

# **CURRICULUM VITAE**

## **ASSOC. PROF. DR. LIEW TEIK KOOI (ANDY)**



### **1. PERSONAL DATA**

Name : Assoc. Prof. Dr. Liew Teik Kooi (Andy)

Home address : 167-4-3A Gurney Park,  
Persiaran Gurney, 10250 Penang

Office address : HELP University  
ELM Business School  
No. 15, Jalan Semantan 1, Bukit Damansara  
50490 Kuala Lumpur

Current position : Pro Vice-Chancellor

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Email address : [andyliewtk@gmail.com](mailto:andyliewtk@gmail.com) or [liew.tk@help.edu.my](mailto:liew.tk@help.edu.my)

Gender : Male

Date of birth/age : 16 February 1970 / 51+ years old

Citizenship : Malaysian

Marital Status : Single

Highest Educational Qualification : Doctorate Degree

#### Field of interest and specialization:

- Quality assurance in higher education
- Tertiary education: conventional, blended as well as open and distance learning (ODL)
- Change management
- Strategic planning of the university
- Open Education Resources (OER) and Massive Open Online Courses (MOOC)
- Recognition of prior experiential learning
- Breeding and cloning of plants

## 2. EDUCATION RECORD

- 1977 to 1982 : S.R.K Batu Lanchang, Penang  
(Primary School)
- 1983 to 1987 : Penang Free School, Penang (Secondary School)  
- SPM (Malaysian Certificate of Education), 1987, Grade 1
- 1988 to 1989 : Penang Free School, Penang  
- STPM (Higher Certificate of Education), 1989, 5 Principals
- 1990 to 1994 : Universiti Putra Malaysia  
- Bac of Horticultural Science (First Class Honours)
- 1995 to 2000 : Universiti Sains Malaysia  
- PhD (Biotechnology – Cloning of Plants)

## 3. LANGUAGE PROFICIENCY

Language	Oral	Reading	Writing
Malay	Very Fluent	Very Fluent	Very good
English	Very Fluent	Very Fluent	Very good
Chinese	Average	Poor	Poor

## 4. WORKING EXPERIENCE

**1994 – 1997 : Research Officer**  
**School of Biological Sciences, University Science Malaysia.**

Supervised undergraduate students on their final year projects and managed the daily operations of the tissue culture laboratory.

**1995 – 1998 : Tutor**  
**School of Biological Sciences, University Science Malaysia.**

Tutored students on basic Biology and Chemistry courses as well as Statistics and Biostatistics.

**1996 – 1998 : Lecturer**  
**Informatics College, Penang.**

Taught Statistics and Data Analysis courses for the Australian Degree Program (University of Southern Queensland).

**1998 – 1999 : Lecturer**  
**Perkim Goon Institute.**

Taught Business Statistics (Diploma in Business Studies program) and Mathematics (Cambridge A-Levels program) courses.

**1999 - 2002 : Special Functionary to the Principal**  
**Disted-Stamford College**

Duties:

- a) Generally to give effect to the duties, assignments, projects and/or instructions of an academic, specific or general nature issued either in writing or orally from the office of the Principal.
- b) Contributed in the planning of the Strategic Plan of the institution
- c) Served as the Advisor to the Students Representative Council
- d) Served as the President of the Disted Stamford College Staff Social Club
- e) Scheduled time-tables for all the programmes offered by the six schools in the college.
- f) Planned the exam invigilation schedules.
- g) Developed the programme structure for the Diploma in Business Studies as well as Diploma in Computer Science Programme with other colleagues in the college
- h) Taught and managed the following courses:
  - Biology (Cambridge A-Levels program)
  - Elementary Statistics (USM Computer Science Degree program)
  - Business Statistics I & Business Statistics II (Staffordshire University Diploma In Business Studies program)

**2001 – 2002 : Appointed as the Coordinator for Open University Malaysia (OUM)**  
**Penang Regional Centre**

- also served as the part-time tutor for OUM : “Statistics for IT” course

**2002 – 2005 : Administration Manager**  
**Synergy Group of Companies**

- a) **Synergy Farm**  
**Administration Manager & Deputy Quality Management**  
**Representative for ISO 9001:2000 Certification**
- b) **Allianze College of Medical Sciences**  
*(upgraded to **Allianze University College of Medical Sciences**)*

Administration Manager

Duties:

- Oversee the overall administrative management and coordination of a variety of business related functions such as personnel requirements, space and facilities planning
- Coordinated purchasing, maintenance and renovation activities for the institution.
- Supervised and coordinated the work of designated employees.
- Ensure implementation and operating effectiveness of the GAP requirements and ISO 9001:2000 standards requirements.
- Involved in the application process for the registration and establishment of the university college
- Single handedly involved in the preparation and submission of the LAN-TC-01 document (Malaysian Qualifications Agency, MQA documents) for the conduct of the twinning medical degree programme with Universitas Sumatera Utara, Medan.
- Overseeing the Quality Assurance of the institution

**2005 – 2006 : Head, Centre for Pre-University Studies  
KDU College, Penang**

- Oversee the marketing and promotional activities of the foundation programmes (eg. Cambridge A-Level, University of New South Wales)
- Managed the academic content and delivery of the foundation programmes and the related learning support services
- Handled the preparation of the LAN TC-02 accreditation documents for the Cambridge A-Level and University of New South Wales Foundation Year programme and ensure the full accreditation award was granted by MQA.
- Served as the liaison officer for the MQA accreditation visit
- Prepared and submitted the relevant report to MQA based on their feedback on the programmes that were undergoing accreditation exercise.
- Appointed as the academic staff for the A-Level Biology course

