

Quality Enhancement Support Scheme

Progress Report	Project No. : 03/QESS/2014
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Reporting Period : From April 2015 (month/year) to September 2015 (month/year)

Part A

Project Title : Enhancing Quality Assurance in Teaching and Learning and Related Measures:
Assessments and Strategies

Name of Grantee : Chu Hai College of Higher Education

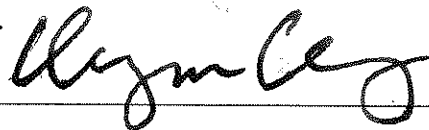
Project Period : From October 2014 (month/year) to March 2016 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person : _____

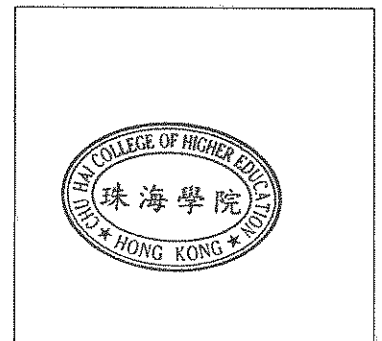


Name of Authorised Person : Professor C. N. CHANG

President,

Position of Authorised Person : Chu Hai College of Higher Education

Date : 15 December 2015




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* A *separate* written application should be submitted to the Grantor for *prior* written approval.

1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
	<p>A. Seminars & Workshops (See <i>Appendix 1: QESS Seminars & Workshops Notes</i>)</p> <p>Note that:</p> <ol style="list-style-type: none"> 1. All seminars and workshops listed below were arranged by the Quality Teaching and Learning Centre (QTLC), supported by QESS. 2. Relevant guest speakers were invited by the QTLC. 3. Photo-copies of seminars and workshops notes were delivered to all participants. The soft copies were sent to all teaching staff, both full-time and part-time, via e-mails. 4. The computer, projector and other equipment used were prepared by the College Computer Centre staff. 5. The venue settings were served by the College General Office staff. 6. Except for the invited guest speakers, all QESS seminars and workshops were conducted by Dr. CHUNG Chak, the QESS Project Director, with assistance rendered by Ms. Doris ZHANG, the Executive Officer. 7. The beneficiaries of Project activities were mainly the teachers and students of Chu Hai College. There were around 1,600 full-time students and 141 teachers, both full-time and part-time, in the last academic year. Among these teaching staff, around 50 teachers were involved in the seminars and workshops of QESS Project. 8. For each teacher who attended one workshop, assuming s/he teaches four classes of 20 students each per semester, a total of 160 students would be eventually benefitted in a two-semester academic year as a result. 9. With enhanced teaching skills, more students will be benefitted in the future. 	
May 8, 2015 14:00-15:30 Room 101	Seminar on "The Final Class Session-Providing Closure" Presented by Dr. CHUNG Chak, QESS Project Director.	Teaching Staff 4

<p>May 15, 2015 14:00-15:30 Room 101</p>	<p>Workshop on “Assessment Techniques” Presented by Dr. CHUNG Chak, QESS Project Director.</p>	<p>Teaching Staff 5</p>
<p>June 18, 2015 10:00-12:30 Conference Room, Metro Park Hotel</p>	<p>Faculty of Business Staff Retreat: Seminar and Workshop on “Outcome-Based Approach to Teaching, Learning, and Assessment: Essential Concepts” Presented by Dr. Angela HO, Director, Educational Development Centre, The Hong Kong Polytechnic University, followed by a 30-minute Q&A feedback session. Assisted by Dr. CHUNG Chak, Director, and Doris ZHANG, Executive Officer, QESS Project.</p>	<p>Teaching Staff 20</p>
		
<p>(Faculty of Business Staff Retreat)</p>		
<p>June 18, 2015 14:00-15:15 Conference Room, Metro Park Hotel</p>	<p>Faculty of Business Staff Retreat: Seminar and Workshop on “Outcome-based Teaching and Learning Implementation — experience sharing” Conducted by Dr. CHUNG Chak, QESS Project Director, with questions and discussions among the participants.</p>	<p>Teaching Staff 20</p>
<p>June 18, 2015 15:15-16:45 Conference Room, Metro Park Hotel</p>	<p>Faculty of Business Staff Retreat: Seminar and Workshop on “Enhancing Teaching and Learning: Case Studies” Conducted by Dr. CHUNG Chak, QESS Project Director</p>	<p>Teaching Staff 20</p>

