

Quality Enhancement Grant Scheme

Progress Report

Project No. : 21/QEGS/A-08-09

Reporting Period: From November 2009 (month/year) to April 2010 (month/year)

Part A

Project Title: Promoting Teaching Effectiveness in English as the Medium of Instruction for Hong Kong's Self-financing, Post-Secondary Sector

Name of Grantee: School of Continuing and Professional Education, City University of Hong Kong

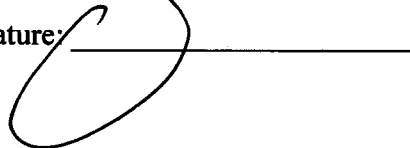
Project Period: From 1 May 2009 (month/year) to 31 October 2011 (month/year)

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 Charles Wong

Name of Grantee School of Continuing and

Organization: Professional Education, City

University of Hong Kong

Position of Authorized

Person: Director

Date: resubmit on 22 Sep 2010

* For variations not listed in the approved Budget, a separate written application should be submitted to the Quality Enhancement Grant Scheme's Secretariat for prior 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.

OEGS PROJECT PROGRESS REPORT (Project No.:21/OEGS/A-08-09)
STAGE 2, MAY 2010

Part B

1. Types and brief descriptions of Project Activities held/completed during the reporting period

- ✓ A presentation on the exploratory study from the first six-month stage of the project was made at the 6th CamTESOL Conference on English Language Teaching "*One World: World Englishes*". 27-28 February 2010 in Cambodia (**Attachment 1**)
- ✓ Participants in the exploratory study from the first six-month stage of the project were surveyed (**Attachment 2**) in order to gather information on what textbooks were being used in the post-secondary, self-financing education sector and how they were being used to help inform curriculum design for the pilot programme
- ✓ Teachers in the post-secondary, self-financing education sector were surveyed in order to help determine the optimal time to hold the pilot programme in 2010 (**Attachment 3**)
- ✓ Ongoing development of curriculum for the pilot programme
- ✓ Website development – based on information obtained from meetings between Project Web Designer and the Principal Investigator, Research Assistant, and CityU technicians and other personnel, the designing, constructing, testing and launching of various elements of the website occurred; these included Teacher Forum, Programme Registration Capability, Survey Uploading with input & retrieval capability, and uploading different types of project and programme materials; on-going training sessions also provided by Programme Web Designer to Principal Investigator and Research Assistant

2. The dates, times, venues, and number of participants/beneficiaries of Project Activities held (e.g., equipment, manpower) used for the implementation of Project activities.

- ✓ An email survey, a follow-up email request, were conducted with participants of the exploratory study from the first six-month stage survey regarding textbooks they use in their teaching and how they use them (December 2009 & January 2010) (**Attachment 2**)
- ✓ Syllabuses for the four mini-courses of the pilot programme were developed (December 2009-February 2010) (**Attachment 4**)
- ✓ Material for the four mini-courses of the pilot programme underwent development (February – July 2010)

- ✓ Post of Part-time Programme Web Designer advertised; short listing and interviews of candidates conducted; Web Designer in post effective March 2010
- ✓ Members of the post-secondary sector were contacted by email and later telephone and asked to provide input in choosing tentative pilot programme schedules (March 2010) (**Attachment 3**)
- ✓ The website for the project underwent initial development and was given a soft launch in April 2010; application for a sub domain at City University SCOPE, <http://qegs.scope.edu/> (March 2010; active April 2010) (**Attachment 5**); creation of an email account at City University SCOPE, qegs_english@scope.edu (March 2010)
- ✓ Books purchased for website development and for providing ideas in the development of the mini-course of the pilot programme (by April 2010) (**Attachment 6**)
- ✓ Pilot programme promotion materials drafted from November 2009 through April 2010 (**Attachment 7**). Leaflets and posters were sent to institutions, as well as being distributed at SCOPE's learning centres at Kowloon Tong.
- ✓ Advertisements for Part-time Instructors for the pilot programme posted on CityU SCOPE website (April 2010)

3. Project milestone(s) and deliverables attained at the end of the Project completed at the end of the reporting period.

- ✓ A part-time Programme Web Designer was recruited and started work
- ✓ Website was soft-launched
- ✓ Books were purchased in order to develop curriculum and course materials
- ✓ Syllabuses for the four mini-courses of the pilot programme were developed (December 2009-February 2010)
- ✓ Material for the four mini-courses of the pilot programme underwent development (February – July 2010) and four booklets were produced and printed before the pilot programme commenced (9 – 20 August 2010). A set of booklet are sent along with this report for record.
- ✓ Survey questionnaire for assessment of mini-courses was developed (**Attachment 8**)

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

As this is the end of the second of five reporting periods, the key tasks are about 40% complete.

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

Some variation for this reporting period exists. The printing of the books for the pilot programme was planned for just prior to the launch of the pilot programme in order to allow further development and refinement of curriculum, as well as revising, editing, and proofreading the programme materials. It was planned to send the books to the printer in July and for the books to be ready by early August 2010 when the pilot programme was scheduled (9 to 20 August 2010) and that plan was accomplished.

Financially, only 22% of the grant is used on the day of submission of this report. As explained on page five of the first six-month report, the Principal Investigator of this project is currently employed under SCOPE, City University of Hong Kong and he is not allowed to take any job with pay under the outside practice rules. While acting as the Academic Staff, he is also responsible for "Report Preparation" and "Project Monitoring and Administration" in the first year of the Project. Therefore, in Year 1 no expenditure was incurred for obtaining an "Academic Staff", "Data Collection & Report Preparation" and "Project Monitoring & Administration", thus saved 38% of the grant approved for the first year.

The Web Designer/Programmer Services start in March 2010. Milestones are set to make sure the services are paid in accordance with the completion of tasks. No expenditure is spent on this as of 31 May 2010. The original expenditure projected for obtaining this services is HK\$84,000, constitutes 16% of the grant approved for Year 1.

HK\$5,352 was spent on purchasing reference books. It is planned to use the rest of the proposed expenditure for Year 1 in Year 2.

A summary on the amount of grant released and used is shown in the table below.

	Approved Project Budget (HK\$) for Year 1	Used Amount (HK\$)	Remaining (HK\$)
a. Manpower			
- Obtain Research Assistant services (Sep 2009 to May 2010)	180,000	98,044	81,956
- Academic Staff for Materials Development	96,000	0	96,000
b. Equipment / Facilities	12,000	9,536	2,464
c. Services (Web hosting)	5,000	0	5,000
d. Obtain Web Designer/Programmer services	84,000	0	84,000
e. Data Collection & Report Preparation	80,000	0	80,000
f. Project Monitoring & Administration	20,000	0	20,000
g. Purchase of Books	9,000	5,352	3,648
h. Software	3,000	0	3,000
i. Others, Photocopying, printing, etc	9,000	40	8,960
j. Contingency	18,000	0	18,000
Total	516,000	112,972	403,028

Final submit on 15 Oct 2010