

# Quality Enhancement Support Scheme

**Progress Report**

**Project No. : 03/QESS/2014**

Reporting Period : From Oct. 2014 (month/year) to Mar. 2015 (month/year)

## Part A

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

Name of Grantee : Chu Hai College of Higher Education

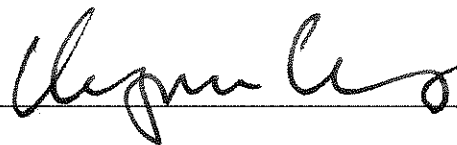
Project Period : From Oct. 2014 (month/year) to Mar. 2016 (month/year)

## 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:



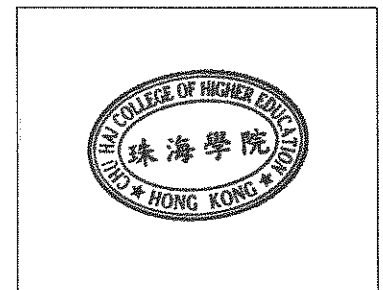
Name of Authorised Person : Professor CHANG Chung Nan

President,

Position of Authorised Person : Chu Hai College of Higher Education

Date:

September 30, 2015



**Organisation Chop**

## Executive Summary:

With the support of QESS, a staff development programme was devised. Workshops and advice for new and existing staff were offered. Sharing sessions on good teaching and learning practices were conducted which were open to all. In addition, teaching staff in the College have started doing the mini-research projects to enhance discipline-specific teaching. Provision of resources on teaching and learning were completed with seven folders at hand which are open to all teaching staff.

## Milestones:

Date	Milestones Completed	% attained	Remarks
31/3/2015			
Dec. 2014	Set up the "Quality Teaching and Learning Center"	100%	Completed
Mar., 2015	Devise a framework for the staff development programme.	100%	Completed (See Appendix 7)
Mar., 2015	Report on existing quality assurance (QA) mechanism with improvement plans	100%	Completed (See Appendix 5)
Mar., 2015	Conduct sharing sessions on outcome-based teaching and learning (OBTL) practices and problems	100%	Completed (See Appendix 1)
Mar., 2015	Conduct mini-research projects for enhancing discipline-specific teaching and learning	100%	Completed (See Appendix 8)



\* *A separate written application should be submitted to the Grantor for prior written approval.*  
**Project activities held/completed during the reporting period**

<b>Dates, time and venues</b>	<b>Brief descriptions of activities and resources used for implementing the Project *</b>	<b>Number and types of participants (if applicable)</b>
	<p style="text-align: center;"><b>A. Seminars &amp; Workshops</b></p> <p>(See <i>Appendix 1</i> for QESS Seminars &amp; Workshops Notes)</p> <p>Note that:</p> <ol style="list-style-type: none"> <li>1. All seminars and workshops listed below were conducted by the Quality Teaching and Learning Centre (QTLC), supported by QESS.</li> <li>2. A staff survey was conducted in Dec. 2014 to determine the topics for the QESS Seminars &amp; Workshops.</li> <li>3. Relevant guest speakers were invited by the QTLC.</li> <li>4. Photo-copies of seminars and workshops notes were delivered to all participants. The soft copies were sent to all teaching staff via email, both full-time and part-time.</li> <li>5. The computer, projector and other equipments used were prepared by the College Computer Centre staff.</li> <li>6. The venue settings were served by the College General Office staff.</li> <li>7. Except for the invited guest speakers, all QESS seminars and workshops were conducted by Dr. CHUNG Chak, the QESS Project Director, and were assisted by Ms. Doris ZHANG, the Executive Officer.</li> <li>8. The beneficiaries of Project activities were mainly the teachers and students of Chu Hai College. There were around 1,600 full-time students in the last academic year and 141 teachers, both full-time and part-time. Among these teaching staff, around 60 teachers were involved in the seminars and workshops of QESS Project.</li> <li>9. For each teacher who participated in one workshop, assume that s/he teaches four classes with 20 students in each class, per semester, about 160 students would be directly benefitted in a two-semester academic year as a result.</li> <li>10. With enhanced teaching skills, more students will be benefitted in the future.</li> </ol>	

