A Guide to EDC Services

Support to University’s Strategic Educational Initiatives

EDC supports Faculties/Schools/Departments/teachers in implementing the University’s strategic educational initiatives, and in evaluating the outcomes of the implementation. These initiatives include:

- implementation of PolyU’s new strategic actions on teaching and learning
- development of an evidence-based quality enhancement culture
- development of initiatives related to internationalising student learning experience

What Kind of Help You Can Get from EDC

- Faculties/Schools/Departments can approach EDC for customised support in the implementation and evaluation of the initiatives, e.g., organising departmental workshops, conducting programme reviews, advising and providing feedback on implementation plans/project proposals/reports, etc.
- You can learn about concepts, methods and examples relevant to the initiatives from EDC workshops.
- You can obtain hands-on assistance in implementing the initiatives in your programmes/subjects.
- You can find useful information/resources from websites/resource banks that EDC has specifically developed for the initiatives, e.g.:

  **OBE and Learning Outcomes Assessment Plan (LOAP):**
  - For teaching staff:  [http://www.polyu.edu.hk/obe/](http://www.polyu.edu.hk/obe/)
  - For students:  [http://www.polyu.edu.hk/obe/students/](http://www.polyu.edu.hk/obe/students/)

  **Guidelines for implementation of CRA:**

  **eLearning support:**  [http://www.polyu.edu.hk/elearning/](http://www.polyu.edu.hk/elearning/)

  **Preventing student plagiarism:**
  - For teaching staff:  [http://edc.polyu.edu.hk/PSP/teacher.htm](http://edc.polyu.edu.hk/PSP/teacher.htm)

For any assistance in implementing these strategic initiatives, contact Dr Julia Chen, Director of Educational Development, at julia.chen@polyu.edu.hk or 3400 3173.
Teaching Development Programmes & Workshops

EDC offers a number of extended programmes and a wide range of workshops throughout the year to cater for the different needs of different groups of teaching staff.

Extended Programmes (http://edc.polyu.edu.hk/prog/)

For full-time PolyU teachers who are new to teaching
• Certificate in Introduction to University Teaching (IUT)
  An intensive, experiential flipped programme designed to get new teachers off to a good start

For full-time PolyU teachers who have some experience
• Certificate in University Teaching (CUT)
  An advanced level extended programme designed for IUT completers as well as experienced academic staff members who want to pursue their professional development as a teacher in a focused way

For candidates of the Teaching Postgraduate Studentship (TPS) Scheme to get the knowledge and skills to get started in supporting classroom teaching
• Becoming an Effective Teaching Assistant (BETA)
  This flipped programme is designed to equip candidates for Teaching Assistantships with the skills to get started in supporting classroom teaching and enhancing student learning.

For part-time PolyU teachers who are new to teaching
• Certificate in Introduction to University Teaching (IUT) or
• Online University Teacher Training (OUTT)
  This fully online programme is designed as an introductory course to teaching at PolyU for part-time teachers and a refresher course for experienced teachers

We can help you:
• develop your teaching portfolio for improvement or appraisal purposes
• explore alternative ways to collect feedback from students to interpret your SFQ results
• evaluate programmes or teaching development projects
• interpret your SFQ results
• develop alternative ways to collect feedback from students to improve their learning
• develop your teaching portfolio for improvement or appraisal purposes

EDC also runs workshops and seminars on these topics throughout the year. Do look out for those that suit you.

Contact Dr Christine Armatas at christine.armatas@polyu.edu.hk or ext. 6284 if you need advice or assistance.

Institutional Assessment & Evaluation

EDC supports Faculties, Schools, Departments, programme teams and individual teachers to plan and conduct Learning Outcomes Assessment (LOA) activities, as well as other forms of educational or programme evaluation. We also coordinate the university-wide online Student Feedback Questionnaire (eSFQ) exercise.

We can help you:
• develop a Learning Outcomes Assessment Plan (LOAP) for your School/Department/programme/subject
• design and implement LOA activities for your School/Department/programme
• evaluate students’ experiences or learning outcomes
• evaluate programmes or teaching development projects
• interpret your SFQ results
• explore alternative ways to collect feedback from students to improve their learning
• develop your teaching portfolio for improvement or appraisal purposes

EDC also runs workshops and seminars on these topics throughout the year. Do look out for those that suit you.

Contact Dr Christine Armatas at christine.armatas@polyu.edu.hk or ext. 6284 if you need advice or assistance.

Workshops/Seminars for All Teachers (http://eldss.edc.polyu.edu.hk/AMS/activitycalendar.asp)

We run teaching development workshops throughout the year to provide opportunities for you to:
• learn about new developments in teaching and learning, and work out strategies for improvement,
• keep abreast of the development of the University’s educational initiatives and develop skills required to support the initiatives, and
• learn about what other PolyU teachers are doing in their classrooms and share useful ideas.

