

## Academic Support Unit Annual Report on Supporting Teaching and Learning 2019/2020

<b>Source of the Report</b>	
Unit	

<b>Contact Details</b>	
Name of Report Author	
Email	

<b>Line Manager's Endorsement</b>	
<p>Has the Annual Report been considered by team heads in a formal meeting? <b>Yes/No*</b> [<i>If No, please briefly explain how the report was reviewed in the Office.</i>]</p> <p>_____</p> <p>_____</p>	
Endorsed by:	<p style="text-align: center;">_____ (Line Manager)                      _____ (Signature)</p>
Date:	_____

<b>Submission Timeline</b>	
<p>Line managers submit annual reports to the CTLQ on or before January 29, 2021 (Friday).</p>	

## Academic Support Unit Annual Report on Supporting Teaching and Learning 2019/2020

### Part A: Quality Assurance of Service Provision

(The Academic Support Unit may make reference to the quality assurance framework of the University: *Assuring Quality and Academic Standards at HKUST* available at <http://qa.ust.hk/>.)

#### A1. Follow-up Action Items

A1.1 List completed action items from last year's Action Plan as at January 2021. Include outstanding action items in the Unit's Action Plan (see B4).

<i>Completed action items</i>	<i>Commentary, as appropriate</i>

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

#### A2. Quality Assurance Mechanisms and Processes

**Critically evaluate** the Academic Support Unit's mechanisms and processes for supporting teaching and learning.

#### A3. Good Practice in Quality Assurance

Summarise any **particularly innovative** and/or **successful** practices which have had a positive impact on supporting teaching and learning activities during the reporting period. Where appropriate, indicate how these have been/will be disseminated for wider consideration and possible adoption within the Unit. (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.)

## Part B: Services and Practices

### B1. Major Initiatives in Supporting Teaching and Student Learning

*Describe the major initiatives of the Unit in supporting teaching and student learning over the reporting period and evaluate their success.*

### B2. External Inputs

*Give an account of external inputs on activities and practices over the reporting period, if any, and how these have enhanced the work of the Unit in supporting teaching and learning.*

### B3. Self-Reflection

*B3.1 List areas of concern or for improvement identified through self-reflection (SR).*

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

*B3.2 Briefly comment on any area of concern or improvement listed in last year's B3.1 that are not covered in this year's report.*

### B4. Action Plan

*Based on the above review and discussion in B2 and B3, determine **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](http://qa.ust.hk/preparing_annual_reports.html) for reference.)*

**B5. Issues of Broad Institutional Interest** *(if not reported elsewhere)*

*Indicate any areas of broad institutional interest, for further consideration by the Unit and/or relevant University committees or individuals.*

**B6. Other Information and Comments**

**B6.1** *List any new initiatives in support of teaching, learning and/or assessment **over the reporting period**, including those that support the University's strategic endeavours, where appropriate.*

**B6.2** *Indicate any data not currently available centrally that the Unit would find helpful.*

**B6.3** *List below any statistical observations, special events or activities, or **significant** achievements relating to teaching, learning and/or assessment **over the reporting period**.*