

Quality Enhancement Grant Scheme

Progress Report

Project No. :
14/QEGS/A-08-09

Reporting Period: From April 2009 to August 2009

Part A

Project Title: English Cultural Literacy

Name of Grantee: The Open University of Hong Kong

Project Period: From April 2009 to March 2010

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: John LEONG Chi Yan

Name of Grantee The Open University of Hong

Organization: Kong

Position of Authorized

Person: President

Date: _____

8 SEP 2009

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

*Progress Report of Project should be signed by the head of the Grantee organization, the person-in-charge of the Project or the person who signed the Quality Enhancement Grant Scheme Agreement for acceptance of the Grant on behalf of the Grantee organization.

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).

Project activities	
A.	Formation of a programme team
B.	Programme and course design
C.	Acquisition of teaching and library materials, including books, films
D.	Writing course syllabi
E.	Meetings to discuss course syllabi
F.	Consultation with External Examiners
G.	Approval of courses

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.

A. Formation of a programme team

The programme team consists of an executive director, 1.5 lecturers and 3 teaching assistants.

1. Appointment of an Executive Director

Prof. Paul Kwok Chi Kong, who is an existing staff member of OUHK, was appointed executive director of the programme, as he is Director of Full-time Programmes at OUHK and is familiar with administration of courses. Prof. Kwok's appointment began on 1st April.

2. Appointment of 1.5 lecturers

(A full-time lecturer and a half-time lecturer have been appointed.)

- (i) Selection of the full-time lecturer took place in between May and July. The composition of the Interview Panel was as follows:

Chairperson: Prof. Tam Kwok Kan
Dean
School of Art and Social Sciences

Members: Prof. Danny Wong Shek Nam
Vice President (Academic)
President's Office

Prof. Paul Kwok Chi Kong
Director of Full-time programmes
cum
Professor
School of Science & Technology

Secretary Ms. Hilda Shek Lai Shan
Assistant Personnel Officer (Staffing)
Human Resources Unit

After 3 rounds of interview with 13 interviewees, it is decided to appoint Mr. Ma Chun Lung as the full-time lecturer, whose appointment began on 1st September.

- (ii) The half-time lecturer, Ms. Garfield Lau Chi Sum, is an existing staff member of OUHK.

In the year 2008-09, Ms. Lau was recruited to experiment with a pilot project which offered four small classes in English cultural literacy. The classes were "Classic American Films", "Hitchcock Films", "British and American Short Stories", and "Modern British and American Drama". These classes demonstrated both the feasibility and effectiveness of teaching English through culture. Her experience can contribute to the programme as it expands its course offerings in 2009-10.

Since manpower is needed in helping with the project activities from April to August, Ms. Lau's appointment began on 1st April.

3. Appointment of 2 teaching assistants

Selection of the 2 teaching assistants took place in between April and August. The composition of the Interview Panel was as follows:

Chairperson: Prof. Tam Kwok Kan
Dean
School of Art and Social Sciences

Member: Ms. Garfield Lau Chi Sum
Lecturer
School of Art and Social Sciences

After 5 rounds of interview with 15 interviewees, it was decided to appoint Ms. Linda Yang and Ms. Fei Blauner. Their appointment began on 1st September.

Depending on enrolment, the 3rd teaching assistant might be appointed in September or later in the second term.

Recruitment advertisements for the above positions are attached in Appendix A.

B. Programme and course design

Completed in April 2009 by the Dean of Arts and Social Sciences with the assistance of Ms Garfield Lau. 7 courses will be offered:

ENGL A102F Classic American Films
ENGL A103F British and American Short Stories
ENGL A104F World Englishes and Cultures
ENGL A105F Hong Kong Literature in Englishes

ENGL A106F English in Media and Popular Culture
 ENGL A203F Hitchcock Films
 ENGL A204F Modern British and American Drama

C. Acquisition of teaching and library materials, including books, films

Materials selected by the Dean of Arts and Social Sciences and the half-time lecturer of the programme starting from April 2009. Purchase of materials is carried out by Stanley Ho Library and the Finance Unit. Acquisition is in progress and it continues as the programme goes on.

Please refer to Appendix B for the materials ordered by Stanley Ho Library and Appendix C for the corresponding budget summary. Appendix D contains the materials ordered by the Finance Unit and the corresponding budget summary.

D. Writing course syllabi

Completed in April 2009 by the Dean of Arts and Social Sciences and the half-time lecturer of the programme. Here are the common details of the 7 courses:

No. of Credits:	5
Duration:	1 semester (13-14 weeks)
Class Hours:	weekly 2-hr lecture conducted by a lecturer weekly 2-hr tutorial conducted by a teaching assistant
Assessment:	attendance and participation oral presentation written assignments an examination

E. Meetings to discuss course syllabi

Course syllabi vetted and discussed in April 2009 at the 82nd School Board Meeting and the 71st Senate Meeting. Here are the details:

1. The 82nd School Board Meeting on 16 April at 2:30 p.m.
19 academic staff members from different disciplines of the School of Arts and Social Sciences were present at the meeting.
2. The 71st Senate Meeting on 24 April 2009 at 2:30 p.m.
23 senior and academic staff from different disciplines and Schools were present at the meeting.

F. Consultation with External Examiners

External Examiners were appointed and consulted on the design of the courses. Their appointment began on 1st June 2009:

1. Prof. Timothy Weiss for ENGL A102F, ENGL A104F and ENGL A203F.

Prof. Weiss is Professor and Postgraduate Conference Coordinator in the Department of English, The Chinese University of Hong Kong.

2. Prof. Ching Yuet May for ENGL A103F, ENGL A105F and ENGL A204F.

Prof. Ching is Associate Professor in the Department of English, The Chinese University of Hong Kong.

3. Dr. Ki Wing Chi for ENGL A106F

Dr. Ki is Assistant Professor in the Department of English Language and Literature, Hong Kong Baptist University.

3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.

7 courses under the project of English Cultural Literacy will be offered in the coming academic year starting from September. Enrolment has already started.

Please refer to Appendix E for details of the 7 courses.

4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.

The project can be considered to have 30 percent of its objectives achieved, as all the key tasks in programme design, preparation of course syllabi, acquisition of library and teaching materials, and staff recruitment were completed during this reporting period.

Coming up Project activities	
1.	Offering courses in English Cultural Literacy
2.	Conducting relevant activities such as language and culture study tour
3.	Assessment of Project outcomes

5. Project variation*, if any, during the reporting period, together with details and justifications

There is so far no variation from the original proposal.