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**Language Centre**

**1st Departmental Meeting Agenda, 2025/2026**

**Date:** 8 September 2025

**Time:** 2:40pm

**Venue:** OEE 601-603

1. **Introduction of New Staff Members and the General Office**
2. **Appreciation and Congratulatory Announcements**
3. **Confirmation of Last Meeting Minutes** ([see 1](https://hkbuhk-my.sharepoint.com/:w:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/1.%202nd%20Departmental%20Meeting%20Minutes%20with%20Attendance.docx?d=wb9d6d9bddd334cd6b45e8cafd1652ce0&csf=1&web=1&e=GyPNBf))
4. **Matters Arising from the Last Departmental Meeting**

4.1 LE Paper ([see 2](https://hkbuhk-my.sharepoint.com/:f:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/2.%20LE%20Paper?csf=1&web=1&e=Js5o4I))

4.2 Section Head and Coordinator Rotation

4.3 APR on HCM (instead of LCMIS) – discussed in 6.2

**5.** **Head’s Report and Discussion**

5.1 Report from the LEB

5.2 TDLEG 2022-25 Triennium-end Report and TDLEG Plan for 2025-28 ([see 3](https://hkbuhk-my.sharepoint.com/:f:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/3.%20TDLEG%20Plan%20and%20Report?csf=1&web=1&e=Agjd2j))

5.3 TDLEG Budget and Allocation for LEG

5.4 HKBU UAA and UGC Letter ([see 4](https://hkbuhk-my.sharepoint.com/:f:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/4.%20HKBU%20UAA%20and%20UGC%20Letter?csf=1&web=1&e=NAcNC0))

5.5 Sponsorship Scheme and Targets ([see 5](https://hkbuhk-my.sharepoint.com/:f:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/5.%20Sponsorship%20Scheme%20and%20Targets?csf=1&web=1&e=UPYh06))

5.6 Increased Student Population and Screening Test

5.7 LC Updated KPI ([see 6](https://hkbuhk-my.sharepoint.com/:f:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/6.%20LC%20Updated%20KPI?csf=1&web=1&e=UG6HLQ))

5.8 Refund Policies and Course Fees

5.9 LC Symposium on Transdisciplinary and Intercultural Communication

5.10 IRA New Consultants

5.11 New Student Orientation and Information Day

5.12 LC Annual Report, Section Reports and Plans ([see 7](https://hkbuhk-my.sharepoint.com/:f:/r/personal/hermine_chan_hkbu_edu_hk/Documents/AY%202025-26%201st%20Departmental%20Meeting/7.%20LC%20Annual%20report%20and%20Section%20Reports?csf=1&web=1&e=NXxgX9))

**6. Associate Heads Reports**

6.1 IIE Results

6.2 APR Exercise

**7. Innovative Pedagogy Showcase**

7.1 Enquiry-based learning (Wang Yi)

7.2 Experiential learning and Situated Learning (Simon, Nancy and Joshua)

**8. Student Evaluation Results (Sem II, 2024/25)**

**9. Any Other Business**

9.1 Upcoming Events