**2006 – 2019 (WAWASAN OPEN UNIVERSITY)**

**2006 - 2009 : Senior Assistant Registrar (Wawasan Open University)**

- Worked closely with the Vice Chancellor and Registrar in preparing and submitting all the relevant documentations to Ministry of Higher Education (MOHE) for the establishment and registration of the University College.
- Worked closely with the Vice Chancellor and Registrar in preparing and submitting all the relevant documentations to MOHE for the upgrading of the University College to University status.
- Assisted the Founding Registrar to develop all the standard operating procedures of the various divisions in Registry i.e. Admission and Records Office, Tutor Management Office, Advanced Standing Office and Examinations Office.
- Managed and oversee the Admission and Records Office of Registry

- Work closely with the two founding Deans of the School of Business and Administration and School of Science and Technology in preparing all the academic content for the initial suite of the 11 undergraduate degree programmes offered in 2007. This encompassed the work of establishing and gathering information on the curriculum structure, management of the programme, infrastructure and resources required for the programme which also included the academic staff planning and projection.
- Involved in all the documentation work and liaised with MQA as well as MOHE in obtaining the necessary approval to conduct the undergraduate/postgraduate programmes of the University.
- Worked closely with Deans to develop the Outlined Programme Proposal (OPP) and Detailed Programme Proposal (DPP) for all the undergraduate and postgraduate degree programmes offered in WOU. The details in the OPP and DPP covers information such as the development of programme objectives, programme learning outcomes, programme structure, programme delivery and learning support services, assessment, staff requirement, programme monitoring and review and the governance and management of the programme.
- Scrutinized and verified all the LAN-TC-01 / MQA -01 / MQA – 02 documents prepared and suggested improvement plans before submission of the documents to MQA.
- Worked with Deans and Vice Chancellor (Academic) in preparing the relevant report to MQA based on the panel of assessors' feedback. This would involve issue on the development of curriculum, programme structure, academic staff planning, management and delivery of the programme.
- Served as the liaison officer for all the MQA Accreditation Visits
- Overseeing the quality assurance process of student admission and management

**2009 - 2016 : Director, Directorate of Quality Assurance & External Relations  
Wawasan Open University**

- work closely with the Vice-Chancellor/Deputy Vice-Chancellor(s) and Heads of Departments to provide leadership for Quality Assurance and Good Practices at the University;
- prepare, manage and maintain the quality management system documentation i.e. Quality Policy, Quality Manual, Document Procedures and Quality Records;
- coordinate and oversee the implementation of Quality Assurance policies across the University;
- monitor compliance, report results, propose continuous improvement plans where needed, and implement such plans as required;
- ensure compliance with applicable laws, regulations, standards and requirements of the Ministry of Higher Education and Malaysian Qualifications Agency in Malaysia;

- promote quality culture in the University;
- organize and facilitate QA training workshops for newly recruited academic and administrative staff of the University
- as an appointed member of the Senate, Management Board and Quality Assurance Committee of the University who regularly provides input and reports related to the quality assurance of the academic and operations.
- coordinated and worked with other departments/schools to undertake Academic Performance Audit (APA) exercise in 2009. This involved the development of the good practices in delivering higher education through the open distance learning modality. Served as the liaison officer for the APA panel of assessors' site visit. The University obtained favourable results where it received 27 recommendations, 12 affirmations and 2 recommendations.
- coordinated and worked with other departments/schools to undertake the Malaysian Benchmarking System for Higher Education Institutions, SETARA 2009, 2011 and 2013 exercise. Monitored and ensured information presented to MQA were accurate, up-to-date and reflect the good practices of ODL and adhered to the rules and regulations of MOHE and MQA. Appointed as the senior officer to oversee this entire exercise. The University was Rated Tier 5 (Excellent)
- coordinated and worked with other departments/schools to undertake the institutional audit by the Commonwealth of Learning in 2013. The audit exercise was based on COL's own Review Improvement Model (RIM). WOU achieved the highest level of performance and has been declared as a COL RIM verified institution. This COL RIM verified status is only awarded to institution that demonstrates the capacity to respond to changing environment and constantly strives to fulfil the stakeholder's needs and expectations.
- directly involved in the planning, preparation and submission of the relevant documents to Commonwealth of Learning that led to the achievement of the "Award of Excellence for Institutional Achievement in Distance Education 2013".
- Work closely with Deans to develop the Outlined Programme Proposal (OPP) and Detailed Programme Proposal (DPP) for all the undergraduate and postgraduate degree programmes offered in WOU. The details in the OPP and DPP covers information such as the development of programme objectives, programme outcomes, programme structure, programme delivery and learning support services, assessment, staff requirement, budget etc.

- Scrutinize and verify all the MQA -01 / MQA – 02 documents prepared and suggest improvement plans before submitting the documents to MQA.
- Work closely with Deans and Vice Chancellor (Academic) in preparing the relevant report to MQA based on the panel of assessors' feedback on the newly proposed programmes / programmes undergoing accreditation exercise. This would involve issue on the development of curriculum, programme structure, academic staff planning, management and delivery of the programme etc.
- Serve as the liaison officer for all the MQA programme accreditation and institutional audit visits
- Liaise with external institutions/organizations locally and abroad ie. Commonwealth of Learning, Indira Ghandhi National Open University, Open University of Hong Kong, Korea National Open University, Universiti Tunku Abdul Rahman, PERODUA etc. Assisted the Vice Chancellor and Deputy Vice Chancellors in establishing formal relationship with these institutions through the signing of Memorandum of Understanding (MOU) and Memorandum of Agreement (MOA) which lead to various collaborative programmes/initiatives.
- Appointed as the Head of the APEL Assessment Centre of the University

**2016 - 2018 :**

- **Registrar and**
- **Director, Directorate of Quality Assurance and External Relations, Wawasan Open University**
- Manages the following divisions in Registry:
  - Admission and Records
  - Examinations
  - Tutor Management
  - Advanced Standing
  - Scholarship and Award
  - Student handbook and other student related publications
- Secretary to the following committee/board/institute/centre in the University:
  - Board of Governors (BOG)
  - Transformation Steering Committee of the BOG
  - Senate
  - Examinations Committee
  - Quality Assurance, Teaching and Learning Committee
  - Advanced Standing Committee
  - Scholarship and Award Committee
  - Institute of Research and Innovation