<p>July 7, 2015 14:00-15:30 Room 303</p>	<p>Workshop on “Instructional Strategy: Advance Organizer & Graphic Organizer” Presented by Dr. CHUNG Chak, QESS Project Director.</p>	<p>Teaching Staff 9</p>
<p>July 14, 2015 14:00-15:30 Room 303</p>	<p>Re-run Workshop on “Instructional Strategy: Advance Organizer & Graphic Organizer” Presented by Dr. CHUNG Chak, QESS Project Director.</p>	<p>Teaching Staff 2</p>
<p>July 21, 2015 14:00-15:30 Room 303</p>	<p>Workshop on “CAT: Classroom Assessment Techniques” Presented by Dr. CHUNG Chak, QESS Project Director.</p>	<p>Teaching Staff 5</p>
<p>August 3, 2015 14:00-15:30 Room 303</p>	<p>Workshop on “SET: Student Engagement Techniques” Presented by Dr. CHUNG Chak, QESS Project Director</p>	<p>Teaching Staff 6</p>
<p>August 25, 2015 14:00-15:30 Room 303</p>	<p>Workshop on “CoLT – Collaboration Learning Techniques” Presented by Dr. CHUNG Chak, QESS Project Director</p>	<p>Teaching Staff 2</p>

From: General Office <general@student.chuhai.edu.hk>
To: general@chuhai.edu.hk

Date: Monday, August 24, 2015 05:25PM
Subject: QESS Seminar & Workshop - Reminder

Dear Colleagues,

In sequel to the successful QESS Seminar & Workshop series, you are kindly reminded of the coming QESS Seminar & Workshop with details as follow:

August 25 Tuesday 2:00-3:30pm	CoLF: Collaboration Learning Techniques	Dr. Chung Chak Quality Teaching & Learning Centre	Room 303
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As requested by our colleague who wants to build up his/her e-portfolio, the next QESS Seminar & Workshop topic will be on "Building up personal portfolio—Part One: my statement of teaching philosophy". The date and venue for this seminar have yet to be determined by the College General Office.

For the QESS Project, you are most welcome to make suggestions on the topics that you are interested in. Please give us a call or an e-mail on this if there is any suggestion.

We shall appreciate your encouraging comments and supports.

With Best Wishes,
Chung Chak
Director;
Doris Zhang
Executive Officer
Quality Teaching and Learning Center

(An e-mail notification of a QESS workshop)

September 30
2015
14:30-16:00
Room 206

Seminar on "Teaching Portfolio: CityU's Experience"
Presented by Dr. KWOK Chi Wai, City University of Hong Kong;
Assisted by Dr. CHUNG Chak, QESS Project Director.

Teaching Staff
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B. Provision of Resources Materials for Staff
(See *Appendix 2* – Folders on Teaching Resources Materials for Teaching Staff)

All Teaching Staff

Note that:

1. These materials are downloaded from numerous sources in the Internet, and basically no editing is performed. For intellectual property protection reason, only one personal copy is printed out. This hard copy is being kept in the Quality Teaching and Learning

	<p>Centre (QTLC) and is available for inspection.</p> <p>2. In addition to the four folders reported in the first progress report, four more folders were provided. (See <i>Appendix 2</i>)</p> <p>3. For these folders (Folders 5-8), we only list the topics/main titles of the downloaded materials in the Appendix;</p> <p>4. The topics are independent of each other and are not listed in any particular order.</p> <p>5. For the list of key sources/websites, see <i>Appendix 2</i>.</p>	
June 30, 2015	Folder 5— Tips for the Final Class Sessions (e.g. managing end of the semester stress, 5 steps: preparing your students for the examination, etc.)	
July 12, 2015	Folder 6—Assessments for Teaching and Learning (e.g. characteristics of a well-defined assessment plan, assessing students learning—direct indicators & indirect indicators, alternatives to traditional testing and exam, etc.)	
July 28, 2015	Folder 7—Teaching Methods (e.g. active learning in active classroom, common teaching methods, etc.)	
September 21, 2015	Folder 8—Teacher Competence and Other Materials (e.g. peer observation, know your students, develop a course, etc.)	
	<p>All the above four folders are placed in the QTLC and teaching staff can borrow them for their reference. The website links of these sources were sent to all teaching staff via e-mails. We expect these materials can broaden the horizons of our teaching staff in relation to their teaching competence.</p>	
	<p>C. Induction for New Staff: Classroom Observation</p> <p>See <i>Appendix 3A</i> – Reports on Classroom Observations, <i>Appendix 3B</i> – Classroom Observation Form)</p>	8 Teaching Staff
	<p>Note that:</p> <ol style="list-style-type: none"> 1. All new teaching staff are required by the College to participate in the induction, whether they are experienced teachers or not. 2. The classroom observations consist of three stages: the pre-observation discussion, classroom observations, and 	

