

THE EDUCATION UNIVERSITY OF HONG KONG
TASK FORCE ON ACADEMIC MANAGEMENT INFORMATION AND
DATA MANAGEMENT SYSTEM

Terms of Reference

The Task Force is a forum for deliberation of performance measures and indicators under the Academic Management Information System (AMIS) and related data management and surveys. It works in collaboration with respective line managers and committees according to the “Reporting and Monitoring Procedures for Sector-wide Performance Measures (PMs), Institution-specific Key Performance Indicators (KPIs) and Performance Indicators (PIs)” (see **Attachment**).

The Task Force will report to the Vice President (Academic) and Provost, and be responsible to:

1. oversee the implementation, review and revamp of the Academic Management Information System (AMIS) including revisions to AMIS-related policies and guidelines, system updates and enhancement, etc.;
2. develop and update performance measures and indicators, including Sector-wide Performance Measures (PMs), University-specific Key Performance Indicators (UKPIs) (also known as Institution-specific KPIs), Internal Key Performance Indicators (IKPIs) and Internal Performance Indicators (IPIs); and formulate overarching measures and procedures for strategic and coherent approaches to facilitate the implementation, monitoring and reporting of the performance measures and indicators;
3. monitor trend data of performance measures and indicators at the University level to give advice and feedback to relevant stakeholders, faculties, departments and units for enhancement and follow-up actions where necessary; and
4. review and give views on matters in relation to data management and surveys including overarching strategies, frameworks, initiatives, policies and plans.

Membership Composition

Chairperson:	Vice President (Academic) and Provost [VP(AC) & Pr]	Professor John LEE Chi-Kin
Members:	Vice President (Administration) or nominee	Ms Sarah WONG Man-yee
	Vice President (Research and Development) or nominee	Professor Chetwyn CHAN Che-hin
	Associate Vice President (Academic Affairs) cum Registrar	Professor May CHENG May-hung
	Associate Vice President (Assessment) Chief Information Officer	Professor LO Sing-kai Ms Anna HUI Sui-yee (Acting)
	Director of Centre for Learning, Teaching and Technology	Professor KONG Siu-cheung
	Director of Finance	Mr Chaddy WONG Kam-chiu
	Head of Department of Mathematics and Information Technology	Professor Philip YU Leung-ho
	One academic staff with background in statistics/ survey appointed by VP(AC) & Pr	Dr Winnie LAM Wai-man (MIT)
	A representative each from Faculties and Graduate School	Dr Eric CHENG Chi-keung (FEHD) Ms Crystal CHUNG Yin-tung (GS) Professor Pamela LEUNG Pui-wan (FHM) Professor Eric TSANG Po-keung (FLASS)
Co-opted Members:	Associate Vice President (Quality Assurance)	Dr Susanna YEUNG Siu-sze
	Director of Student Affairs Office	Ms Angie YEON Yuk-mei
	Staff from Academic Secretariat and Quality Assurance Section of Registry	Ms Connie CHAN Kwok-ming
Secretary:	Staff from the Office of the Vice President (Academic) and Provost	Ms Hilton CHEUNG Hei-tung
Observers:	Staff from OCIO/ Registry/ LTTC/ other academic/ administrative units on a need basis	Ms Anna HUI Sui-yee (OCIO) Ms Polly LEUNG Wing-shan [VP(AC) & Pr] Mr Morris NG Wa-lun (OCIO) Ms Rosanna TSOI Siu-man (REG)

19 October 2022

Figure 1 – Reporting and Monitoring Procedures for Sector-wide PMs, Institution-specific KPIs and PIs