Dec. 10, 2014 2:00-3:30pm Room 101	Seminar on "Using Internet as a Research Tool". Presented by Dr. Magdalena MOK, Hong Kong Institute of Education. Assisted by Dr. CHUNG Chak, Director & Doris ZHANG, Executive Officer, QESS Project.	Teaching Staff 12
Dec. 12, 2014 10:30-12:00am Common Room	Faculty of Arts: Seminar on "Assessment and Strategies for Outcome-based Teaching and Learning" (During the Faculty Board meeting). Presented by Dr. CHUNG Chak, QESS Project Director.	Teaching Staff 20
Jan. 7, 2015 10:30-12:00am Common Room	Faculty of Science and Engineering: Seminar on "Assessment and Strategies for Outcome-based Teaching and Learning" (During the Faculty Board meeting). Presented by Dr. CHUNG Chak, QESS Project Director.	Teaching Staff 12
Jan. 12, 2015 10:30-12:00am Common Room	Faculty of Business: Seminar on "Assessment and Strategies for Outcome-based Teaching and Learning" (During the Faculty Board meeting). Presented by Dr. CHUNG Chak, QESS Project Director.	Teaching Staff 23
Jan. 15, 2015 2:00-3:30pm Room 101	Workshop on "Research Questions and Questioning in Teaching and Learning" Presented by Prof. Leo YAM, former SEED Programme Director. Assisted by Dr. CHUNG Chak, Director, and Doris ZHANG, Executive Officer, QESS Project.	Teaching Staff 5
Jan. 19, 2015 2:00-3:30pm. Room 101	Seminar on "Proposal Development for RGC Research Funding Applications" Presented by Prof. Peter FONG, Chu Hai College Assisted by Dr. CHUNG Chak, Director, and Doris ZHANG, Executive Officer, QESS Project.	Teaching Staff 11
Feb. 5, 2015 11:25-1:30pm Civil Engineering Lab	Workshop on "Writing Rubrics" Presented by Dr. CHUNG Chak, QESS Project Director.	Teaching Staff 15

**Post Mar. 31,  
2015.**

May 8, 2015  
2:00-3:30pm  
Room 101

Seminar on “The Final Class Session-Providing Closure”  
Presented by Dr. CHUNG Chak, QESS Project Director.

Teaching Staff  
4

May 15, 2015  
2:00-3:30pm  
Room 101

Workshop on “Assessment Techniques”  
Presented by Dr. CHUNG Chak, QESS Project Director.

Teaching Staff  
5

June 18, 2015  
10:00am-  
12:30pm  
Conference  
Room, Metro  
Park Hotel

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, 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.