We advertise our workshops in advance with emails, posters and flyers. Surely some will be of interest to you!

Activities Tailored to Meet Your Needs

EDC is happy to organise customised activities upon request from your Faculty/School/Department. Contact Dr Josie Csete at josephine.csete@polyu.edu.hk or ext. 6317.

<table>
<thead>
<tr>
<th>Extended Programmes</th>
<th>Organised for</th>
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<td>OUTT</td>
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</table>

Activities Tailored to Meet Your Needs

We offer a broad range of professional development opportunities, including workshops, short courses, online resources and individual/group consultations. We also support funded projects involving eLearning.

For the latest information about our services, contact Ian Brown at ian.brown@polyu.edu.hk or ext. 6287.

eLearning Development & Support

http://www.polyu.edu.hk/elearning/

eLDSS provides pedagogical advice and technical assistance for online and blended learning. Areas of focus include:
• LEARN@PolyU (Blackboard)
• Flipped Classroom adoption
• Mobile technology for active learning
• MOOC + SPOC development
• Video for teaching and learning
• Online Assessment

We offer a broad range of professional development opportunities, including workshops, short courses, online resources and individual/group consultations. We also support funded projects involving eLearning.

For the latest information about our services, contact Ian Brown at ian.brown@polyu.edu.hk or ext. 6287.
Support & Consultancy on Learning & Teaching Enhancement

EDC offers support and consultancy services to programme teams and individual teachers for the enhancement of teaching and learning.

Contact Dr Julia Chen, Director of Educational Development, at julia.chen@polyu.edu.hk or 3400 3173, or any EDC professional staff to discuss your needs.

Support to LTC & Learning & Teaching Development Projects

EDC provides functional advice and secretarial support to the Learning and Teaching Committee (LTC), and administers the Projects Management System (PMS) which helps School/Departmental LTCs (S/DLTCs) to monitor the progress and quality of teaching and learning development projects based in their School/Department.

We can offer some customised support on preparation of proposals for teaching and learning development projects.

For matters related to LTC, visit http://ltc.polyu.edu.hk, or contact Kenneth Tam, Secretary, LTC, at kenneth.tam@polyu.edu.hk or ext. 4103.

EDC Representatives on Faculty/School LTCs

Besides contacting EDC colleagues designated for specific areas of work for assistance, you may also get in touch with our representative serving on your Faculty/School Learning and Teaching Committee (F/SLTC).

<table>
<thead>
<tr>
<th>Faculty/ School</th>
<th>EDC Representative</th>
<th>Email</th>
<th>Tel</th>
<th>Room</th>
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<tbody>
<tr>
<td>FAST</td>
<td>Dr Christine Armatas</td>
<td><a href="mailto:christine.armatas@polyu.edu.hk">christine.armatas@polyu.edu.hk</a></td>
<td>X6284</td>
<td>TU608</td>
</tr>
<tr>
<td>FB</td>
<td>Roy Kam</td>
<td><a href="mailto:roy.kam@polyu.edu.hk">roy.kam@polyu.edu.hk</a></td>
<td>X4408</td>
<td>TU621</td>
</tr>
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<td>FCE</td>
<td>John Sager</td>
<td><a href="mailto:john.sager@polyu.edu.hk">john.sager@polyu.edu.hk</a></td>
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<td>TU613</td>
</tr>
<tr>
<td>FENG</td>
<td>Darren Harbutt</td>
<td><a href="mailto:daren.harbutt@polyu.edu.hk">daren.harbutt@polyu.edu.hk</a></td>
<td>X4778</td>
<td>TU623</td>
</tr>
<tr>
<td>FH</td>
<td>Dr Josie Csete</td>
<td><a href="mailto:josephine.csete@polyu.edu.hk">josephine.csete@polyu.edu.hk</a></td>
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<td>FHSS</td>
<td>Kannass Chan</td>
<td><a href="mailto:kannass.chan@polyu.edu.hk">kannass.chan@polyu.edu.hk</a></td>
<td>X6289</td>
<td>TU606</td>
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<tr>
<td>SD</td>
<td>Ian Brown</td>
<td><a href="mailto:ian.brown@polyu.edu.hk">ian.brown@polyu.edu.hk</a></td>
<td>X6287</td>
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</tr>
<tr>
<td>SHTM</td>
<td>Dr Barbara Tam</td>
<td><a href="mailto:barbara.tam@polyu.edu.hk">barbara.tam@polyu.edu.hk</a></td>
<td>X5108</td>
<td>TU610</td>
</tr>
<tr>
<td>CPCE</td>
<td>Kenneth Tam</td>
<td><a href="mailto:kenneth.tam@polyu.edu.hk">kenneth.tam@polyu.edu.hk</a></td>
<td>X4103</td>
<td>TU611</td>
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Support to Strategic Educational Initiatives

