

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

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

(Committee of College Board)

#### **Terms of Reference**

1. To be responsible to University Learning and Teaching Committee (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 keep the College Board informed on a regular basis about its decisions/ deliberations.

#### **Composition and Membership List**

##### **Chairperson**

*Dean of CPCE or his nominee*

Professor Ricky Chan, Associate Dean (Education), CPCE  
[Also Professor, BHM]

##### **Members**

*Director of HKCC*

Dr. Anthony Loh  
[Also Division Head, SEHS]

*Director of SPEED*

Dr. Jason Chan  
[Also Associate Dean (Information and Development), CPCE and Head of IT, ITU]

*Two full-time academic staff members from each Division, appointed by the Chairman of College Board*

- Dr. Alvin Wong, Associate Division Head, BHM
- Dr. Carmen Sum, Senior Lecturer, BHM
- Dr. Choi Wai Yuk, Senior Lecturer, LC
- Dr. Sylvia Lin, Lecturer, LC
- Dr. Edmond Lam, Senior Lecturer, SEHS
- Dr. Jodie Lee, Senior Lecturer, SEHS
- Mr. Hoi-wood Chang, Associate Division Head, SSHD
- Dr. Vera Sun, Senior Lecturer, SSHD

*One ITU representative, nominated by Head of ITU*

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

[Also Associate Dean (Information and Development), CPCE and Director, SPEED]

*One student each from HKCC and SPEED, elected by and from full-time students of the respective Unit*

Vacant (HKCC)

Vacant (SPEED)

*One representative from PolyU Educational Development Centre (EDC), nominated by Director of EDC*

Mr. Kenneth Tam, Assistant Director of Educational Development, Educational Development Centre

### **Secretary**

*A staff member of CPCE, appointed by the Chairman of College Board*

Ms. Vienna Cheung, Associate Head of Administration, CPCE

### **Assistant Secretary**

Mr. Keith Yu, Administrative Officer, CPCE

*(With effect from 1 September 2025)*