Teaching Staff  
20



<p>June 18, 2015 2:00-3:15pm 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 3:15-4:45pm 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><b>Learning Materials</b> QESS Seminar &amp; Workshop <span style="float: right;">June 18, 2015</span> Title: Enhancing Teaching and Learning-- Case Studies.</p> <p>Procedures:</p> <ol style="list-style-type: none"> <li>1. A total of 9 cases were collected from Faculty of Business students interviewed last week, right after the final exam.</li> <li>2. Study these cases carefully and prepare your responses to them. Brainstorm with other colleagues and share your experience.</li> <li>3. Divide yourselves according to your departments. Nominate a colleague to take note of the discussion and present the suggestions in open forum.</li> </ol> <p>Problems in teaching, learning, and assessments--What is to be done?</p> <ol style="list-style-type: none"> <li>1. Course Overlapping: <ol style="list-style-type: none"> <li>a. “I have learnt this last year in another course!” Different scenario: <ol style="list-style-type: none"> <li>i. Maybe a few, half the class, or more than half of the class have learnt this”(course materials) before.</li> <li>ii. Maybe the focus is different.</li> </ol> </li> </ol> </li> <li>2. Assignments: Lack of practice in doing project. Many assignments are too fragmentary. <ol style="list-style-type: none"> <li>a. Lack of practice in doing project. Many assignments are too fragmentary. “We have done a lot of assignments but most of them were simple, easy or straightforward. Though the “questions” were drawn from real cases, they were simplified. We want some original, “real” (authentic) or drawn directly from real case. We want to do some “projects”.</li> <li>b. “Some assignments are too simple, which demands simple arithmetic calculation only. (a course in financial planning)”</li> </ol> </li> <li>3. Language issues: <ol style="list-style-type: none"> <li>a. “The lecturer came from the Mainland. S/he spoke too fast in Putonghua and when s/he speak the English, the pronunciations were not familiar. I have difficult to follow the notes s/he was talking about.”</li> </ol> </li> <li>4. “Too much content taught during the last one or two sessions at semester end.”</li> <li>5. Disparity in course content: <p>“When I compare my notes with my former classmates studying in the same course but in another university, I found that the content, particularly the notes, differ much. I asked another classmate. the case is the same. I wonder if our lecturers follow the “main stream” or not.”</p> </li> <li>6. Business Communication: “I’ve learnt little as the lecturer spent too much time on too little content, which we have known already. S/he should teach us those important things.”</li> <li>7. Questioning technique and Classroom Management:</li> </ol>	<p>Teaching Staff 20</p>

	<p>a. "In my class, there were not many students, but most of them were quite passive. When the lecturer raised a question, usually the "dead-air" time was too long which was quite embarrassing."</p> <p>b. "My class was different. It was big and there were many active students who were eager to answer questions posted by the lecturer because they could gain marks in this way. However, the level of these questions were too simple, not challenging at all."</p> <p>8. Communication: "I raised a question but the lecturer said: "I have taught this before. You better read the notes that I gave you. I felt disappointed".</p> <p>9. Internet: "I want to review the notes studied two years ago for the course I'm learning, but can't find it in the lecturer's website anymore. Can the teacher places their notes in the College SIS longer instead of using his/her own blog? Can these notes be kept on the website for a few more years?"</p>	
<p>July 7, 2015 2:00-3:30pm Room 303</p>	<p>Workshop on "Instructional Strategy: Advance Organizer &amp; Graphic Organizer" Presented by Dr. CHUNG Chak, QESS Project Director.</p>	<p>Teaching Staff 9</p>
<p>July 14, 2015 2:00-3:30pm Room 303</p>	<p>Re-run Workshop on "Instructional Strategy: Advance Organizer &amp; Graphic Organizer" Presented by Dr. CHUNG Chak, QESS Project Director.</p>	<p>Teaching Staff 2</p>
<p>July 21, 2015 2:00-3:30pm 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>Aug. 3, 2015 2:00-3:30pm 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>Aug. 25, 2015 2:00-3:30pm Room 303</p>	<p>Workshop on "CoLT – Collaboration Learning Techniques" Presented by Dr. CHUNG Chak</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	CoLT: 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

### **B. Provision of Resource Materials for Staff**

(See *Appendix 2* – Folders on Teaching Resources Materials for Teaching Staff)

Note that:

