

College Board
學院委員會

Terms of Reference

1. Generally, to co-ordinate and promote the work of the College.
2. To receive and consider initial programme proposals and then submit them, if approved, to the Academic Planning and Regulations Committee.
3. 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.
4. To receive and consider programme validation reports, and to submit College recommendations to Senate for implementation approval.
5. On behalf of Senate, to consider and approve proposals for credit-bearing or non-credit-bearing courses which lead to continuing education qualifications, as well as major revisions to existing continuing education courses.
6. To receive and consider the Annual Operation Plans (AOPs) from units in the College.
7. To periodically review and advise on quality assurance matters within the College and, in particular, to submit a report to the Quality Assurance Committee (Academic Departments) on the quality assurance performance of units in the College.
8. To submit a College Report on the College's Unit Review exercises to the Quality Assurance Committee (Academic Departments).
9. 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.
10. To approve the entrance requirements for individual programmes offered by units of the College.
11. To be responsible for overseeing admission matters.
12. To be responsible, on behalf of Senate, for the examination and assessment of students in the College.
13. On behalf of Senate, to confirm examination and assessment results and academic awards for all programmes offered by the College*.
14. To consider and approve proposals for programmes to be offered in collaboration with external institutions/universities which lead to their awards.
15. To receive and review, on a regular basis, the minutes of CPCE Advisory Committee.
16. To receive and review reports submitted by Academic Advisors (AA) and responses to the AA reports.

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

* 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. Artie Ng, Deputy Director, SPEED

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

Dr. WN Leung, Deputy Director, HKCC

Dr. Ricky Mak, Lecturer, HKCC

Dr. Simon Cheung, Lecturer, SPEED

Dr. Peggy Ng, Senior 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. Tung Sheung Lam (HKCC)

Mr. Chui Wai Ho, Rio (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 July 2018)