

College of Professional and Continuing Education

College Board

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 Quality Assurance Committee (Academic Departments).
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 1st July to 30th June.

* 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

Chairperson

Dean, College of Professional and Continuing Education
Professor Peter Yuen

Members

Associate Deans of CPCE

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

Professor Warren C.K. Chiu, Associate Dean (Education), CPCE
[Also Professor, School of Professional Education and Executive Development]

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

Heads of Units in the College

Dr. Anthony Loh, Director, HKCC
[Also Division Head, SEHS]

Dr. Professor CW Leung, Director, SPEED (*Interim*)
[Also Associate Dean (Research), CPCE]

Heads of Divisions in the College

Dr. Helen S.M. Wong, BHM

Dr. Esther Tong, LC

Dr. Anthony Loh, SEHS
[Also Director, HKCC]

Professor Roger Chan, SSHD

College Registrar

Dr. Stephanie Lee (*Interim*)
[Also Associate Division Head of SSHD]

Head of Continuing Education

Dr. Simon Cheung

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

Dr. Aris Lam, Associate Division Head, BHM

Dr. Wience Lai, Associate Division Head, LC

Dr. Zerance Ng, Associate Division Head, SEHS

Mr. Andy Fong, Associate Division Head, SSHD

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

Dr. Kiki Chan, Associate Division Head, BHM

Dr. Helen Yeh, Lecturer, LC

Dr. Chiu Hon-sun, Lecturer, SEHS

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

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

Vacant

Secretary

Head of Administration, College of Professional and Continuing Education

Ms. Polly Kwan

Associate Head of Administration, College of Professional and Continuing Education

Ms. Vienna Cheung

(With effect from 17 March 2023)