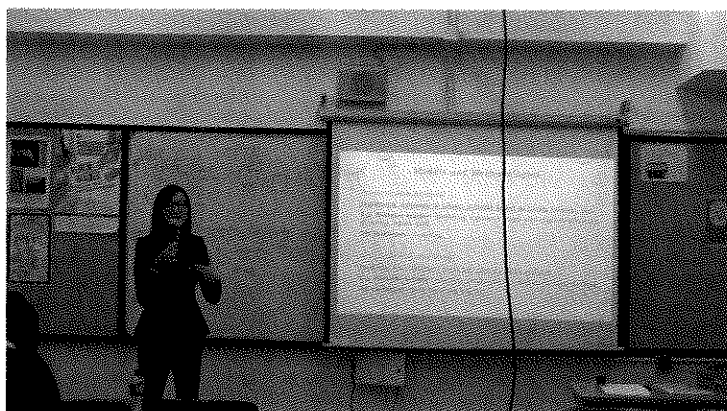
1. These materials are downloaded from numerous sources in the Internet, and basically no editing is performed. For intellectual property protection reason, only one personal copy is printed out, which is placed in the Quality Teaching and Learning Centre (QTLC). This hard copy is available for inspection.
2. These materials are grouped into seven folders according to their contents.
3. For these folders, we only list the topics/main titles of the

All Teaching Staff



	<p>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>	
Dec. 30, 2014	Folder 1—Resources for New Teaching Staff (e.g. first day of class, knowing your students, challenges in the classroom, etc.)	
Jan. 30, 2015	Folder 2—Mid-Term Tips (e.g. mid-term teaching & evaluation, mid-term evaluation samples, what to do with information gathered, etc.)	
Feb. 27, 2015	Folder 3—Outcome-based Teaching and Learning (OBTL) (e.g. introduction to OBTL, process step in developing learning outcomes and assessing them, etc.)	
Mar. 31, 2015	Folder 4— Rubrics (e.g. an introduction to rubrics, types of rubrics, samples of rubrics)	
<b>Post Mar. 31, 2015</b>		
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.)	
	<p>All the above seven folders are placed in the QTLC and teaching staff can borrow them for their reference. The website links of these sources were sent via emails to all teaching staff. We expect these materials can broaden the horizons of our teaching staff in relation to their teaching competence.</p>	

	<p align="center"><b>C. Induction for New Staff: Classroom Observations</b> (See <i>Appendix 3A – Reports on Classroom Observations</i>, <i>Appendix 3B – Classroom Observation Form</i>)</p> <p>Note that:</p> <ol style="list-style-type: none"> <li>1. All new teaching staff are required by the College to participate in the induction, whether they are experienced teachers or not.</li> <li>2. The classroom observations consist of three stages: the pre-observation discussion, classroom observations, and post-observation conference.</li> <li>3. The classroom observations were performed by Dr. CHUNG Chak, Project Director, and Doris ZHANG, Executive Officer of QESS Project.</li> <li>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.</li> <li>5. Any teacher who has five or more years teaching experience is classified as experienced teacher in this report.</li> </ol> <p><b>New Teaching Staff:</b></p> <ol style="list-style-type: none"> <li>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</li> </ol>	<p>8 Teaching Staff</p>
<p>Mar. 2, 2015 9:00-11:20am Room 312</p>		<p>Students 25</p>



Mar. 12, 2015  
4:25-7:20pm  
Room 206

2. Dr. DUNG Chau Hung, Dept. of Chinese Literature  
Lesson topic: Couplets  
Teaching experience: experienced  
Course level/type: Yr. 1-2/ electives

Students  
22

Mar. 23, 2015  
11:25-1:00pm  
Room 202

3. Dr. Kelvin YIM, Dept. of Architecture  
Lesson topic: Lighting Effects  
Teaching experience: experienced  
Course level/type: Yr. 2/compulsory

Students  
50

Mar. 24, 2015  
2:00-4:30pm  
Room 208

4. Dr. Ruffina THILAKARATNE, Dept. of Architecture  
Lesson topic: Environmental Sustainability  
Teacher: experienced  
Course level/type: Yr.2/compulsory

Students  
26

Mar. 27, 2015  
4:25-7:00pm  
Room 202

5. Mr. C. H. KAY, Dept. of Computer Science  
Lesson topic: Access Data Management  
Teacher: experienced  
Course level/type: Yr.3/compulsory

