

Hong Kong Community College

College Programme Committee

Terms of Reference

1. The College Programme Committee will exercise the overall academic and operational responsibility for the programme(s) and its/their development within defined policies, procedures and regulations.
2. The Committee will be specifically responsible for the following:
 - (i) The effective conduct, organisation and development of the programme(s), including:
 - (a) Ensuring the appointment of teaching staff as required by the programme(s) (subject, year, admissions, placement, etc.), in consultation with the appropriate Head(s) of Unit(s);
 - (b) Ensuring that the programme(s) is/are staffed and resourced to agreed levels through recommendations to, and negotiations with, Heads of contributing Units;
 - (c) Ensuring that the mechanics of operation, including programme/year/subject time-tabling, teaching rooms, access to specialist facilities, etc., are organised and effective;
 - (d) The coordination of teaching and other inputs;
 - (e) The nomination of proposed external examiner(s), where necessary and as required by the professional bodies, for the approval of the College Board; and
 - (f) The implementation of policies for monitoring student progress, student counselling, placements, etc.
 - (ii) Stimulation of the development of teaching methods and programme materials, through Heads of Units, subject leaders, and the PolyU Educational Development Centre, as appropriate.
 - (iii) Review of academic regulations, admission policy, assessment and examination methods.
 - (iv) Formal submissions to appropriate professional bodies, normally via the Head of the programme offering Unit and in accord with the University's established procedures.
 - (v) The continuing critical review of the rationale, aims, intended learning outcomes (ILOs) and the alignment of teaching, learning and assessment with the ILOs, programme learning outcomes assessment and its results, and the improvement and development of the programme(s).
 - (vi) The definition and maintenance of the academic standard of the programme(s).
 - (vii) Ensure that the views of students and other key stakeholders on the programme(s) are known and taken into account.
 - (viii) The evaluation of the operation, health and progress of the programme(s) as defined in the University's programme review procedures.

Composition and Membership List

Chairman

Dr Samuel CHAN, Principal Lecturer of Division of Business

Deputy Chairman

Dr Lorena CHAN, Associate Head of Division of Science & Technology

Members

*Director**

Dr Simon LEUNG

*Deputy Directors**

Dr Kwok-wah HUNG

Dr Wing-nin LEUNG

*Heads of Divisions**

Mr Andy FONG, Head of Division of Humanities, Design & Social Sciences
[Also the Chairman of General Education Committee]

Dr Anthony LOH, Head of Division of Science & Technology

Dr Esther TONG, Head of Division of Language & Communication

Dr Helen WONG, Head of Division of Business

*College Secretary**

Miss Cass WONG

Chairman of General Education Committee or his/her delegate

Mr Andy FONG

[Also Head of Division of Humanities, Design & Social Sciences]

Scheme Leaders

Dr James CHAU, Scheme Leader of AD Scheme in Science & Technology

Mr Woody LEE, Scheme Leader of AD Scheme in Design

Ms Mimi NG, Scheme Leader of AD Scheme in Humanities & Communication

Mr Yut-ming NG, Scheme Leader of AD Scheme in Applied Social Sciences

Dr Doreen TSE, Scheme Leader of HD Scheme in Business

Dr Alvin WONG, Scheme Leader of AD Scheme in Business

Programme Leaders of Standalone Programmes

Dr Kin-keung CHOW, Programme Leader of HD in Mechanical Engineering

Dr Kit-ling LUK, Programme Leader of HD in Social Work

Dr Zerance NG, Programme Leader of HD in Aircraft Services Engineering

Mrs Ella YU, Programme Leader of Associate in Health Studies

Representative from the Industrial Centre (IC) of PolyU

Ir Dr Robert WM TAM, Associate Director of Industrial Centre

Secretary

Ms Isis CHEUNG, Programme Manager

*Ex-officio members

(With effect from 16 August 2017)