

University Common Core Program
Annual Report: 2016/2017

| Report Prepared by | |
|-----------------------------|--|
| Name of Committee/Author(s) | |

| Review of the Report | |
|---|--|
| Has the annual report been considered by faculty members who deliver the common core program in a representative meeting(s)? Yes/No* | |
| * If No, please briefly explain how the report was reviewed: _____ | |
| Endorsed by: | Prof Chih-Chen CHANG (Academic Director, UCE) |
| | _____ (Signature) |
| Date: | _____ |

| Submission Timeline |
|--|
| UCE to submit annual reports to the CTLQ on or before Wednesday, January 31, 2018. |

Data Sets for Annual Reporting are available at [http://qa.ust.hk/TL Data Warehouse.html](http://qa.ust.hk/TL_Data_Warehouse.html)

Part A: Quality Assurance of University Common Core Program [see Note 1]

(Reference may be made to the quality assurance framework of the University: *Assuring Quality and Academic Standards at HKUST* available at [http://qa.ust.hk/.](http://qa.ust.hk/))

A1. Follow-up Action Items

A1.1 List completed action items from last year's Action Plan as at January 2018. Include outstanding action items in the Department's Action Plan (see B3).

| Completed action items | Commentary, as appropriate |
|------------------------|----------------------------|
| | |
| | |

A1.2 Was there any difficulty in adopting the CTLQ's comments/suggestions on last year's report? **Yes/No?** [If Yes, give details.]

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A2. Implementation of Quality Assurance Framework

Briefly evaluate the effectiveness of program committees or equivalent forums established to consider issues relating to teaching, learning and assessment that arise at the Program level. Where appropriate, indicate **any changes made** during the reporting period **or any proposed changes** to enhance their effectiveness in (i) assuring the quality of the student learning experience and (ii) maintaining the academic standards of the Program.

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A3. Stakeholder Feedback

A3.1 Identify (maximum 5) areas for improvement or of concern arising from stakeholder feedback (SF) during the reporting period (e.g. student questionnaires, other student feedback such as focus group meetings, alumni/employer surveys, or other external reviews related to the Program). Indicate those items to be included in this year's Action Plan (see B3).

| | | |
|---|---|---------------------|
| Area for improvement or of concern SF #1: | Source (e.g. SFQ, 2016/17): | In Action Plan? Y/N |
| Explain the area and indicate outcome(s) of Program discussion: | | |
| Area for improvement or of concern SF #2: | Source (e.g. Advisory Board, 2016/17): | In Action Plan? Y/N |
| Explain the area and indicate outcome(s) of Program discussion: | | |
| Area for improvement or of concern SF #3: | Source (e.g. Student Focus Group, 2016/17): | In Action Plan? Y/N |
| Explain the area and indicate outcome(s) of Program discussion: | | |

Add additional boxes, if necessary.

A3.2 Briefly comment on any area for improvement or of concern listed in last year's A3.1 that are not covered in this year's report.

A4. External Review/Accreditation

Summarise the progress as at January 2017 in addressing recommendations from the most recent external review and/or Advisory Committee/Board meeting related to the Program.

A5. Good Practice in Quality Assurance

Summarise any **particularly innovative** and/or **successful** good practices or changes in quality assurance **arrangements** to maintain or improve educational quality of the Program and indicate how these will be disseminated for wider consideration and possible adoption. (A list of good practice in teaching and learning by year / by category is available at http://qa.ust.hk/goodpractice_by_year.html / http://qa.ust.hk/goodpractice_by_category.html for reference.)

Part B: Teaching, Learning and Assessment [see Note 2]

B1. Self-Reflection

B1.1 List no more than 3 areas for improvement or of concern identified through self-reflection (SR) (i.e. other than those listed in A3), taking into account the Areas listed under Note 2.

| # | Area for improvement or of concern | Discussion/decision |
|-----|------------------------------------|---------------------|
| SR1 | | |
| SR2 | | |
| SR3 | | |

B1.2 Briefly comment on any area for improvement or of concern listed in last year's B1.1 that are not covered in this year's report.

