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| **Example 1** |

School of Engineering

**HKIE Action Plan: 2014/15**

**Recommendations from the HKIE Provisional Accreditation Report of 23 May 2014**

1. ***HKIE comment****: All departments have mapped their curricula to outcomes in terms of where outcomes are taught (T), practiced (P), and measured (M). All of the programs are very ambitious about the amount of assessment and measurement they plan to accomplish. After further experience with the planned assessments, it will be important to consider consolidation of measurements (assessment) to the most important elements of the curriculum in terms of their contributions to a particular outcome*

***SENG response****: Thank you for the comments and recommendations. All departments and programs will review their outcome assessment plans again and consolidate the measurements in the implementation.*

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| **Task** | **When?** | **Responsibility** | **Comment/Progress as @ 31 July 2014** |
| * Formation of E2QAC to follow up on the review of the outcomes and TPM distributions of all programs
 | by 01/14 | **Asso Dean (UG)**  | **√** |
| * Review of program outcomes and TPM distributions program by program
 | By 10/14 | **E2QAC** | **Ongoing** |
| * Develop the calendar of measurements by each program
 | By 10/14 | **Dept. UG Com**  | **ongoing** |
| * Review calendar of measurements of each program
 | by 12/14 | **E2QAC** | **ongoing** |
| * Develop measurements for each outcome
 | by 05/15 | **Dept. UG Com** | **ongoing** |
| * Review of outcome measurements of each program
 | by 06/15 | **E2QAC** | **ongoing** |

**Notes**

* Ensure one person has overall responsibility for Action Plans
* Agree realistic deadlines
* Where more than one person responsible for a task, indicate lead responsibility in **bold**
* Ensure those assigned responsibilities have a copy of the Plan and are aware of their responsibilities and timeframes
* Monitor implementation by reviewing Action Plans at regular intervals; update Comment/Progress and revise/adjust Plan as necessary
* **√** = completed

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| **Example 2** |

School of Engineering

**HKIE Action Plan: 2014/15**

**Recommendations from the HKIE Provisional Accreditation Report of 23 May 2014**

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| **Rec. #** | **HKIE Recommendation** | **Targets/Milestones** | **When** | **Who** |
| 1 | *All departments have mapped their curricula to outcomes in terms of where outcomes are taught (T), practiced (P), and measured (M). All of the programs are very ambitious about the amount of assessment and measurement they plan to accomplish. After further experience with the planned assessments, it will be important to consider consolidation of measurements (assessment) to the most important elements of the curriculum in terms of their contributions to a particular outcome* |  |  |  |
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| 3 |  |  |  |  |

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| **Example 3** |

School of Engineering

**HKIE Action Plan: 2014/15**

**Recommendations from the HKIE Provisional Accreditation Report of 23 May 2014**

**Rec.#1:** *All departments have mapped their curricula to outcomes in terms of where outcomes are taught (T), practiced (P), and measured (M). All of the programs are very ambitious about the amount of assessment and measurement they plan to accomplish. After further experience with the planned assessments, it will be important to consider consolidation of measurements (assessment) to the most important elements of the curriculum in terms of their contributions to a particular outcome* ***[*√** = completed]

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| **#** | **Targets/Milestones** | **When** | **Who** | **Comment/Progress as @ 31 July 2014** |
| 1 |  |  |  | **√** |
| 2 |  |  |  |  |
| 3 |  |  |  |  |