

Project Overview

Project Title (in English):

Enhancing Quality Assurance in Teaching and Learning: Assessments and Strategies

Project Title (in Chinese):

提升教與學的質素保證：評估與策略

Executive Summary

(Please provide, within this page, an executive summary of the project.)

At Chu Hai College, we have set up a “Quality Teaching and Learning Centre” with Prof. Eden Yu as Director of the Centre. This proposed project aims to strengthen the operation and activities of the Centre by further improving the quality of assurance (QA) system and proper and effective implementation of QA and the OBTL methodology in the following 3 areas: teaching, learning and quality assurance in teaching and learning.

For upgrading teaching, we shall reinvigorate with practical initiatives the staff development program for new and existing staff, which has been in existence since 2004. We plan to organize sharing sessions for teaching staff on outcome based approach to course design, implementation and assessment issues. In addition, we shall invite and support staff to pursue discipline-specific, teaching related mini-research projects.

On strengthening quality in learning, we shall design and conduct task-based and event-based activities for students. We plan to address the task of incorporating the modern-day phenomena and characteristics in re-designing the curriculum in specific disciplines of business and social studies. We intend to develop further and adopt other innovative learning approaches, as deemed useful.

More importantly, this project aims to enhance quality assurance in teaching and learning by critically reviewing the current processes and practices of outcome-based teaching and learning already in place in our College. And then we shall strengthen the practice by collecting more feedbacks and data and conducting analysis of the effectiveness of the outcome-based approach. We plan to strengthen the methodology by developing more appropriate set of rubrics for use, which show assessment criteria to help evaluate the quality and level of student performance.

To help develop long-term sustainability of this and similar future projects, we would apply for funding under QESS to strengthen the Center, which maintains day-to-day operation of project activities and be open to all interested academics and policy makers in Hong Kong and elsewhere.

The project will involve and cover all Departments on campus and therefore will benefit all students and staff at Chu Hai College. To maximize the benefit derivable from the project, we shall organize seminars/forums for teaching staff and administrators in the College as well as those from sister institutions to promote sharing of the findings, and good practices be made accessible to all

teaching staff at Chu Hai College and elsewhere. In addition, an assessment exercise will be conducted to measure the deliverables for dissemination to various tertiary institutions and policy makers. We plan to produce about 15 rubrics for assessing students' performance and 4 case studies or mini-research of teaching related projects for enhancing teaching and learning.

Problems Identified

(Please provide your assessments to the problems / needs identified.)

A review of the Quality Teaching and Learning issues of Chu Hai College and our current practices of assuring teaching and learning using the outcome-based approach reveals that there are well articulated policies and processes for monitoring the quality of our educational programs. However, there remain some areas of improvements on the assessment of the alignments of CILOs/PILOs, teaching and learning activities and assessment of student outcomes, especially the measurement and assessment of performances. Thus, it would be highly desirable to develop sufficient rubrics and strengthen the assessment strategies and practices in programs. The lack of sufficient rubrics and this measuring weakness is so pervasive that the problem exists in almost all the tertiary institutions in Hong Kong. The findings from this project, in particular in designing various measurements and assessment rubrics, can help filling the void and also be used by other higher educational institutions.

Project Objectives and Deliverables

Measurable Objectives	How it can be achieved
1. Upgrading the quality of teaching, learning and the quality assurance of teaching and learning.	By re-designing the staff development program.
2. Strengthening the proper alignment of CILOs/PILOs to teaching and learning activities and assessments and the standards of HKQF.	Organizing workshops and sharing sessions Conducting consultation for individual teaching staff
3. Refining and developing assessment strategies.	Constructing rubrics. Organizing sessions for sharing good practices
4. Searching for more effective implementation of OBTL approach	Constructing a new framework with resource limitation. Data collection and analysis
5. Disseminating the findings to the higher education sector	By organizing workshops and forums Launching websites

Project Deliverables

(Please list out all the deliverables to be achieved and how they can be shared with, if possible,

<i>other institutions.)</i>	
Deliverables	Sharing mechanism
1. A good staff development program	Offer workshops and advice for new and existing staff
2. More sharing sessions on good teaching and learning practices	Through sharing sessions and workshops open to all
3. Mini-research projects to enhance discipline-specific teaching	Disseminating findings at forums for all staff, internal and external
4. Task-based and event-based case studies	Be presented in forums and workshops for all teaching staff in HK
5. Re-design curriculum to integrate latest development in business/society	Available on the website for all teaching staff in the areas
6. Tighten up loose points in aligning CILOs/PILOs, TLAs and TAs	Findings conveyed to all staff through forums, workshops and publications
7. Refine and develop new rubrics for assessment	By workshops/forums offered by consultants and sharing on websites
8. A new framework for assessing the effectiveness of the OBTL	Through workshop/forum, peer-reviewed publication and website
<i>(Please indicate the information that can be uploaded onto relevant EDB websites during and after the project period.)</i>	
<ol style="list-style-type: none"> 1. Outline of the project objectives 2. All sorts of project findings as mentioned above 3. Recommendations based on the findings to policy makers 	
Beneficiaries	
Expected type and number of beneficiaries of the project	
<i>(Please provide justification to support the above estimation and explain how they can be benefited from the project.)</i>	
<p>Since this project involve all the Departments on the campus of Chu Hai College, all students, teaching staff and administrators can benefit from the implementation of the project. Estimated over 2,000 now and more in the future years.</p> <p>The project findings can be shared with the educational sector in Hong Kong and elsewhere. Estimated beneficiaries will be over 100,000.</p> <p>The sharing of the strategies and findings derived from the project to enhance teaching and learning and quality assurance can be used by all students and teachers in the tertiary institutions.</p>	

