

## **College of Professional and Continuing Education**

### **College Learning and Teaching Committee**

#### **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**

##### **Chairperson**

*Dean(PCE) or his nominee*

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

##### **Members**

*Chairpersons of Hong Kong Community College and School of Professional Education and Executive Development Learning and Teaching Committees (LTCs)\**

Dr. WN Leung, Deputy Director, HKCC

Dr. Annie Ko, Senior Lecturer, SPEED

*Up to 2 full-time academic staff appointed by the College Board*

Dr. Simon Chung, Senior Lecturer, HKCC

Dr. Phoebe Wong, Lecturer, SPEED

*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 College Board*

Miss Wong Chui Man

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

Mr Cheung Tsz Lok

*1 EDC representative nominated by Director of EDC*

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

**Secretary**

*A staff member of CPCE, appointed by the Chairperson*

Miss Polly Kwan, Deputy Head of Administration, CPCE

**Mode of Operation**

1. The term of service of the two full time academic staff members appointed by the College Board shall not exceed two years. They may not serve for more than two consecutive terms.
2. The term of service of the two student members appointed by the College Board shall be of one year. They may not serve for more than two consecutive terms.
3. The CLTC shall meet at least once each semester.

\*Ex-officio members

*(With effect from 1 January 2018)*