

College of Professional and Continuing Education

College Learning and Teaching Committee

(Committee of College Board)

Terms of Reference

1. To be responsible to University LTC (ULTC) for all matters pertaining to learning and teaching development in the College.
2. To promote, and to monitor the implementation of, policies and procedures relating to learning and quality teaching formulated by ULTC, and to make recommendations accordingly to ULTC.
3. To promote and to facilitate new and innovative learning and teaching methodologies in the College.
4. To develop, promote and disseminate good teaching and learning practices in the College.
5. To monitor the progress and quality of learning and teaching development projects in the College, and to allocate assigned resources.
6. To consider matters of general academic procedures relating to all taught programmes, and to make recommendations accordingly to ULTC.
7. To keep under review changes in academic policies and regulations for the admission, progression and assessment of students and for the granting of awards for all taught programmes, and to make recommendations accordingly to ULTC.
8. To keep the College Board informed on a regular basis about its decisions/deliberations.

Composition and Membership List

Chairman

Dean (PCE) or his nominee

Professor Warren C.K. Chiu, Associate Dean (Quality Assurance), CPCE
[Also Professor, SPEED]

Members

Chairmen of HKCC and SPEED LTC, or a senior academic staff member nominated by each Unit Director

Dr. WN Leung, Deputy Director, HKCC

Dr. Annie Ko, Senior Lecturer, SPEED

1 full-time academic staff member from each Division, appointed by the Chairman of College Board

Dr. Phoebe Wong, Senior Lecturer, BHM

Dr. Joyce Yeung, Senior Lecturer, LC

Dr. Lorena Chan, Associate Division Head, SEHS

Mr. Andy Fong, Associate Division Head, SSHD

1 ITU representative, nominated by Head of ITU

Dr. Jason Chan, Head of IT, Information Technology Unit

1 student, elected by and from among students of HKCC and appointed by the Chairman of College Board

Miss Lee Nok Yee

1 student, elected by and from among the students of SPEED and appointed by the Chairman of College Board

Mr. Shek Chun Ming

1 EDC representative, nominated by Director of EDC

Mr. Kenneth Tam, Educational Development Officer, Educational Development Centre

Secretary

A staff member, appointed by the Chairman of College Board

Miss Polly Kwan, Deputy Head of Administration, CPCE

(With effect from 1 July 2019)