Implementation Schedule

<i>(Please list out the implementation schedule and key milestones to be achieved on a half-yearly basis.)</i>		
Estimated start date of the project (month/year)		October 2014
Estimated end date of the project (month/year)		March 2016
Project duration (months)		18
Month	Key milestones	
	In terms of project activities and deliverables	In terms of monitoring and evaluation
1-3	<ol style="list-style-type: none"> To set up the “Quality Teaching and Learning Centre” for handling day-to-day operational tasks and project implementation To expand the implementation scope of the staff development program To critically review the QA mechanism currently in place and identify ways for improvements 	A quarterly progress <u>report</u> will be submitted for review by the Quality Assurance committee of Chu Hai College and the project evaluation team with external evaluators. The report can also be submitted to the Education Bureau for review
4-6	<ol style="list-style-type: none"> To conduct staff sharing sessions about OBTL practices and problems To invite staff to conduct mini-research for enhancing discipline specific teaching and learning 	To submit a progress <u>report</u> highlighting achievements and problems to be tackled. The report is submitted for review by the project evaluation team, the QA committee of the College, and the Education Bureau
7-9	<ol style="list-style-type: none"> To develop task-based and event-based teaching and learning activities and case studies for students To continue work on mini-research projects by staff for enhancing teaching and learning 	To submit a <u>progress report</u> stating the activities conducted for assessment by the QA Committee, the project evaluation team and the Education Bureau
10-12	<ol style="list-style-type: none"> To organize workshops, sharing sessions and forums on the preliminary findings of the project and collect feedbacks from students, staff and other stake-holders To consider the feedbacks in revising the activities and tasks. 	To submit a <u>progress report</u> on the activities conducted to relevant committees, evaluation team, and the Education Bureau for comments.

13-15	<ol style="list-style-type: none"> 1. To update the curriculum by integrating latest developments in business and society 2. To develop more suitable rubrics for enhancing assessment of student performance 3. To expand the QA framework by taking into account of the resource implications 	To submit a <u>progress report</u> to various team and committee and the Education Bureau for review and suggestions
15-18	<ol style="list-style-type: none"> 1. To organize more workshops, sessions and forum for both internal and external teaching staff and administrators to gather feedbacks and sharing good practices and suggestions 2. To prepare the final report on all the activities conducted for the projects and the findings and recommendations arising from the project 	To submit a complete <u>Final report</u> on the project to the evaluation team, the QA committee, Academic Board, the College Council and the Education Bureau of for further review and assessment.

Publicity Plan

(Please describe all the publicity activities to be organised and materials to be produced to acknowledge the support of Quality Enhancement Support Scheme. Please suitably reflect the publicity activities as key milestones in the implementation schedule above.)

1. To publicize the project, a series of workshops, sessions and forums will be organized. The findings of the project will be publicized by using posters, websites and feasible publishing outlets and opinion surveys

Cash Flow and Budget				
Project Expenditure				
	Amount in HK\$			
Period	Month 1 -6	Month 7- 12	Month 13-18	Total
Manpower	450,000	450,000	450,000	1,350,000
Equipment / Facilities	47,423			47,423
Services	102,000	10,000	10,000	122,000
General Expenses	4,000	5,000	5,000	14,000
Others (e.g. auditor's fee)			30,000	30,000
Total	603,423	465,000	495,000	1,563,423
Project Income (if any, e.g. fees received) Nil				

Period	Amount in HK\$			
	Year 1	Year 2	Year 3	Total
Total				
Grant Sought under the Quality Enhancement Support Scheme				\$1,563,423
Funding from the Applicant				
Funding from Other Sources				
Total Project Value				\$1,563,423
<p><i>(Please specify the amount to be funded by each funding source (e.g. donations, contributions from applicant / its parent organisation) and whether the funding has been secured. If not, please provide the plan to obtain the funding.)</i></p>				
<p><i>Not applicable</i></p>				
<p><i>(Please provide the duty lists of manpower to be funded by this project.)</i></p>				
Post	Duties			
Project Director	To oversee and actively participate in all phases of the project starting from the beginning to completion, including but not limited to, reviewing the existing QA mechanism at Chu Hai College, conducting seminars and workshops, arranging rubrics and case writing and developing ways to improve the system by way of improving teaching and learning strategies, measurements and effectiveness			
Project Executive	To assist in the implementation of project activities as described above and handle administrative work			
<p>Project Sustainability</p> <p><i>(Please estimate the amount of recurrent expenditure and describe how you will commit the resources to ensure sustainability of the project. Please put supplementary information (e.g. proof of financial support) at appendix.)</i></p> <p><i>The College is committed to ensure project sustainability.</i></p>				