	<p>post-observation conference.</p> <p>3. The classroom observations were performed by Dr. CHUNG Chak, QESS Project Director, and Doris ZHANG, Executive Officer of QESS Project.</p> <p>4. All participants received a formal report written by Dr. CHUNG Chak. As requested by the teaching staff, such report is not attached in this report for privacy reason.</p> <p>5. Teachers who have five or more years teaching experience are classified as experienced teachers in this report.</p> <p>6. There are in total eight teaching staff involved in classroom observations. Six classroom observations were performed during the first reporting period while another two classroom observations in this second reporting period.</p> <p>New Teaching Staff:</p>	
<p>March 2, 2015 9:00-11:20 Room 312</p>	<p>1. Dr. Tina YAN, Dept. of Business Information System Lesson topic: Relational Database Management System Teaching experience: new teacher Course level/type: Yr. 2/elective</p>	<p>Students 25</p>
<p>March 12, 2015 16:25-19:20 Room 206</p>	<p>2. Dr. DUNG Chau Hung, Dept. of Chinese Literature Lesson topic: Couplets Teaching experience: experienced Course level/type: Yr. 1-2/ electives</p>	<p>Students 22</p>
<p>March 23, 2015 11:25-13:00 Room 202</p>	<p>3. Dr. Kelvin YIM, Dept. of Architecture Lesson topic: Lighting Effects Teaching experience: experienced Course level/type: Yr. 2/compulsory</p>	<p>Students 50</p>
<p>March 24, 2015 14:00-16:30 Room 208</p>	<p>4. Dr. Ruffina THILAKARATNE, Dept. of Architecture Lesson topic: Environmental Sustainability Teaching experience: experienced Course level/type: Yr.2/compulsory</p>	<p>Students 26</p>

<p>March 27, 2015 16:25-19:00 Room 202</p>	<p>5. Mr. C. H. KAY, Dept. of Computer Science Lesson topic: Access Data Management Teaching experience: experienced Course level/type: Yr.3/compulsory</p>	<p>Students 20</p>
<p>March 30, 2015 9:00-11:20 Room 209</p>	<p>6. Dr. Zhen MEI, Dept. of Chinese Literature Lesson topic: Popular Songs Appreciation and Creation Teaching experience: experienced Course level/type: Yr.2-4/elective</p>	<p>Students 18</p>
<p>April 14, 2015 11:25-13:00 Room 202</p>	<p>7. Mr. Tony TSANG, Dept. of Computer Science Lesson topic: External Device Teaching experience: experienced Course level/type: Yr.2/elective</p>	<p>Students 21</p>
<p>April 20, 2015 9:00-11:20 Room 208</p>	<p>8. Dr. ZHANG Hui, Dept. of Chinese Literature Lesson topic: Marriage in “Dream of the Red Chamber” Teaching experience: experienced Course level/type: Yr. 1/elective</p>	<p>Students 15</p>
<p>It is observed that most teaching staff performed well in their teaching. They demonstrated good communication skills and were enthusiastic to improve their teaching quality. However, most of the time, the instructional strategies were confined to lecturing plus a few questions. More frequent use of various teaching methods and classroom assessments is suggested. The new teaching staff were inducted on the concepts and implementation of OBTL.</p>		
<p style="text-align: center;">D. On Staff Consultations (See <i>Appendix 4</i>: Provision of Staff Consultations)</p>		
<p>The QTLC, supported by the QESS Project, aims at enhancing the professional competence of our teaching staff, particularly in teaching, learning, assessment and curriculum development. All teaching staff are welcome to visit the Centre for discussion and consultation in relation to their duties in the College. Topics discussed are related to the courses which the staff are teaching. All these formal and informal consultations were recorded and</p>		

listed in *Appendix 4*.

E. Writing up Rubrics

(See *Appendix 4B* – Staff consultations on writing rubrics)

1. Fourteen teachers have signed up for writing up a total of fifteen rubrics for their courses. See *Appendix 4B* for details of staff consultations on rubrics writing.

