

Quality Enhancement Grant Scheme

Progress Report

Project No. : 32/QEGS/B-08-09

Reporting Period : From March 2011 (month/year) to August 2011 (month/year)

Part A

Project Title : An Outcome-based Approach to Curriculum Development in AD Programmes

Name of Grantee : Hong Kong Community College

Project Period : From September 2009 (month/year) to August 2012 (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: _____



Organization Chop: _____



Name of Authorized Person: Dr KW Hung

Name of Grantee

Organization: PolyU HKCC

Position of Authorized

Person: Acting Director

Date: 30 September 2011

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

Quality Enhancement Grant Scheme – Progress Report

Project Title: An Outcome-based Approach to Curriculum Development in Associate Degree Programmes

Project Code: 32/QGES/B-08-09

Reporting Period: March 2011 to August 2011

A) Milestone(s) and deliverable(s)*:

*(This part is derived from and elaborated based on the milestones stated in the 'Schedule of Implementation': 1) Analyze data and integrate findings to generate a preliminary report; 2) Seek an appropriate consultant; and 3) Generate a consultancy report for the way forward.)

1. Indirect measurement: Focus groups administration and analysis:

- Data obtained from Phase One and Two's focus groups have been analyzed. The analysis for Phase one on "Students' Perception of Learning for Studying Associate Degree Programmes at HKCC" was completed, which included students' perception of generic and programme-specific learning outcomes, articulation, student development activities, and teaching and learning. The preliminary report for phase two analysis will be further revised. Both phases analysis will serve as the basis for enhancing the programme curriculum in future. The reports were attached in Appendices I and II "Qualitative Report: Phase One" and "Preliminary Qualitative Report: Phase Two on generic outcomes" respectively.

2. Direct measurement: Use of course-embedded assessment

- The detail version of P-LOAP on course-embedded assessment has been implemented from 2010/2011 Semester One. A total of 13 subjects were invited to provide various forms of course-embedded assessments results for use. Raw data had been collected and still waited for the analysis as the project is undergoing human resources transition. The newly appointed Project Assistant had reported duty on 1 September 2011 and was expected to complete the analysis by the end of Feb 2012.

3. Preparatory work and evidences for the consultancy visit

- An overarching report was prepared for the consultancy visit which summarized the works from the start of the project up till April 2011. The report provided the background information of the project and was given to Prof. Mary Allen (the consultant) before the visit. The report included the background information of the Hong Kong Community College (HKCC), two discussion papers about the implementation roadmap of OBE at HKCC, the project proposal, and three progress

reports with their appendices. The report was attached in Appendix III "Report for the Consultancy Visit".

4. Consultancy visit

- As planned, Prof. Mary Allen had accepted our College's invitation to pay us a consultancy visit in the period of 3 May to 7 May 2011. During the visit, Prof. Mary Allen had conducted three seminars, namely, Hands-on Workshop on Developing Subject-level Assessment Rubrics, Programme Assessment for Academic Leaders, and Assessing General Education (GE) Subjects", with the number of beneficiaries of 159, 62, and 20 of HKCC academic staff members respectively. The programme of the consultancy visit was attached in Appendix IV "Consultancy Visit Programme".
- Beside seminars, four meetings with Prof. Allen were arranged for different parties, such as, the project team, senior management of HKCC, general education working group and student development committee. Furthermore, four walk-in consultation and one post-workshop consultation sessions were scheduled to provide personal consultation to interested parties.
- After the visit, a consultancy and recommendation report was generated by Prof. Allen. The report will be further studied and served as the basis for enhancing programme curriculum and preparing recommendations to the College by the end of March 2012. The report was attached in Appendix V "Consultancy Report May 2011"

5. Delphi survey (Fuzzy logic inference system): Evaluation of curriculum map

- The Delphi round 3 questionnaires was finalized and ready to collect data in mid of September 2011. After evaluating the round 3 results, round 4 (the final round) survey will be conducted in mid of October 2011. The 4th round questionnaire aimed at validating the results found in round 3 and fine-tuned the developed computer model for the Delphi survey. The finalized round 3 questionnaire was attached in Appendix II "Delphi Survey Round 3".
- A fuzzy logic-based computer programme was developed to computerize and model the results from the Delphi survey. After the completion of round 4 Delphi survey, the programme will analyse the students' achievements of the programme learning outcomes by using students' subject grades (those subjects were identified by the past two surveys).

6. Staff Recruitment

- With the assistance of Human Resources Office of College of Professional and Continuing Education, the overseeing body of HKCC, a qualified candidate was appointed at the rank of Project Assistant, whose salary lies within the range as stated

in the proposal. The newly appointed staff had reported duty on 1 September 2011, served as the replacement of the current Project Associate whose appointment will cease in mid of November 2011.

- Advertisement on recruiting the second project staff (Liaison Officer, as stated in the proposal) was posted on 20 August 2011.

B) Resources used(period of September 2010 to end of August 2011):

Major expenditure items	1 st Installment used (HKD)	2 nd Installment used (HKD)	3 rd Installment Used (HKD)	4 th Installment Used (HKD)	Cumulative Amount used (HKD)
1. Manpower (Project Associate Salary)	62,475.00	107,100.00	106,981.00	107,100.00	383,656.00
2. Equipment and facilities	32,715.00	12,077.39	8,988.00	3,689.78	57,470.17
3. Others	7,356.80	--	--	6,019.20	13,376.00
4. Services: Consultancy Fee	--	--	--	120,507.29	120,507.29
Actual total expenditure	102,546.80	119,177.39	115,969.00	237,316.27	575,009.46
Approved allocation (by installment)	222,500.00	132,300.00	134,300.00	382,300.00	871,400.00

Total balance: 296,390.54

* Difference between actual expenditure and approved allocation of installments is mainly due to the delay experienced in the employment of project staff; and salary was made commensurate with the appointee's qualification of which is approximately 5K lower than that specified in the proposal.

C) The percentage of the project completed:

As of 31st August 2011, approximately 66% of the project has been completed.

D) Work schedule for next half-year:

1. Generate a summary report on direct measurement results;
2. Revise curriculum as informed by evidence collected and comments provided by the consultant;
3. Prepare the hosting of symposium;
4. Prepare for the recruitment of the second project staff (liaison officer).