPUS) and agreed that the titles of all items should be printed in the Activity Report generated by SPUS for easy reference and reporting.

11.   The discussion paper on reporting and assessment of teaching would be further revised for consideration at the Deans' meeting in January 2013.