

College Board
學院院務委員會

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 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 and to periodically review and advise on quality assurance matters within the College.
7. To submit a College Report on the College's Unit Review exercises to the Quality Assurance Committee (Academic Departments).
8. 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.
9. To approve the entrance requirements for individual programmes offered by units of the College.
10. To be responsible for overseeing admission matters.
11. To be responsible, on behalf of Senate, for the examination and assessment of students in the College.
12. To confirm examination and assessment results for all programmes offered by the College*.
13. To examine and approve 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.

* 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'.

15. To receive and review, on a regular basis, the minutes of CPCE Advisory Committees.
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.

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]

Professor CW Leung, Associate Dean (Research), CPCE
[Also Professor, School of Professional Education and Executive Development]

Heads of Unit in the College

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

Dr. Jack Lo, Director, SPEED

Heads of Divisions in the College

Dr. Helen S.M. Wong, BHM

Dr. Esther Tong, LC

Dr. Anthony Loh, SEHS

Dr. Hung Kwok-wah, SSHD
[Also Deputy Director, HKCC]

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

Dr. Annie Ko, Associate Division Head, BHM

Dr. Cheung Kwan Hin, Associate Division Head, LC

Dr. James Chau, Principal Lecturer, SEHS

Dr. Alex Chan, Principal Lecturer, SSHD

One elected member of academic staff from each Division in the College

Dr. Kiki Chan, Associate Division Head, BHM

Dr. Winfred Xuan, Lecturer, LC

Dr. Ben Fong, Associate Division Head, SEHS

Mr. Chang Hoi-wood, Associate Division Head, SSHD

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

Miss Chan Tsz Tung, Tiff (HKCC)

Miss Siu Lok Lam (HKCC)

Miss Chiu Sin Ki (SPEED)

Secretary

Head of Administration, College of Professional and Continuing Education

Miss Polly Kwan

Assistant Secretary

Associate Head of Administration, College of Professional and Continuing Education

Miss Vienna Cheung

(With effect from 1 January 2021)