**THE CHINESE UNIVERSITY OF HONG KONG**

**<u>Briefing Note</u>**

**Summary of matters considered on 30 July 2009 by the
Senate Committee on Teaching and Learning**

*Applications for Teaching Development Grants (TDGs) for the 2009-12 Triennium*

1.    In response to an invitation for applications for TDG (total funding of HK$18m for the 2009-12 Triennium), 39 proposals had been received, requesting a total of about HK$27.6m, including (A) 8 University-wide activities and (B) 31 Unit-level activities (including department and/or faculty level initiatives).   The Committee recommended support for most of the projects, with the funding to be decided by the Committee based on a revised proposal and budget.   Some projects were asked to extend their coverage to benefit a wider sector, in which case, a higher level of funding was recommended.   For better monitoring, the Committee recommended that 20% of the funding allocation would be withheld pending satisfactory project completion.

2.    A number of projects with possible synergies were grouped under three clusters: to enable these synergies to be exploited and developed for the benefit of the projects, to promote the dissemination of models and results throughout the University, and possibly to share centrally acquired equipment and software.   The clusters were:

(a)   <u>eLearning cluster</u>: in terms of the use of a CUHK unified platform.

(b)   <u>video cluster</u>: in terms of the development and delivery of video case materials.

(c)   <u>experiential cluster</u>: in terms of students' experiential learning in the University with synergy with the work of the Office of Academic Links (OAL) and the Office of Student Affairs (OSA).

3.    Some observations were made regarding how to make the best use of TDGs: (a) Colleagues should be encouraged to put up the results of their projects for sharing and dissemination in an organized fashion across the University.   (b) Various projects need to be coordinated at the faculty level.   (c) If a thematic approach across the University was to be adopted, more sustained funding to support in-depth study in a systematic way would be needed.

*Proposed Procedures for Dealing with Student Complaints*

4.    The Committee endorsed for approval by the Senate the proposed procedures for dealing with student complaints put forward by a small working group formed under the Committee, and noted that the procedures would be applicable to students in all University award-bearing programmes.

*"Light" Reviews of the Plans for the Four-year Normative Curriculum*

5.    The "light" reviews will focus on the new '3+3+4' curriculum and design of individual

programmes, as well as the tracking of the action plans of programmes arising from the first review.   A streamlined process with possible bundling of programmes will be adopted for this "light" reviews cycle which has to be completed in 18 months' time.   Each review panel will comprise three members and each programme will be required to prepare a description of the programme design and a brief report on the follow-up action plan from the previous review.   The panel will meet once independently and once with key staff of the programme concerned, and then prepare a report to which the programme will have to give a brief response.   After all reviews have been conducted, CLEAR will prepare an overall report for consideration by the Committee.