- Research Management Centre
- An appointed member of other committee/board/institute/centre in the University:
  - Centre for Graduate Studies
  - Management Board
  - Space Planning Committee
  - and other ad-hoc committee of the University
- Chairman of the Staff Recreational Club of the University
- Manages all matters related to MQA and MOHE
  - obtaining the provisional and full accreditation of all the academic programmes from MQA
  - obtaining the approval to conduct the academic programmes from MOHE
  - apply and register all the WOU Regional Centres with MOHE
  - application for fees increase for all programmes from the MOHE
  - manage and apply for the registration of the Chief Executive of the University (*to date have managed the registration of three Vice Chancellors of the University*)
  - manage the eIPTS an online system develop by MOHE to store student, staff and other institutional data
  - assist in the application of teaching permit for all the tutors and full time academic staff
  - directly responsible in ensuring the appointment of the University as the Accreditation of Prior Experiential Learning (APEL) National Assessment Centre
  - lead the academic and operations team in securing the MQA approval for the University to adopt the Accreditation of Prior Experiential Learning (APEL) for Credit Award.
  - etc.

**Dec 2018 – 29 December 2019:**

- **Director, Directorate of Quality Assurance and Government Relations**
- **Secretary to the Institute of Research and Innovation (IRI) & Research Management Centre (RMC)**
- **Secretary to the George Town Institute of Open and Advanced Studies (GIOAS)**
- **Secretary to the Scholarship Board**
- **Head of Tutor Management Office**
- **Head of APEL Assessment Centre**

**Director, Directorate of Quality Assurance and Government Relations**

- Work closely with DVC(Academic) and the VC office in the development of new programmes
- Manages all matters related to MQA and MOE



- obtaining the provisional and full accreditation of all the academic programmes from MQA
- obtaining the approval to conduct the academic programmes from MOE
- apply and register all the WOU Regional Centres with MOE
- application for fees increase for all programmes from the MOE
- manage and apply for the registration of the Chief Executive of the University *(to date have managed the registration of three Vice Chancellors of the University)*
- manage the eIPTS an online system developed by MOHE to record student, staff and other institutional data
- assist in the application of teaching permit for all the tutors and full time academic staff
- lead the academic and operations team in securing the MQA approval for the University to adopt the Accreditation of Prior Experiential Learning (APEL) for Credit Award and to be appointed as the one of the National APEL Assessment Centres in Malaysia
- formulate, manage and maintain the quality management system documentation i.e. Quality Policy, Quality Manual, Document Procedures and Quality Records;
- coordinate and oversee the implementation of Quality Assurance policies across the University;
- monitor compliance, report results, propose continuous improvement plans where needed, and implement such plans as required;
- ensure compliance with applicable laws, regulations, standards and requirements of the Ministry of Higher Education and Malaysian Qualifications Agency in Malaysia;
- promote quality culture in the University;
- to organize and facilitate QA training workshops for different departments of the University
- establish collaborations with partner institutions (other open universities in the Asia regiona), Commonwealth of Learning and UNESCO

### **Head of APEL Assessment Centre**

- Plan and organise training programmes on APEL as part of the capacity building exercise
- Work closely with Dean/Head of the schools/centres to ensure delivery of high quality APEL services
- General management and supervision of the APEL Assessment Centre
- Financial budgeting and ensuring that the APEL activities are provided with necessary resources.
- Oversee the annual monitoring, periodic review and any other quality review processes related to APEL
- Developing and maintaining the rules, regulations and procedures of APEL.
- Ensuring any new rules, regulations and procedures of APEL are consistent with the University's policies and procedures.

**2 Jan 2020 – present: Pro Vice Chancellor, HELP University**

- Oversee the following departments
  - a. Centre for Quality Assurance
  - b. Open Distance Learning (ODL) Centre
  - c. APEL Centre
  - d. Library and Resource Centre
  - e. Management Information System Department
  - f. Corporate Information Centre
  - g. Centre for Teaching and Learning
- Overseeing the quality assurance (academic and operations) of the entire University
- Working closely with the Vice Chancellor in the following taskforce as part of the transformation plan and strategy for the entire University
  - a) Delivering Innovative Pedagogy
  - b) Digitalization and Analytics
  - c) Designing Enterprise Platforms
  - d) Digital Marketing and Customer Service
  - e) Development of Culture and Talent

<b>5. OTHER RELEVANT WORKING EXPERIENCE</b>
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1. Customer Service Crew (Team Leader), KFC restaurant  
(November 1985 to April 1986)
2. Quality Control Inspector, Baxter Company (Surgical Gloves),  
Free Trade Zone, Penang  
(December 1987 - April 1988)
3. Part-time tutors  
Secondary School subjects (Science and Biology)  
Seri Tunas Tuition Centre, Penang,  
(1994 to 2019)

<b>6. AWARDS</b>
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1. Agriculture Faculty Medal, UPM 1993 - 1994
2. ICI Agrochemical Medal, 1993-1994
3. Dean List (1990 - 1994), Agriculture Faculty, Universiti Putra Malaysia.
4. Distd-Stamford College, Best Male Lecturer Award 2000

5. Distd-Stamford College, Best Male Lecturer Award 2001
6. Mr. Wawasan 2007, Wawasan Open University
7. WOU Reward and Recognition, 2009.
8. Best Paper Award (Silver Medal): 25<sup>th</sup> Asian Association of Open Universities Annual Conference 2011, Penang, Malaysia.
9. WOU Vice Chancellor's Award of Excellence 2011
10. Certificate of Appreciation in Recognition of 5 years of dedicated service and contribution, Dec 30, 2011
11. Best Paper Award (Gold Medal): 26<sup>th</sup> Asian Association of Open Universities Annual Conference 2012, Chiba, Japan
12. Best Paper Award (Silver Medal): 30<sup>th</sup> Asian Association of Open Universities Annual Conference 2016, Manila, Philippines
13. Certificate of Appreciation in Recognition of 10 years of dedicated service and contribution, Dec 30, 2016

