

## **B4.5 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 Programme Review documentation from Academic Divisions 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 Divisional Review exercises to the Academic Quality Assurance Committee.
8. To provide a forum to stimulate academic and development initiatives, particularly those involving innovation and inter-division collaboration, as well as collaboration with other PolyU faculties.
9. To approve the entrance requirements for individual programmes offered by 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.
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 1<sup>st</sup> July to 30<sup>th</sup> June.

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\* 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**

Chairman : Dean, College of Professional and Continuing Education

Prof. Peter YUEN

Members : All Associate Deans

Dr. Jason CHAN, Assoc. Dean (Development), CPCE

Prof. Warren C.K. CHIU, Assoc. Dean (Quality Assurance), CPCE

Prof. C.W. LEUNG, Assoc. Dean (Research), CPCE

Directors of Units in the College

Dr Anthony LOH, Director, HKCC

Prof. C.W. LEUNG, Director, SPEED (*Interim*)

Heads of Academic Divisions in the College

Dr Helen S.M. WONG, BHM

Dr Esther TONG, LC

Dr Anthony LOH, SEHS

Prof. Roger CHAN, SSHD

College Registrar

Dr Stephanie LEE (*Interim*)

Head of Continuing Education

Dr Simon CHEUNG

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

Dr Kiki CHAN, Assoc. Division Head, BHM

Dr Raymond CHOW, Assoc. Division Head, LC

Dr Zerance NG, Assoc. Division Head, SEHS

Mr Andy FONG, Assoc. Division Head, SSHD

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

Dr Aris LAM, Assoc. Division Head, BHM

Dr NG Ting Yan, Lecturer, LC

Dr Sandy TANG, Senior Lecturer, SEHS

Mr CHANG Hoi-wood, Assoc. Division Head, SSHD

One student each from HKCC and SPEED, elected by and from students in the respective Unit

*Vacant*

Up to two co-opted members appointed by the Chairman of College Board

*Vacant*

Secretary : Head of Administration, College of Professional and Continuing Education

Ms Polly KWAN

Assistant Secretary : Associate Head of Administration, College of Professional and Continuing Education

Ms Vienna CHEUNG

1 January 2024