



Topic: KM: How to Write TQF 3& TQF 5 to match QA requirement

Time and Location: October 30, 2014, 1.00-3.00 pm in the 2nd floor meeting room of NUIC.

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Explicit Knowledge from KM Session

1. It is important to understand TQF 2 (program specification) which indicates the 5 learning outcomes and make sure to comprehend the meanings of each outcome and each sub- outcomes.
2. To write a TQF 3 (course specification) successfully, instructors need to determine the techniques of teaching and the methods of assessment and evaluation to achieve 5 learning outcomes (stated in TQF 2) in the Section 4 of TQF 3 (Development of Students' Learning Outcome) and in the Section 5 of TQF 3 (Teaching and Evaluation Plans).
3. To write a TQF 5 (course report) successfully, it is necessary to report the results of course evaluation by students in Section 5 (course evaluation) of TQF 5. At NUIC, instructors can use the result of a review of student outcome in accordance with TQF 3 verified by the NUIC curriculum committee. This is to confirm if students have achieved the learning outcomes.
4. It is a good opportunity for instructors to voice their concerns directly to the chair of the curriculum and the administrators in assisting the instructors to achieve their course objectives by simply writing an improvement plan in Section 6 (improvement plan).