

Guidelines and Procedures for an Annual Brief Report by the Wong Bing Lai Music and Performing Arts Unit

6.1 Introduction

Subsequent to the establishment of Wong Bing Lai Music and Performing Arts Unit (WBLMP) in the 2017-18 academic year, the Unit will submit an Annual Brief Report as part of the mechanism to ensure the quality of the Unit's academic offerings.

6.2 Roles

6.2.1 Head of WBLMP

The Head should ensure that the necessary data and information are assembled and that a draft report is prepared for the review by the Board of Wong Bing Lai Music and Performing Arts Unit.

6.2.2 Board of Wong Bing Lai Music and Performing Arts Unit (BMP)

The BMP should consider the Report thoroughly. They should suggest all the information missing and evaluate the status of current course offerings. Any proposed changes made by the BMP should be taken into the Report.

6.2.3 The Wu Jieh Yee School of Interdisciplinary Studies Management Board (WJYSISMB)

The WJYSISMB should ensure that the Report complies with the requirements in the University's relevant guidelines, contains critical analysis and evidence-based commentary, and that the WBLMP has made appropriate development and changes. The WJYSISMB should also provide comments or advice (if any) on the action plan in the Report.

6.2.4 Academic Quality Assurance Committee for Undergraduate Programmes (AQAC)

The AQAC considers the Report and ascertains that the contents are prepared in accordance with this set of guidelines.

6.2.5 Senate

The Report approved by the AQAC should be submitted to the Senate for its noting.

6.3 Procedures and Timing

External Academic Adviser submits annual report to the President, which is copied to the Head of WBLMP	by 1 July
Registry issues a reminder to the Unit on submission of the brief report (with a clear time frame)	in early September
Head of WBLMP drafts the Report	by end of October
The BMP considers the draft Report	by mid-November

WJYSISMB reviews and endorses the draft Report	by early December
Head of WBLMP submits the endorsed Report to AQAC	by end of December
AQAC considers and approves the Report as appropriate	in February/March
Senate notes approved Report	in March/April

6.4 Contents of the Report

6.4.1 The length of the Report should be within five pages, covering the following areas:

Cover

A cover sheet shown in Appendix A gives summary information of the WBLMP and BMP.

Course Offerings

- overall evaluation of the courses
- number of courses and enrolment figures
- CTLE results, evaluation and feedback from students
- assessment of student overall learning outcomes
- changes to existing courses and development of new courses made
- action and measures taken to address the issues raised by stakeholders (e.g. Advisory Board)
- comments of External Academic Advisers and response to them

Students' Performance Evaluation

- critical and evidence-based evaluation on the students' performance based on assessment of learning outcomes
- critical and evidence-based evaluation on the overall students' performance for all courses offered by the unit

Action Plan

Action and measures planned to address the following items with indicative timeframe and responsible parties:

- course offerings development and modification
- promotion of new MPA and Cluster courses
- resources allocation for the Unit and courses
- Musicians-in-Residence programme
- others

Appendices

- External Academic Advisers' Annual Reports (for the reporting period);
- Any other data and information reflecting strengths and weaknesses of course offerings.

LINGNAN UNIVERSITY
Annual Brief Report 20 -
for Courses Offered by the Wong Bing Lai Music and Performing Arts Unit
(WBLMP)

Name of Head of the Unit:

Membership of Board of Wong Bing Lai Music and Performing Arts Unit (BMP):

Endorsed by BMP and submitted to the WJYSISMB:

(BMP Chairman)

Date

Endorsed by the WJYSISMB and submitted to the AQAC:

(WJYSISMB Chairman)

Date

Approved by the AQAC:

(AQAC Chairman)

Date