Students  
20

Mar. 30, 2015  
9:00-11:20am  
Room 209

6. Dr. Z. MEI, Dept. of Chinese Literature  
Lesson topic: Popular Songs Appreciation and Creation  
Teacher: experienced  
Course level/type: Yr.2-4/elective  
Number of students: 18

Students  
18

<p>April 14, 2015 11:25-1:00pm Room 202</p>	<p>7. Dr. Tony TSANG, Dept. of Computer Science Lesson topic: External Device Teacher: experienced Course level/type: Yr.2/elective</p>	<p>Students 21</p>
<p>April 20, 2015 9:00-11:20am Room 208</p>	<p>8. Dr. ZHANG Hui, Dept. of Chinese Literature Lesson topic: Marriage in “Dream of the Red Chamber” Teacher: 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 questioning. Greater use of a variety of teaching methods and classroom assessments are suggested. The new teaching staff were inducted on the concepts and implementation of OBTL. Folder 1 – Resources for New Teaching Staff – is specifically prepared and available for use by the new teachers.</p>		<p>College-wide</p>
<p><b>D. Review of Quality Assurance Mechanism</b> (See <i>Appendix 4</i> – Comments on Programme Intended Learning Outcomes (PILOs); <i>Appendix 5</i> – A Review of Existing Quality Assurance (QA) Mechanism with Improvement Plans)</p> <p>The programme documents of the three Faculties of the College, i.e. Faculty of Arts, Faculty of Business, and Faculty of Science and Engineering, have been reviewed, particularly with respect to the Programme Intended Learning Outcomes (PILOs) and their alignments with the Course Intended Learning Outcomes (CILOs). On the whole, no special problem was identified. (See <i>Appendix 4</i>)</p> <p>Dr. CHUNG Chak has reviewed the QA mechanism of the College. A number of suggestions are offered by the QTLC. (See <i>Appendix 5</i>)</p>		

## E. On Staff Consultations

(See *Appendix 6: Provision of Staff Consultations*)

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 work duties in the College. Topics discussed are related to the courses the staff are teaching. All these formal and informal consultations were recorded and listed in *Appendix 6*.

## F. Writing up Rubrics

(See *Appendix 2 – Folder 4: Rubrics (Part I and Part II)*)

See also *Appendix 6B – Staff consultations on writing rubrics*)

1. Sample rubrics were selected for use in Folder 4 by participating teachers to help write up their own course rubrics. (See the web screen of the website for writing rubrics below)

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Learn More



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Learn More

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2. The selected rubrics were downloaded from the websites of local and overseas universities, related reference books, and other web-based sources. A hard copy is available in the QTLC.

3. Part I of Folder 4 consists of commonly used rubrics such as rubrics for writing and presentation.

4. Part II of Folder 4 consists of rubric samples, which are grouped under the disciplines or individual faculties/departments.

5. Fourteen teachers have signed up for writing up a total of fifteen rubrics for their courses. See *Appendix 6B* for details of staff consultations on rubrics writing.

6. 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  
Course title: to be provided
- 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. Dr. SO Moon Tang, Dept. of Journalism and  
Communication  
Course title: Research Methods for Journalism &  
Communication
- h. Dr. Jasmine HUANG, Dept. of Finance  
Course title: to be provided
- i. Ms. Karen LEONG, Dept. of Business Information  
System  
Course title: to be provided
- j. Ms. Charmaine CHAN, Dept. of Business Administration  
Course title: Final Year Project
- k. Dr. FU Hong, Dept. of Computer Science  
Course title: to be provided
- l. Dr. Gordon LEUNG, Dept. of Civil Engineering  
Course title: to be provided
- m. Dr. Ruffina THILAKARATNE, Dept. of Architecture  
(Two rubrics from two courses)  
Course title: to be provided
- n. Ms. Winne TANG, Dept. of Architecture  
Course title: to be provided