*B1.3 Provide brief details of any **significant** changes made to/planned for the Program.*

B2. Quality Enhancement and Good Practice

*(a) Summarise any particularly successful aspects of the Program and indicate the **evidence** of success. [The relevant information would include **data available at [http://qa.ust.hk/TL Data Warehouse.html](http://qa.ust.hk/TL_Data_Warehouse.html)**]*

*(b) Briefly describe good practices in **teaching, learning and/or assessment** which have had a positive impact on the student learning experience and/or success of the Program **during the reporting period**. (A list of good practice in teaching and learning by year / by category is available at [http://qa.ust.hk/goodpractice by year.html](http://qa.ust.hk/goodpractice_by_year.html) / [http://qa.ust.hk/goodpractice by category.html](http://qa.ust.hk/goodpractice_by_category.html) for reference.)*

(c) Indicate how items in B2(b) have been disseminated within the Program. Provide details of any good practice from last year's CTLQ Report to the Senate (see http://qa.ust.hk/TL_Data_Warehouse.html) that has been adopted by the Program.

B3. Action Plan

Based on the above review and discussion in A3 and B1, determine **3-5 priority action items** and include them in an Action Plan indicating tasks, timelines and responsibilities for each action item and the area(s) of concern being addressed. Attach the Action Plan to this Report. (An example Action Plan template is available at http://qa.ust.hk/preparing_annual_reports.html for reference.)

B4. Other Information and Comments

B4.1 List any new initiatives in teaching, learning and/or assessment **over the reporting period**, including those that support the University's strategic endeavours, where appropriate.

B4.2 Indicate any data not currently available centrally that the Program would find helpful.

B4.3 List below any statistical observations, special events or activities, or **significant achievements** relating to teaching, learning and/or assessment **over the reporting period**.

NOTES

1. In completing **Part A** departments/divisions/programs may make reference to the quality assurance framework of the University: *Assuring Quality and Academic Standards at HKUST* available at <http://qa.ust.hk/>. The major requirements are:
 - The department/division/program has in place committees or equivalent forums to review: admissions (to majors in the case of Ug students) and induction of students; academic programs, courses and the co-curriculum delivered by the department/division/program; mentoring and advising; student assessment and academic progress; student feedback (e.g. from SFQ/SESQ/TPg Exit survey or other forums including Student Staff Liaison Committees or focus group meetings).
 - The role of individuals and committees is clearly assigned within a system that is designed to maintain and improve the quality of teaching and learning.
 - These committees: provide for a range of views to be expressed; consider evidence relevant for evaluating performance; share good practice; determine an agenda for action; and follow up on planned action. In particular:
 - The department/division/program has taken advantage of external peer review and input from employers, professional bodies and others to benchmark academic standards and the quality of educational provision and the preparation of graduates for employment or graduate studies.
 - There are regular opportunities for students/student representatives to meet with faculty responsible for courses and programs and to freely express their views;
 - Students are informed of changes made as a consequence of their feedback.
 - The relevant committees have met regularly and have documented their work.

2. In completing **Part B** departments/divisions/programs may wish to consider the following checklist of areas but reports are **NOT** expected to cover all areas:

| Areas |
|--|
| <u>Induction and advising of students</u> <ul style="list-style-type: none"> • Induction activities for new students • Advising and mentoring of new students |
| <u>Curriculum, teaching, learning and assessment</u> <ul style="list-style-type: none"> • Development of program/course objectives and outcomes • Difficulties and issues in developing/delivering the curriculum • Innovation in delivery of teaching and learning • Support for professional development of faculty, instructors and teaching assistants • Incentives and recognition for good performance • Teaching effectiveness and student feedback • Facilities, including: laboratories, study space, classrooms • Learning resources, including: Library, on-line resources • Availability of elective courses requested by students • Class size, access to faculty, student campus engagement • Review of assessment results, including course grade distributions • Application of Senate policy for grading, plagiarism and academic integrity |