THE CHINESE UNIVERSITY OF HONG KONG

Briefing Note

**Summary of matters considered at the First Meeting (2022-23) of the
Senate Committee on Teaching and Learning held on 23 November 2022**

Revised Composition of the Senate Committee on Teaching and Learning

1.   The Committee noted the revised composition of the Senate Committee on Teaching and Learning by including "Associate Vice-Presidents" in the composition, i.e. "up to three Pro-Vice-Chancellors/Associate Vice-Presidents as nominated by the Vice-Chancellor" could serve on the Committee as members, noting that the revised composition had been approved by the Senate via a postal vote in August 2022.

Faculty of Education Task Force to Support LSED Students

2.   The Committee noted the sixth progress report of the Task Force and that the progress was satisfactory.

Third Audit Cycle of Quality Assurance Council

3.   The Committee noted the update on the Quality Assurance Council (QAC) third audit cycle, noting that although the audit programme was deferred, the preparatory work was ongoing, including meetings conducted by the Small Group in Student Support (CUHK), Small Group (CUHK(SZ)) and the Working Group in Data Management co-opted under the Core Small Group (CUHK), that the responsible parties were invited to provide input to the draft Self-Evaluation Report (SER), core information and action items identified with reference to the Quality Audit Recording Tool, and that the QAC had concluded that the audit visits in the third audit cycle would be conducted virtually in light of the latest circumstances, and to ensure compatibility and consistency in audit experience, all audit visits would be conducted virtually. The QAC promulgated an updated Audit Manual to include the practical arrangements related to virtual quality audits.   The Committee also noted the preliminary schedule for the third audit cycle, including submission of the SER to the QAC Secretariat in June 2023, a preparatory meeting with the University in August 2023, and virtual audit meetings in October 2023.

2022 University Education Award and UGC Teaching Award

4.   The Committee noted the selection process and results of the 2022 University Education Award and University Grants Committee (UGC) Teaching Award, and that Professor So Man Cho Anthony from the Department of Systems Engineering and Engineering Management was awarded the 2022 UGC Teaching Award (General Faculty Members).   The Committee also noted that at the request of the UGC, the Hong Kong Teaching Excellence Alliance, chaired by the Pro-Vice-Chancellor (Education) of CUHK and comprised awardees and finalists of the UGC Teaching Award, had organized a professional development session to facilitate teachers of UGC-funded institutions to prepare their nomination packages for the 2022 UGC Teaching Award, and that a similar session would be arranged in 2023.

Teaching Development and Language Enhancement Grant

5. The Committee noted the Triennium-end Final Report for the Teaching Development and Language Enhancement Grant (TDLEG) 2019-22 and the Overall Plan for the TDLEG 2022-25 submitted to the UGC on 30 June 2022, the UGC's letter of 12 October 2022 on the triennium-end reports for 2019-22 and overall plans for 2022-25, the updates of the TDLEG 2022-25, and the Register of TDLEG Reviewers.

Annual Report 2021-22

6. The Committee approved its Annual Report 2021-22 for submission to the Senate.

Risk Register on Academic Risks for 2022-23

7. The Committee approved the Risk Register on academic risks for 2022-23 for submission to the Risk Management Committee, noting that some additional control measures were implemented in 2022-23, including (i) conduct of a comprehensive analysis of course grades subsequent to the implementation of Outcomes-based Approach; (ii) development of a new framework on Double Major Programmes; and (iii) formulation of the Guidelines on Approval for Virtual Teaching and Learning Courses in Taught Programmes, and that the register template had been revised by expanding two more processes, namely "evaluation" and "justification".

Revisions to the University's Policy on Assessment of Student Learning in Taught Programmes

8. The Committee heard the Chairperson recapitulate the revisions to the University's Policy on Assessment of Student Learning in Taught Programmes (Assessment Policy) considered at the last meeting, and also heard the Chairperson highlight some other new revisions, including addition of point (c) under paragraph 27 stating explicitly that "if assessment in the form of examination is to be adopted, on-site examination with invigilation is preferred", and inclusion of examples of grade descriptors for the new Distinction/Pass/Failure grading basis for credit-bearing courses as provided by the Centre for Learning Enhancement And Research. The Committee endorsed the proposed revisions to the Assessment Policy, which would be submitted to the Senate for approval.

Guidelines on Approval for Virtual Teaching and Learning Courses in Taught Programmes

9. The Committee noted the background on the proposed Guidelines on Approval for Virtual Teaching and Learning Courses in Taught Programmes (Guidelines) and implementation details, noting that the Guidelines referred to normal situations, and that ad hoc arrangements under special circumstances, for instance, pandemic, would be announced and handled separately. The Committee also noted the different types of virtual teaching and learning (VTL) delivery modes of teaching activities, including online, mixed, blended and hybrid modes, as specified in Annex 1 of the Guidelines, the essential factors for consideration when approving VTL courses to ensure that the same standard was maintained across all Faculties, and the information to be included in the proposal template in Annex 2 of the Guidelines to supplement the course catalog in the Chinese University Student Information System (CUSIS). The Committee endorsed the proposed Guidelines on Approval for Virtual Teaching and Learning Courses in Taught Programmes, which would be submitted to the Senate for approval after incorporating members' views and comments.

Revised Quality Manual

10.   The Committee heard the Chairperson highlight the major revisions of the Quality Manual (QM), including addition of a section on VTL, inclusion of the University's Policy on External Referencing to Hong Kong Qualifications Framework as an appendix, and incorporation of information of the Summer School for Mainland Students into an appendix provided by the China Engagement Office.   The Committee approved the proposed revisions to the QM.

Summary Reports of Student Surveys

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

(a)   Part I of the Student Experience Questionnaire 2022; and
(b)   Graduate Capabilities Questionnaire 2021.

Collaborative Double Major Programme

12.   The Committee noted that the University had planned to launch a comprehensive Collaborative Double Major Programme jointly offered by CUHK and The Chinese University of Hong Kong, Shenzhen (CUHK(SZ)) from 2023-24 academic year.   Students would pursue a first Major in Interdisciplinary Data Analytics offered by CUHK, and a second Major among specific academic disciplines (Business, Engineering and Science) offered by either CUHK or CUHK(SZ).   Five Major Programmes from CUHK and six from CUHK(SZ) would participate in this Programme.   The Programme proposal was being developed and would be submitted to the Senate for approval in due course.

Inadequate Number of Elective Courses for Enrolment in Term 2 of 2022-23

13.   The Committee heard the student member relay students' concerns about not having adequate number of elective courses for enrolment in Term 2 of 2022-23 offered by certain Departments, in particular the Department of Chinese Language and Literature (CHLL) for graduating students.   The Committee noted that the Registry would follow up the issue with the CHLL Department, and if deemed necessary, would contact the student member for more information.

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