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

#### **G. 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;

	<p>3. Provision of teaching, learning and assessment resources materials for all teaching staff;</p> <p>4. Seminars and workshops for enhancing the teaching quality in the College;</p> <p>5. Building up the “Community of Learning Practice” (CoP) in the College.</p> <p>(See <i>Appendix 7 – A Framework for the Staff Development Programme</i>)</p> <p><b>H. Teaching-related Mini-research</b> (See <i>Appendix 8A – QESS Mini-research proposals</i>; See <i>Appendix 8B – Comments on proposals</i>)</p> <p>1. Teaching staff in the College are invited to participate the teaching-related mini-research. 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.</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 (to be completed by Oct. 2015)  Stage III: Final report (to be completed by Jan. 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 Jan. 2016.</p> <p>4. Four teaching staff have signed up for mini-research:</p> <ul style="list-style-type: none"> <li>i. Prof. Peter FONG, Dept. of English</li> <li>ii. Dr. Tracy LEE, Dept. of Journalism &amp; Communication</li> <li>iii. Ms. ORR Lok Man, Dept. of English</li> <li>iv. Mr. Hubert UN, Dept. of Architecture</li> </ul>	<p>4 Teaching Staff</p>
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\* 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.).



**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
<p>1. Set up Quality Teaching and Learning Centre (QTLC)            QTLC: Room E, G/F, Chu Hai College.            Project Director: Dr. CHUNG Chak            Executive Officer: Ms. Doris ZHANG            Office contact: 2408 9960            Fax: 2408 2389            E-mail: doriszhang@chuhai.edu.hk</p>	100%	The Centre was established and staff recruited.
<p>2. Devise a framework for the staff development programme            (See Appendix 7)</p>	100%	The framework was developed and staff development measures have been implemented.
<p>3. Report on existing quality assurance (QA) mechanism with improvement plans (See Appendix 5)</p>	100%	The QA mechanism had been reviewed, and suggestions for improvement were offered.
<p>4. Conduct QESS seminars and workshops on outcome-based teaching and learning (OBTL) practices and problems.</p>	100%	Seven QESS seminars and workshops were conducted as scheduled. (Ten more were conducted after Mar. 31, 2015)
<p>5. Conduct mini-research projects for enhancing discipline-specific teaching and learning. (See Appendix 8)</p>	100%	Four mini-research proposals were submitted, reviewed and accepted. The progress of these researches is being monitored.
<b>Overall Project</b>	<b>35%</b>	
<p><b>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</b></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. Variations and changes in budget</p> <p>1. Equipment/Facilities The expense on PC Dell OptiPlex 9010 with a budget of \$12,423 is split into purchase of a note-book computer and a video-camera.</p> <p>2. Equipment/Facilities The expense on “Server--equipment for the Centre” with a budget of \$35,000 is to be re-allocated for employing student helpers to assist teachers doing mini-research.</p>	<p>Approved on Jan. 26, 2015</p> <p>Approved on June 26, 2015</p>
<p>B. Change of project scope In the meeting at Central Government Offices on July 14, 2015, it is agreed that Item 4 in the “Deliverables (p.5, Project No. 03/QESS/2014)—Task-based and event-based studies” is changed into “Provision of Resources Materials for Staff”. (See <i>Appendix 2 – Folders on Teaching Resources Materials for Teaching Staff</i>)</p>	<p>Approved on July 14, 2015</p>

**2. 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	293,065	1,056,935
b. Equipment / facilities	47,423	4,188	43,235
c. Services	122,000	0	122,000
d. General expenses	14,000	732	13,268
e. Others	30,000	0	30,000
<b>Total</b>	<b>1,563,423</b>	<b>297,985</b>	<b>1,265,438</b>
<i>Project Income (if any)</i>			<b>0</b>
<i>Total Balance</i>			<b>1,265,438</b>