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<th>Areas</th>
<th>Staff</th>
<th>Email</th>
<th>Tel</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Evidence-based improvement</td>
<td>Dr Christine Armatas</td>
<td><a href="mailto:christine.armatas@polyu.edu.hk">christine.armatas@polyu.edu.hk</a></td>
<td>X6284</td>
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</tr>
<tr>
<td>Internationalising student learning experience</td>
<td>John Sager</td>
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<td>X5081</td>
<td>TU613</td>
</tr>
<tr>
<td>Outcome-based education (OBE)</td>
<td>Dr Kenneth Tam</td>
<td><a href="mailto:kenneth.tam@polyu.edu.hk">kenneth.tam@polyu.edu.hk</a></td>
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</tr>
<tr>
<td>Design of learning outcomes assessment activities</td>
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<tr>
<td>Development &amp; assessment of students’ generic competencies</td>
<td>Dr Barbara Tam</td>
<td><a href="mailto:barbara.tam@polyu.edu.hk">barbara.tam@polyu.edu.hk</a></td>
<td>X5108</td>
<td>TU610</td>
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<tr>
<td>Criterion-referenced assessment (CRA)</td>
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<tr>
<td>Preparing teaching development grant</td>
<td>Dr Christine Armatas</td>
<td><a href="mailto:christine.armatas@polyu.edu.hk">christine.armatas@polyu.edu.hk</a></td>
<td>X6284</td>
<td>TU608</td>
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<tr>
<td>Scholarship of teaching &amp; learning (SoTL)</td>
<td>Dr Josie Csete</td>
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<td>X5108</td>
<td>TU610</td>
</tr>
</tbody>
</table>

Teaching Development

- Extended programmes: IUT, BETA & OUTT | Dr Barbara Tam | barbara.tam@polyu.edu.hk | X5108 | TU610 |
- Extended programme: CUTF | Dr Barbara Tam | barbara.tam@polyu.edu.hk | X5108 | TU610 |
- Peer review & teaching portfolio | Dr Barbara Tam | barbara.tam@polyu.edu.hk | X5108 | TU610 |

Institutional Assessment & Evaluation

- Institutional surveys | Kannass Chan | kannass.chan@polyu.edu.hk | X6289 | TU606 |
- Graduating student survey | Dr Joseph Chow | joseph.chow@polyu.edu.hk | X6320 | TU612 |
- SFQ | Dr Christine Armatas | christine.armatas@polyu.edu.hk | X6284 | TU608 |
- Collecting formative feedback for improving teaching | Kannass Chan | kannass.chan@polyu.edu.hk | X6289 | TU606 |

eLearning Development & Support

- Strategic planning/getting started in eLearning | Ian Brown | ian.brown@polyu.edu.hk | X6287 | TU622 |
- Learning design | Ian Brown | ian.brown@polyu.edu.hk | X6287 | TU622 |
- Augmented/Virtual reality | David Watson | david.watson@polyu.edu.hk | X4024 | TU614 |
- MOOC + SPOC support | Ian Brown | ian.brown@polyu.edu.hk | X6287 | TU622 |
- Learning design | Roy Kam | roy.kam@polyu.edu.hk | X4408 | TU621 |
- Green Luk | Green Luk | wai.to.luk@polyu.edu.hk | X7149 | TU620 |
- extended programme: BOLT | Darren Harbutt | daren.harbutt@polyu.edu.hk | X4778 | TU623 |
- LEARN@PolyU (理學網) | Mitesh Patel | mitesh.patel@polyu.edu.hk | 34003647 | TU609 |
- eAssessment | Roy Kam | roy.kam@polyu.edu.hk | X4408 | TU621 |
- Data analytics | Green Luk | wai.to.luk@polyu.edu.hk | X7149 | TU620 |
- Technical support | Anthony Ho | anthony.hoi@polyu.edu.hk | X7148 | TU618 |
- Projects administration | Shirley Wong | shirley.wong@polyu.edu.hk | X6311 | TU618 |
- Supporting Teaching Development | Debbie Liu | debbie.liu@polyu.edu.hk | X6276 | TU603 |

Support to LTC

- LTC related matters | Kenneth Tam | kenneth.tam@polyu.edu.hk | X4103 | TU611 |
- Project administration | Kathy Kwan | kathy.kwan@polyu.edu.hk | 34003755 | TU617a |

For more information, visit our website at: http://edc.polyu.edu.hk

General Enquiries

Jo Kam | jo.kam@polyu.edu.hk | X4555 | TU628 |
Sam Poon | wais.poon@polyu.edu.hk | X6297 | TU629 |