<b>7. ROLE AS ASSESSOR / TRAINER / CONSULTANT / SCIENTIFIC REVIEWER</b>
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At National Level

No.	Responsibilities	Year
1.	Trainer for ODL Core Competency Training (on Quality Assurance): modular training for all newly appointed academic staff in the University	2011-present
2.	Panel member in the development of the evaluation instrument for the Accreditation of Prior Experiential Learning (APEL): Certificate, Diploma and Master programmes [Appointed by Malaysian Qualifications Agency]	2012 - present
3.	APEL initiatives launched by the Ministry of Higher Education: Appointed by MQA as one of the panel of assessors to evaluate the portfolio and conduct the interview session for the APEL candidates.	2011 - present
4.	Panel member in the "Capacity Building Workshop RCP CB-9 and APEL Framework Workshop RCP P-12" organized by Universiti Tun Hussein Onn (UTHM) Malaysia	29 – 30 <sup>th</sup> March 2013
5.	Panel member in validating the Accreditation of Prior Experiential Learning (APEL) Framework for Teachers Training Programme at	18 July 2013

No.	Responsibilities	Year
	the graduate level - UTHM, UKM, USM, UPSCI, WOU, OUM	
6.	Appointed as one of the reviewers for the abstracts and papers submitted for the World Congress on TVET 2014 with the theme of the congress ""Implementation Framework System for Accreditation of Prior Experiential Learning (APEL) in Malaysia"  [Malacca – Malaysia November 5 <sup>th</sup> – 6 <sup>th</sup> 2014]	Oct 2014
7.	Plenary speaker for the inaugural <b>Seminar on Internal and External Quality Assurance</b> organized by the Malaysian Qualifications Agency  Topic of presentation: <b>"IQA and EQA Online Learning"</b>	14 Sept 2014
8.	Appointed as the committee member for the <b>Malaysian Higher Education Institutions Quality Assurance Network (MyQAN)</b>  & as <b>Editor</b> to the MyQAN Bulletin Board	Sept 2014 – Dec 2018
9.	Appointed as one of the MQA panel of assessors to evaluate the Diploma in Applied Biology programme of <b>Manipal International University</b>  <i>(for provisional accreditation)</i>	21 June 2014
10.	Appointed as one of the MQA panel of assessors to accredit the Masters in Islamic Finance Practice (Open and Online Distance Learning) programme of <b>The Global University of Islamic Finance (INCEIF)</b>  <i>(for full accreditation)</i>	6 Jan 2015
11.	Appointed as one of the MQA panel of assessors to accredit the Bachelor of Education (Science) with Honours programme of <b>Universiti Pendidikan Sultan Idris</b>  <i>(for full accreditation)</i>	19 Jan 2015
12.	Appointed as the Chair of the panel of assessors to audit the postgraduate programmes (by research) offered by School of Distance Education, <b>Universiti Sains Malaysia</b> .	12 Feb 2015
13.	Appointed as one of the MQA panel of assessors to evaluate the Master of Corporate Communication and Diploma in Professional Communication programmes of <b>Open University of Malaysia</b> .	16 Feb 2015

No.	Responsibilities	Year
	<i>(for provisional accreditation)</i>	
14.	Appointed as one of the panel of assessors by MQA for the <b>Maintenance Audit of Self Accreditation Institution</b> for the following universities <ul style="list-style-type: none"> <li>a) The Nottingham University Malaysia Campus</li> <li>b) Curtin University Sarawak</li> <li>c) Universiti Kebangsaan Malaysia</li> </ul>	March 2015
15.	Appointed as one of the <b>Finance Accreditation Agency (FAA)</b> Technical Expert	13 March 2015 till present
16.	Appointed as the Chair of the panel to develop the guidelines and good practices to award credits ( <b>APEL-C</b> ) using the Accreditation of Prior Experiential Learning (APEL) instruments	20 April 2015
17.	Appointed as one of the MQA panel of assessors to accredit the following franchise programmes from Universiti Pendidikan Sultan Idris in <b>Universiti Sains Malaysia</b> : <ul style="list-style-type: none"> <li>a) Bachelor of Primary School Education (Hons) in Visual Arts Education</li> <li>b) Bachelor of Primary School Education (Hons) in Malay Language</li> <li>c) Bachelor of Primary School Education (Hons) in English Language</li> <li>d) Bachelor of Primary School Education (Hons) in Mathematics</li> <li>e) Bachelor of Primary School Education (Hons) in Science</li> <li>f) Bachelor of Primary School Education (Hons) in Early Childhood Education</li> </ul> <i>(for full accreditation)</i>	31 May 2015
18.	Appointed as one of the MQA panel of assessors to accredit the following programmes in <b>Universiti Tun Hussein Onn Malaysia</b> : <ul style="list-style-type: none"> <li>a) Bachelor of Education (Pirmary School) with Hons (Science)</li> <li>b) Bachelor of Education (Pirmary School) with Hons (<i>Kemahiran Hidup</i>)</li> <li>c) Bachelor of Education (Pirmary School) with Hons</li> </ul>	3 June 2015

