The Hong Kong Polytechnic University

College of Professional and Continuing Education

College Board

<u>Terms of Reference</u>

1. Generally, to co-ordinate and promote the work of the College.

2. To formulate (using the University's Strategic Plan as a basis) a College business plan which will guide the formulation of unit business plans.

3. To consider unit business plans.

4. To receive and consider initial programme proposals and then submit them, if approved, to the Academic Planning and Regulations Committee.

5. To be responsible for the quality of academic programmes offered by the College and to implement institutional quality assurance policies and procedures as approved by Senate.

6. To receive and consider programme validation reports, and to submit College recommendations to Senate for implementation approval.

7. To consider and approve proposals for courses to be offered under the Credit Accumulation Mechanism (CAM).

8. To receive and consider annual Quality Assurance reports from units in the College.

9. To periodically review and advise on quality assurance matters within the College and, in particular, to submit the College's annual Quality Assurance report to the Quality Assurance Committee (Academic Departments).

10. To submit a College Report on the College's Unit Review exercises to the Quality Assurance Committee (Academic Departments).

11. To provide a forum to stimulate academic and development initiatives, particularly those involving innovation and inter-unit collaboration, as well as collaboration with other PolyU faculties.

12. To approve the entrance requirements for individual programmes offered by units of the College.

13. To be responsible for overseeing admission matters.

14. To be responsible, on behalf of Senate, for the examination and assessment of students in the College.

15. On behalf of Senate, to confirm examination and assessment results and academic awards for all programmes offered by the College*.

16. To consider and approve proposals for programmes to be offered in collaboration with external institutions/universities which lead to their awards.

17. To receive and review, on a regular basis, the minutes of Unit Advisory Committees.

18. To receive and review reports submitted by Academic Advisors (AA) and responses to the AA reports.

19. To submit an annual report to Senate covering the College Board's activities during the previous 12 months from 1st July to 30th June.

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* Where necessary, the Board Chairman can identify an item of business as 'reserved business', and requires the student members to withdraw. Examination and assessment results will usually be regarded as 'reserved business'.

Composition and Membership List

Chairperson

Dean, College of Professional and Continuing Education
　　　Professor Peter Yuen

Members

Associate Deans

　　　Professor Warren C.K. Chiu, Associate Dean (Quality Assurance), CPCE
　　　[Also Professor, School of Professional Education and Executive Development]

　　　Dr. Simon Leung, Associate Dean (Development), CPCE
　　　[Also Director, Hong Kong Community College]

Heads of Unit in the College

　　　Dr. Simon Leung, Director, HKCC
　　　[Also Associate Dean (Development), CPCE]

　　　Dr. Jack Lo, Director, SPEED

Heads of Cluster in the College

　　　Dr. Pamela Kwok, Head of Cluster (Business), CPCE

　　　Dr. Pimtong Tavitiyaman, Head of Cluster (Hotel and Tourism Management), CPCE

　　　Dr. Alex Wo-shun Chan, Head of Cluster (Humanities, Communications and Social Sciences), CPCE

Dr. Woo Kin Sang Eric, Head of Cluster (Science, Technology and Health Studies), CPCE

One senior academic staff member from each Unit in the College, nominated by the Head of Unit

Dr. Lorena Chan, Associate Division Head and Principal Lecturer, HKCC

Dr. Regan Lam, Senior Lecturer, SPEED

Two elected members of academic staff from each Unit in the College

Mr. Andrew Marcus Chan, Lecturer, HKCC

Dr WN Leung, Deputy Director, HKCC

Dr. WK Yung, Principal Lecturer, SPEED

Dr. Stephanie Lee, Lecturer, SPEED

Two students from HKCC and one student from SPEED, elected by and from among students in the respective Unit

Miss Chan Yuen Ying (HKCC)

Mr. Lee Ka Chun (HKCC)

Miss Liu Cheuk Fung (SPEED)

Secretary

Head of Administration, College of Professional and Continuing Education
Ms. Cathy Ho

Assistant Secretary

Deputy Head of Administration, College of Professional and Continuing Education
Miss Polly Kwan

(With effect from 1 January 2018)