

THE EDUCATION UNIVERSITY OF HONG KONG

TIMETABLING WORKING GROUP

Terms of References and Membership Composition

Terms of References:

The Working Group reports to the Vice President (Academic) and Provost, and is responsible to:

1. formulate and review relevant policies and parameters of planning and landscape issues of class scheduling which have significance for student learning;
2. review and monitor the classroom demands from Faculties/departments, and receive reports on classroom provision;
3. monitor progress of class scheduling plan and issues and make regular report; and
4. receive reports on management information analyses based on the Banner System to assist the development and refinement of timetabling plan with special regard to the logistics support;

Membership Composition

Convenor

Prof Cheng May Hung May, AVP (AA)/RE, REG

Members

Associate Deans of Faculties and Graduate School:

Dr Tsang Po Keung Eric, Ag Asso Dean (US&SL) (LASS), FLASS

Prof Tsui Kwok Tung, Asso Dean (QA&E) (EHD), FEHD

Dr Wang Lixun, Asso Dean (QA&E) (HM), FHM

Dr Lee Kwai Sang, Asso Dean (AD&S)(GS), GS

Mr Lau Wai Tat, DE, EO

Ms Hui Sui Yee Anna, ITM, OCIO

Mr Leung Yat Wai, CPO, OCIO

Ms Tsoi Siu Man Rosanna, SAR, REG

Secretary

Mr Shum Wai Man Raymond, EOI, REG

In Attendance

Ms Cheung Siu Man Sharon, AR, REG

Mr Chan Chun Pui Terence, CPO, REG

25 September 2019