SAMPLE

香 港 浸 會 大 學
HONG KONG BAPTIST UNIVERSITY

Schedule for Academic Consultation Panel (ACP) Visit

Day One

Session	Duration	Event
1.1	30 minutes	Panel meeting with Vice-President (Teaching and Learning) (VPTL) and Dean • Introduction • To clarify institutional issues
1.2	1 hour 15 minutes	Preliminary Private Meeting of Panel *(with Tea/Coffee)*
1.3	45 minutes	Panel meeting with Head and Associate Head(s) of Department • Mission, objectives and strategic plans • Organisation/management • Potentials and directions for future developments
1.4	1 hour 15 minutes	Panel meeting with Programme Directors • Programme management and decision-making processes • Curriculum design and review • Pedagogies and assessment arrangements • Learning opportunities on programmes • Academic advising and learning support provision • Staff development activities and support • Quality assurance for programmes (e.g., programme review and revisions)
1.5	1 hour 30 minutes	Lunch to be Hosted by Dean
1.6	1 hour	Panel meeting with Senior Academic Staff • Department/programme management and decision-making processes • Pedagogical strategies • Assessment design and grade moderation • Staff development activities and support • Resources in support of teaching and research • Support for Research Postgraduate (RPg) studies
1.7	15 minutes	Tea/Coffee Break
1.8	1 hour	Panel meeting with Junior Academic Staff • Pedagogical development activities and support • Staff development support • Resources in support of teaching and research • Collegiality and interchange among staff
1.9	30 minutes	Panel Members' Private Meeting

End of Day 1

Schedule for Academic Consultation Panel (ACP) Visit

Day Two

Session	Duration	Event
2.1	45 minutes	Private Meeting of Panel
2.2	45 minutes	Viewing • Students' Work (e.g., Honours Projects, students' assignments/term papers, RPg student work, etc.) • Staff Research, Publications and Scholarly Work
2.3	15 minutes	Tea/Coffee Break
2.4	1 hour	Panel meeting with Advisory Committee members and potential employers • Curriculum design of Undergraduate and Taught Postgraduate programmes in meeting professional needs • Performance of graduates in meeting employers' expectation • Interaction and relationship with the industry/profession (e.g., internship, field exchange, etc.)
2.5	1 hour 30 minutes	Lunch to be Hosted by VPTL
2.6	1 hour	Panel meeting with Current Students and Graduates • Curriculum design • Resources in support of learning experience, including co-curricular learning opportunities • Academic advising and student-teacher interaction
2.7	15 minutes	Tea/Coffee Break
2.8	1 hour	Private Meeting of Panel
2.9	1 hour	Tour of Facilities • Main Library • Departmental Facilities (e.g., laboratories, studios, etc.)

End of Day 2

Schedule for Academic Consultation Panel (ACP) Visit

Day Three

Session	Duration	Event
3.1	45 minutes	Panel Members' Private Meeting
3.2	1 hour	Call-back Session# *(Panel may meet with the Dean, Head/Asso Head(s) of Department, and Academic Staff, if required.)*
3.3	15 minutes	Tea/Coffee Break
3.4	1 hour 30 minutes	Panel Members' Private Meeting • Summary of views for verbal and written reports
3.5	30 minutes	Verbal Report from Panel to the Dean, Head/Associate Head(s) of Department and relevant members of Department
3.6	1 hour 30 minutes	Lunch to be Hosted by Head of Department

#Call-back session will be conducted <u>if necessary</u>. The list of participants for this session (if any) will be confirmed by the end of Day 2.

End of Day 3 and ACP Visit