No.	Responsibilities	Year
	(Mathematics) <i>(for full accreditation)</i>	
19.	Appointed as one of the MQA panel of experts to develop the <b>guidelines for credit transfer of MOOCs</b>	June 2015
20.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Institut Pendidikan Guru (Kampus Tuanku Bainun)</b> : <ul style="list-style-type: none"> <li>• Bachelor of Education (Pirmary School) with Hons (Visual Arts)</li> <li>• Bachelor of Education (Pirmary School) with Hons (Tamil Language)</li> </ul> <i>(for full accreditation)</i>	2 July 2015
21.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Institut Pendidikan Guru (Kampus Tun Hussein Onn)</b> : <ul style="list-style-type: none"> <li>• Bachelor of Education (Pirmary School) with Hons (Science)</li> </ul>	7 July 2015
22.	Appointed as one of the MQA panel of assessors to provisionally accredit the following programme in <b>Vinayaka Mission International University College</b> : <ul style="list-style-type: none"> <li>• Bachelor of Education (Science) with Honours</li> </ul>	18 Aug 2015
23.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Kirkby International College</b> : <ul style="list-style-type: none"> <li>• Bachelor of Education (Pirmary School) in collaboration with Universiti Pendidikan Sultan Idris</li> </ul>	24 Aug 2015
24.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Institut Pendidikan Guru (Kampus Gaya)</b> : <ul style="list-style-type: none"> <li>• Bachelor of Education (Pirmary School) with Hons (TESL)</li> <li>• Bachelor of Education (Pirmary School) with Hons (Physical Education)</li> </ul> <i>(for full accreditation)</i>	25 Aug 2015

No.	Responsibilities	Year
25.	Appointed as one of the MQA panel of assessors to provisionally accredit the following programme in <b>Malaysian University of Science and Technology</b> <ul style="list-style-type: none"> <li>• <b>Master of Business Administration</b></li> </ul>	25 Sept 2015
26.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Institut Pendidikan Guru (Kampus Bahasa Antarabangsa)</b> <ul style="list-style-type: none"> <li>• Bachelor of Education (Pirmary School) with Hons (TESL)</li> <li>• Bachelor of Education (Pirmary School) with Hons (Bahasa Melayu)</li> <li>• Bachelor of Education (Pirmary School) with Hons (Physical Education)</li> </ul> <i>(for full accreditation)</i>	14 Oct 2015
27.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Open University Malaysia:</b> <ul style="list-style-type: none"> <li>• <b>Master of Business Administration</b></li> </ul> <i>(for full accreditation)</i>	20 Oct 2015
28.	Appointed as one of the MQA panel of assessors to accredit the following programme in <b>Institut Pendidikan Guru (Kampus Darul Aman)</b> <ul style="list-style-type: none"> <li>• Bachelor of Education (Pirmary School) with Hons (Pendidikan Islam)</li> <li>• Bachelor of Education (Pirmary School) with Hons (Bahasa Cina)</li> <li>• Bachelor of Education (Pirmary School) with Hons (Sains)</li> </ul> <i>(for full accreditation)</i>	21 Oct 2015
29.	Keynote speaker for the “ <b>2015 Young ASEAN Quality Assurance Officers Forum and Roundtable Meeting</b> ” organized by the Malaysian Qualifications Agency and supported by Ministry of Higher Education  Topic of presentation: “ <b>Opening Doors: Accreditation of Prior Experiential Learning (APEL) in Malaysia</b> ”	19-20 Nov 2015

No.	Responsibilities	Year
30.	Appointed as one of the MQA panel of assessors to provisionally accredit the following programme in <b>UCSI University</b> <ul style="list-style-type: none"> <li>• <b>Master of Business Administration</b></li> </ul>	23 Dec 2015
31.	Appointed as MQA trainer to conduct training for <ul style="list-style-type: none"> <li>- Panel of Advisors and Assessors (APEL: Access and APEL for Credit Award)</li> <li>- Institutions that are applying to be the APEL Assessment Centre and those that will be adopting the APEL for Credit Award instruments</li> <li>- For Open Distance Learning</li> <li>- Development of Self Instructional Materials (SIM)</li> </ul>	2015 - present
32.	Appointed as one of the MQA panel of assessors to accredit the Master of Social Sciences programme in <b>Asia E University (AeU)</b> <i>(for full accreditation)</i>	16 Aug 2016
33.	Appointed as the Chair of the panel to revise the Self Review Report for the MQA Programme Accreditation Maintenance Audit  <b><i>Pengerusi Bengkel Semakan SRR dan Timbalan Pengerusi Mesyuarat Bengkel Semakan SRR</i></b>	24 Aug 2016
34.	Appointed as one of the MQA panel of assessors to provisionally accredit the <b>Bachelor of Mass Communication (Hons)</b> programme in <b>SEGI University</b>	9 Sept 2016
35.	One of the speakers for the launching of <b>Accreditation of Prior Experiential Learning (APEL) for Credit Award and Massive Open Online Courses (MOOCs)</b> ” organized by the Malaysian Qualifications Agency.  Launched by the Minister of Higher Education, Y.B. Dato’ Seri Dr. Idris Jusoh	27 Sept 2016
36.	One of the speakers for the <b>2016 MQA and IQA International Seminar on Quality Assurance of Higher Education and Roundtable Meeting</b> organized by the Malaysian Qualifications Agency.  Spoke on <b>Open, Blended and Flexible Learning</b>	17 -18 Oct 2016
37.	Appointed as one of the MQA panel of assessors to provisionally accredit the <b>Bachelor of Business (Hons) Finance</b> programme in	11 Oct 2016



