

TO : Prof. C.L. Philip Chen, Dean of FST  
FROM : K.H. Vat, Senior Instructor, DCIS – FST  
DATE : December 09, 2010  
SUBJECT : Action Plan to Improve Course Teaching  
CC : Professor GONG Zhiguo, Head of Department of CIS  
Professor Carl Rik D'Amato, Director of CTLE

I am writing to express my sincere thanks to your holding the 2010DEC07 meeting with me with the presence of Professor Gong, Head of Department of CIS, at your office, to discuss concerns over the result of student course evaluation for *SFTW241 Programming Language Architecture (I)* (Spring-2010 Semester).

Indeed, my appreciations for your willingness to work with me to fix this poor rating problem in the coming semesters, by accepting my proposal to create a departmental committee or team of senior colleagues to help feedback to my course design and delivery as a form of peer review of my teaching in the Spring-2011 semester.

Please be assured that I am very grateful to your support and will be working the best I could to improve my teaching performance, by installing an action plan including adopting the measures our CTLE (Centre for Teaching and Learning Enhancement) has devised to enhance university teaching and learning objectives. That should be a very timely and effective method I could apply to realize our teaching improvement, by a) keeping good records of my teaching details including creating a learning-centered syllabus, providing video-recording of my class lectures, tutorials, labs, and possibly any discussion details, b) by inviting peer observations of my teaching, c) by participating in a self-observation investigation of my teaching and of my student learning, d) by conducting mid-semester course evaluation, e) by developing an electronic portfolio of my course enactment, tracking student learning throughout the semester, and by rendering a convenient platform for any easy access and detailed review and analysis by our Faculty of my teaching and student learning in a continual manner.

Please be also assured that I am taking this improvement plan very seriously, as I firmly believe that maintaining a quality teaching and learning experience facilitated by our academic staff collaboratively as a team in a departmental setting is the core concern (policy and mechanism) we must constantly pay attention to in order to sustain our institutional process in continuous program improvement. We must take collective responsibilities to ensure that our students have the best possible learning, (and hence, teacher ratings) by committing our best resources and efforts to a quality assurance and continuous improvement scheme, verifiable by concrete evidence of both faculty teaching and student learning.

I am so much grateful that you are making it happen in our faculty now. I have been waiting for this to happen in the past 18 years of my service here. I am ready to get involved in this important assessment program which should not only benefit my future teaching performance, but also many of our FST colleagues in their teaching evaluation, and I would gratefully accept that my role at CTLE should temporarily be suspended until my mission at FST (DCIS) is accomplished. Thanks for creating the space and time conditions at FST to make it happen.

Sincerely Yours,



Kam Hou VAT

Senior Instructor

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