2. The participating teachers are listed below:

- a. Dr. DUNG Chau Hung, Dept. of Chinese Literature
Course title: 古典詩與現代創作
- b. Dr. ZHANG Hui, Dept. of Chinese Literature
Course title: 中國古典小說
- c. Mr. John MOK, Dept. of English
(Two rubrics from two courses)
Course title: Business English;
Business Communication
- d. Ms. ORR Lok Man, Dept. of English
Course title: Media Communication in World Affairs
- e. Prof. Peter FONG, Dept. of English
Course title: Fundamental Business 1A
- f. Mr. Fabian RATZER, Dept. of English
Course title: German I
- g. Ms. Karen LEONG, Dept. of Business Information System
Course title: Database System
- h. Ms. Charmaine CHAN, Dept. of Business Administration
Course title: Final Year Project
- i. Dr. FU Hong, Dept. of Computer Science
Course title: Algorithms & Complexity: Lab Report
- j. Dr. Gordon LEUNG, Dept. of Civil Engineering
Course title: Geotechnical Analysis and Design
- k. Dr. Ruffina THILAKARATNE, Dept. of Architecture
Course title: Introduction to Environmental Science
- l. Ms. Winne TANG, Dept. of Architecture
Course title: Building Services
- m. Dr. SO Moon Tang, Dept. of Journalism and
Communication

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Course title: Research Methods for Journalism & Communication

n. Dr. Tracy LEE, Dept. of Journalism and Communication

Course title: Techniques for English News Writing and Reporting I.

The above teaching staff are expected to finish their course rubrics by Semester One, 2015-2016. The progress is being monitored by the QTLC.

F. A Framework for the Staff Development Programme

A framework has been devised for developing the teaching quality of staff in the College. The framework includes:

1. Setting up of "Quality Teaching and Learning Centre", managing the staff development in the College;
2. Induction for all new teachers;
3. Provision of teaching, learning and assessment resources materials for all teaching staff;
4. Seminars and workshops for enhancing the teaching quality in the College;
5. Mini-research projects;
6. Building up the "Community of Learning Practice" (CoP) in the College;
7. Teaching Excellence Award(s) Scheme.

(See *Appendix 5* – A Framework for the Staff Development Programme)

G. Course Materials Updating

(See *Appendix 6*)

As part of project activities and deliverables, all the full-time teaching staff in Faculty of Business were asked to update their course materials for the new academic year, 2015-2016. The teaching staff update their course materials by integrating the latest developments in business and society.

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	<p style="text-align: center;">H. Teaching-related Mini-research (See Appendix 7)</p> <p>1. Teaching staff in the College are invited to participate in the teaching-related mini-researches. The QTLC offers assistance, including face-to-face discussions on topic selection, methodologies, and literature search. Some of these materials are incorporated into the mini-research proposals. Four mini-research proposals have been reviewed and accepted by the QTLC in the first reporting period. Due to the change of timetable, one of the four teaching staff involved in the mini-researches, Mr. Hubert UN, has to postpone his planned research to the next semester.</p> <p>2. There are three stages of the mini-research process as below: Stage I: Research proposal (completed in May 2015) Stage II: Interim report (completed in October 2015) Stage III: Final report (to be completed by March 2016)</p> <p>3. The progress of these researches is being monitored by the QTLC. It is anticipated that these studies will be completed by March 2016.</p> <p>4. Four teaching staff have signed up for mini-researches: i. Prof. Peter FONG, Dept. of English ii. Dr. Tracy LEE, Dept. of Journalism & Communication iii. Ms. ORR Lok Man, Dept. of English iv. Mr. Hubert UN, Dept. of Architecture</p>	4 Teaching Staff
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</p>		

1. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
1. Compilation of teaching and learning resource materials for teaching staff, i.e. Tips and advice on teaching and learning for teaching staff. (See Appendix 2)	100%	In addition to the four folders provided in the first progress report, another four folders (Folders 5-8) are attached in Appendix 2.
2. Conduct and report on the progress of mini-research projects for enhancing discipline-specific teaching and learning. (See Appendix 7)	100%	The progress of four mini-researches is being monitored.
3. Organise workshops, sharing sessions and forums	100%	11 of OBTL workshops and seminars were conducted as scheduled in the reporting period.
4. Report from stakeholders on the effectiveness of workshops, sharing sessions and forums. (See Appendix 8)	100%	The report is based on the QESS workshop evaluation form and staff interviews regarding QESS activities.
Overall Project	70%	
<p>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</p>		

2. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
<p>A minor adjustment on project implementation schedule about the mini-research projects:</p> <p>As it takes time to conduct the mini-research projects, the milestone to report research findings would be postponed to the end of the project period.</p>	September 29, 2015

3. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,350,000	699,282	650,718
b. Equipment / facilities	12,423	11,056	1,367
c. Services	157,000	3,000	154,000
d. General expenses	14,000	4,617.44	9,382.56
e. Others	30,000	0	30,000
Total	1,563,423	717,955.44	845,467.56
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>845,467.56</i>