No.	Responsibilities	Year
	<b>Nilai International University</b>	
38.	Appointed as one of the MQA panel of assessors to provisionally accredit the <b>Bachelor of Agriculture Science (Horticulture)</b> programme in <b>Universiti Pendidikan Sultan Idris</b>	14 Nov 2016
39.	External Assessor to review the application of two KDU University College Staff for Associate Professor post	18 Nov 2016
40.	Appointed as one of the MQA panel of assessors to accredit the Bachelor of Education (Early Childhood Education) with Honours, programme in <b>Asia E University (AeU)</b> <i>(for full accreditation)</i>	19 Dec 2016
41.	Appointed as one of the MQA panel of assessors to accredit the Bachelor of Education (Teaching Islamic Studies in Primary School) with Honours, programme in <b>Asia E University (AeU)</b> <i>(for full accreditation)</i>	11 Jan 2017
42.	Appointed as one of the MQA panel of assessors to provisionally accredit the <b>Master of Business Administration</b> programme in <b>International University of Malaya-Wales</b>	19 Jan 2017
43.	Appointed as Panel of Assessors to evaluate the application of institutions to be one of the <b>APEL (Accreditation of Prior Experiential Learning) Assessment Centre</b> in the country	2 Feb 2017 - present
44.	Appointed as one of the panel members in <b>reviewing the document (self review portfolio, SRP) and instruments for the Self Accrediting Institution</b>	2017 – March 2018
45.	Appointed as the Panel of Assessor for Accreditation of Prior Experiential Learning (APEL) for Award of Credits – <b>APEL(C)</b>	10 March 2017 – 9 March 2020
46.	Appointed as a Committee Member in the selection of the awards for <b>Redesigning Higher Education in Malaysia</b>	12 April 2017 – Dec 2017
47.	Appointed as a Committee Member and Jury in the “ <b>Special Award of the Minister of Higher Education: Development and Innovative Delivery of Co-curriculum</b> ”	April 2018 - December 2018
48.	Appointed by MQA as one of the panel members in developing the “ <b>Guidelines of Good Practices: Microcredentials</b> ”	August 2018 – August

No.	Responsibilities	Year
		2020
49.	Appointed by MQA as the <b>Chairman</b> of the review panel in reviewing the <b>Code of Practice for Open Distance Learning</b> and developing the <b>Code of Practice for Programme Accreditation – ODL programmes (COPPA-ODL)</b>	September 2018 – September 2020
50.	<b>2018 ASEAN Quality Assurance Network (AQAN) Seminar</b> Panellist for Session 2: Industry 4.0 – Good Practices in the Quality Assurance of Higher Education	27 September 2018
51.	Appointed as a Committee Member in the selection of the awards for <b>Redesigning Higher Education in Malaysia</b>	June 2019 – Dec 2019
52.	Appointed as one of the MQA panel of experts to develop the <b>Guidelines for Accreditation of Prior Experiential Learning (APEL) for the award of academic qualifications [APEL(Q)]</b>	June 2019 – present
53.	Speaker for the “ <b>Flexible Education Seminar 2019</b> ” organized by organized by the Malaysian Qualifications Agency and Ministry of Education  Topic of presentation: “ <b>Accreditation of Prior Experiential Learning (APEL) for credit award</b> ”	3- 4 August 2019
54.	<b>Proof Reader for the “Dasar e-Pembelajaran Negara 3.0”</b> (National e-Learning Policy 3.0)	25 September 2019
55.	Panelists: <b>Management and Assessment of an ODL Programme Accreditation</b> (ODL Experts Perspective) organized by the Malaysian Quality Assurance Network (MyQAN) Self Accrediting Universities Subnetwork (SAUS) Webinar	3 December 2020
56.	Speaker for the Seminar on Internal- External Quality Assurance (SieQA) 2021 by the Malaysian Quality Assurance Network (MyQAN) and organized by Sunway University  Parallel workshop - “ <b>Flexible Education Ecosystems towards 21<sup>st</sup> Century: APEL.A, APEL.C and APEL.Q</b> ”	16 March 2021

Also appointed as the MQA panel of assessors for the provisional/full accreditation of the following institutions:

- Lincoln University College
- Multimedia University
- Malaysia University of Science and Technology
- HELP University
- Universiti Teknologi Petronas
- Veritas University College

- MAHSA University
- Cyberjaya University College of Medical Sciences
- University College GENOVASI
- Poly Tech MARA College
- TAJ College

Appointed as the **APEL.C Assessor (Chairman)** by **MQA** to assess the APEL.C application by the various institutions

#### At International Level

No.	Responsibilities	Year
1.	As the Secretary General for the Organizing Committee of the 25th Asian Association of Open Universities (AAOU) Annual Conference 2011	2011
2.	Abstract reviewer for papers submitted for the 26 <sup>th</sup> AAOU Annual Conference 2012 in Chiba, Japan.	2012
3.	Part of the Research Team in “Openness and Quality Assurance Standards in Asian Distance Education, Final Research Synthesis Meeting (International Development Research Centre, IDRC) held in Yogyakarta, Indonesia	15-19 Dec 2012
4.	Secretary-General, Asian Association of Open Universities (AAOU)	2011-2013
5.	Trainee Verifier, Commonwealth of Learning Review and Improvement Model (COL-RIM) – quality indicators and standards in an institutional audit	2013-2014
6.	Abstract reviewer for papers submitted for the 27 <sup>th</sup> AAOU Annual Conference 2013 in Islamabad, Pakistan	2013
7.	Abstract reviewer for papers submitted for the 28 <sup>th</sup> AAOU Annual Conference 2014 in Open University of Hong Kong, Hong Kong	2014
8.	Deputy Editor of Asian Association of Open Universities (AAOU) Journal	2014 – present
9.	Local coordinator representing Malaysia in the IDRC Research on Open Educational Resources (OER) for Development [ROER4D] project : OER Differentiation In South Global	2013 - 2015
10.	A team member (representing Malaysia) in the ASEAN Cyber University (ACU) Project aim to develop “QA Framework, Standards and Guidelines for e-learning in ASEAN-Korea Higher Education settings”	2014

No.	Responsibilities	Year
11.	Project proposal reviewer for the Open University of Hong Kong (OUHK). OUHK applied for a grant from “Research Grants Council Competitive Research Funding Schemes for that local self-financing degree sector 2016/2017”. The project proposal is entitled “An Impact Study of the First Set of Open Textbooks for Hong Kong Schools”	2016
12.	Member of the Adjudication Committee of the Young Innovator Award for Asian Association of Open Universities 30 <sup>th</sup> Conference held in Manila, Philippines	2016
13.	A stakeholder in the “Asia Regional Consultation on Open Educational Resources (OER for Inclusive and Equitable Quality Education: from Commitment to Action)” organised by Commonwealth of Learning from 1 <sup>st</sup> – 2 <sup>nd</sup> December 2016	2016
14.	Member of the Adjudication Committee of the Best Paper Award for Asian Association of Open Universities 31 <sup>st</sup> Conference held in Jakarta, Indonesia	2017
15.	Member of the Adjudication Committee of the Young Innovator Award for Asian Association of Open Universities 32 <sup>nd</sup> Conference held in Hanoi, Vietnam	2018
16.	Appointed as one of the 3-team members in “Developing Subject-Specific Quality Standards in Asia and the Pacific” by UNESCO Bangkok	March 2018
17.	Abstract reviewer for papers submitted for the AAOU Annual Conference	2015 – 2019
18.	Appointed as the panel of expert to assist Palau Ministry of Education to develop a Teacher Certification System	4 Dec 2019 – 2021
19.	Appointed as one of the authors in developing the “Handbook on Online Education in Commonwealth Asia-Case Studies” by Commonwealth Educational Media Centre (CEMCA – Commonwealth of Learning)	3 July 2020

## 8. ARTICLES / PRESENTATIONS / CONFERENCES / WORKSHOPS / SEMINARS

### Paper Published

**T.K.LIEW & C.K.H.TEO.** (1998). Multiple Shoot Production In Vitro of the Tropical Timber Tree, Sentang (*Azadirachta excelsa*). *Hortscience*. 33(6): 1073-1075.

**LIEW TEIK KOOI & CHRIS K.H.TEO.** (1998). Effect of Shoot Decapitation on the Growth of Axillary Buds in *Azadirachta excelsa*. *Journal of Bioscience*. 9 : 28-32.

**LIEW TEIK KOOI & CHRIS K.H.TEO.** (1998). The Rooting of Sentang (*Azadirachta excelsa*), as Affected by the Number of Nodes, Length and Diameter of Cuttings. *Malays. Appl Biol*. 27(1&2) : 131-133.

**LIEW TEIK KOOI & RAHMAD SETIA BUDI.** Morphological Studies on *Rhoeo spathacea* Stearn. *Journal Bioscience*. 9(1&2) 38-40.

**TEIK KOOI, LIEW & CHRIS K.H.TEO.** (1996). A Computer Model For Selection of Sentang, *Azadirachta excelsa* Seedlings. *Malaysian Journal of Science*. 17(A): 87-93.

**LIEW TEIK KOOI, CHAN LAI KENG & CHRIS K.H.TEO.** (1999) *In Vitro* Rooting of Sentang Shoots (*Azadirachta excelsa*) and Acclimatization of the Plantlets. *In Vitro Cell. Dev. Biol*. 35(5): 396-400.

**LIEW TEIK KOOI, RAHMAD SETIA BUDI & CHRISTOPHER K. H. TEO.** (1999). Produksi tunas majemuk secara *in vitro* pohon sentang (*Azadirachta excelsa* Linn.). *Jurnal Penelitian Pertanian*. 18(2) : 69-73.

**LIEW TEIK KOOI, CHAN LAI KENG & CHRIS K. H. TEO.** (2000). Effects of plant growth regulators, vessels type and explant orientation on the *in vitro* propagation of sentang (*Azadirachta excelsa*). *Proceedings of the International Planters Conference 2000. Plantation Tree Crops in the New Millenium: The Way Ahead (Volume 1. Technical Papers)*. The Incorporated Society of Planters.

**LIEW TEIK KOOI, CHAN LAI KENG & CHRIS K. H. TEO.** (2000). Production of elite planting materials of sentang, *Azadirachta excelsa* via *in vitro* culture technique. *The Planter*

**LIEW TEIK KOOI, CHAN LAI KENG & CHRIS K.H.TEO.** (1999). The Effects of Culture Vessel Type, Explant Orientation, Gelling Agent and Sugar Content of Culture Medium on the *In Vitro* Growth of *Azadirachta excelsa*. *Plant Cell & Tissue Culture*.

RAHMAD SETIA BUDI, **T.K.LIEW**, L.K.CHAN AND CHRIS K.H.TEO (1999). Effects of Three Modified Murashige and Skoog Media on the *In Vitro* Shoot Multiplication of 15 Varieties of Gerbera (*Gerbera jamesonii* Bolus). *Pertanika*.

VIMALA BALAKRISHNAN, **LIEW TEIK KOOI** & SHIVA (2014). Fun Learning With Edooware – A Social Media Enabled Tool. *Computers and Education*. Vol 80: 39 - 47 (<http://www.sciencedirect.com/science/journal/03601315/80/supp/C>)

### **Papers Presented**

**LIEW TEIK KOOI**, CHAN LAI KENG & CHRIS K.H.TEO. (1998). *In Vitro* Propagation of Sentang. Challenges and Opportunities for the IMT-GT, The Second IMT-GT UNINET Conference, 29-30 August, 1998, Hat Yai, Thailand.

**LIEW TEIK KOOI**, CHAN LAI KENG & CHRIS K.H.TEO. (1999). *In Vitro* Culture As A Biological Tool For Producing Elite Timber Trees Using Sentang (*Azadirachta excelsa*) As A Model Plant. Biology In The Next Millenium Symposium, 1-3 December, 1999, Hilton Hotel, Kuala Lumpur.

**LIEW TEIK KOOI** & TEOH AI PING (2008). *Factors Influencing Students Performance in Wawasan Open University: Does Previous Education Level, Age Group and Course Load Matter?* 22<sup>nd</sup> AAOU Annual Conference, 14 – 16 October, 2008, Tianjin, China.

**[TOP 10 FINALISTS OF THE BEST PAPER AWARD]**

**LIEW TEIK KOOI** & TEOH AI PING (2011). *Assuring the Quality of Online Teaching and Learning: The Case of Wawasan Open University*. 25<sup>th</sup> AAOU Annual Conference, 28 – 29 September, 2011, Penang, Malaysia.

**[BEST PAPER AWARD: SILVER MEDAL]**

TEOH AI PING & **LIEW TEIK KOOI** (2011). *Towards Sustainable Competitive Advantage: Enterprise Risk Management for Open Universities*. International Conference of Education, Research and Innovation, 14 -16 November 2011, Madrid, Spain.

**LIEW TEIK KOOI** & TEOH AI PING (2012). *Development of An Assessment Tool to Measure The Prior Experiential Learning of Adult Learners: The Case of Wawasan Open University*. 26<sup>th</sup> AAOU Annual Conference, 16 – 18 October, 2012, Chiba, Japan.

**[BEST PAPER AWARD: GOLD MEDAL]**

Choo Jun TAN, Chin Wei BONG, Ting Yee LIM and **Teik Kooi LIEW** (2016). *Soft Computing Model In Educational Data Mining: A Distance Learning Experience*. 30<sup>th</sup> AAOU Annual Conference, 26 – 28 October, 2016, Manila, Philippines.

**[BEST PAPER AWARD: SILVER MEDAL]**

#### Posters Presented

**LIEW TEIK KOOI**, CHAN LAI KENG & CHRIS K. H. TEO. (1999). *In vitro* culture as a biological tool for producing elite timber trees using sentang (*Azadirachta excelsa*) as a model plant. “Symposium Biology in the Next Millennium”, 30 November – 2 December 1999, Kuala Lumpur, Malaysia.

**LIEW TEIK KOOI**, CHAN LAI KENG & CHRIS K.H.TEO. (2000). Effects of plant growth regulators, vessels type and explant orientation on the *in vitro* propagation of sentang (*Azadirachta excelsa*). “International Planters Conference: Plantation Tree Crops in the New Millenium – The Way Ahead” 17 –20 May 2000, Shangri-La Hotel, Kuala Lumpur, Malaysia.

#### International conferences attended

- 19<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Jakarta, Indonesia (September 15 -17, 2005)
- 22<sup>nd</sup> Asian Association of Open Universities (AAOU) Annual Conference in Tianjin, China (October 14 -16, 2008)
- 24<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Hanoi, Vietnam (October 26 – 28, 2010)
- 25<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in WOU, Penang (September 28 – 30, 2011)
- 24<sup>th</sup> International Council for Open and Distance Education (ICDE) Conference Bali (October 2 – 6, 2011)
- 26<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Chiba, Japan (October 16 - 18, 2012)

- 27<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Islamabad, Pakistan (October 1 - 3, 2013)
- 28<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Open University of Hong Kong, Hong Kong (October 28 - 30, 2014)
- 29<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Open University Malaysia, Malaysia (30 November – 2 December, 2015)
- 30<sup>th</sup> Asian Association of Open Universities (AAOU) Annual Conference in Manila, Philippines (26 – 28 October, 2016)
- 31<sup>st</sup> Asian Association of Open Universities (AAOU) Annual Conference in Jakarta, Indonesia (27 – 29 September, 2017)
- First Session of the Committee of the Asia-Pacific Regional Convention on The Recognition of Qualifications in Higher Education, Seoul Republic of Korea (18 – 19 October, 2018)
- 32<sup>nd</sup> Asian Association of Open Universities (AAOU) Annual Conference in Hanoi, Vietnam (22 – 25 October, 2018)

#### **Workshops/seminars attended**

- Workshop: ISO 9001:2000 Internal Quality Audit Training Course, by VA Partners Sdn, Bhd., Menara UMNO, Penang (June 11 - 12, 2003)
- Workshop: Planning and Implementing ODL for Senior Managers, Jointly organized by Wawasan Open University and Commonwealth of Learning, Evergreen Laurel Hotel, Penang (December 12 – 16, 2005)
- Workshop: Development of Key Performance Indicators To Enhance Organisation Performance, by Regency Innovations, The Grand Millennium Hotel, Kuala Lumpur (March 18 – 19, 2008)
- Workshop: Competency Based Interviewing Skills, by Institute of Training and Development, Wawasan Open University (August 25 – 26, 2008)



- Seminar: Online and Distance Learning by Malaysian Qualifications Agency (MQA), Kuala Lumpur (April 28, 2010): As one of the speakers
- Workshops: Introduction to Future Studies (Visionary Thinking for Tomorrow's Leaders), Universiti Sains Malaysia (December 11 – 12, 2011)
- Annual Teaching and Learning Seminar 2012 "Creating and Widening Access to Knowledge", Dewan Budaya, Universiti Sains Malaysia (June 26, 2012)
- Workshop for stakeholders : Development of guidelines of good practices – Continual Quality Improvement and Programme Monitoring & Review, Malaysian Qualifications Agency (20 February 2014)

### Book chapter

- Book title: Quality Assurance in Distance Education and E-learning (Challenges and Solutions from Asia)  
Part 4 – Assuring Quality of Learning Support and Assessment [Malaysia's Wawasan Open University: Tat Meng, Wong and **Teik Kooi, Liew**]
- Open Educational Resources: Policy, Costs And Transformation  
A project by Commonwealth of Learning in collaboration with UNESCO (2016)  
Case Study 9 Malaysia: Undergraduate Programme At The Wawasan Open University And The Comparative Reduction In Cost  
<http://oasis.col.org/handle/11599/2306>
- Authoring a chapter for "**Handbook on Online Education in Commonwealth Asia – Case Studies**" A project by Commonwealth of Learning, 2021

<b>REFEREES</b>
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*\*All supporting documents will be made available upon request.*