

Quality Enhancement Grant Scheme

Progress Report

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

Reporting Period: From May 2010 (month/year) to October 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: 30 Nov 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.

DRAFT - OEGS PROJECT PROGRESS REPORT STAGE 3, 31 October 2010

Part B

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

- ✓ Further promotion (see details below part B2) of Pilot Programme in June and July 2010.
- ✓ Four books were developed and printed and course binders were presented to each tutor for each course. The books printed were:
 - *Second Language Learning and the classroom* (109 pages)
 - *Communicative Teaching Methods and Techniques* (138 pages)
 - *Language Awareness* (77 pages)
 - *Developing Curriculum and Materials in English* (63 pages).(also submitted to EDB in Oct 2010 as part of second progress report).
- ✓ Pilot Programme held from 9-20 August 2010 (see Attachment 1 for the timetable); 20 teacher participants registered.

Registered Participant	Institution
Registered Participant 1	Hong Kong Community College, PolyU
Registered Participant 2	School of Continuing and Professional Education, CityU
Registered Participant 3	Hang Seng School of Commerce
Registered Participant 4	Community College of City University
Registered Participant 5	Community College of City University
Registered Participant 6	School of Continuing and Professional Education, CityU
Registered Participant 7	Institute of Vocational Education - Morrison Hill
Registered Participant 8	School of Continuing Education, Hong Kong Baptist University
Registered Participant 9	Community College Lingnan University
Registered Participant 10	Hang Seng School of Commerce
Registered Participant 11	Institute of Vocational Education - VTC
Registered Participant 12	Institute of Vocational Education - Tuen Mun
Registered Participant 13	Hang Seng School of Commerce
Registered Participant 14	Institute of Vocational Education - Morrison Hill
Registered Participant 15	Open University of Hong Kong
Registered Participant 16	Institute of Vocational Education - Morrison Hill
Registered Participant 17	Institute of Vocational Education - VTC
Registered Participant 18	Institute of Vocational Education
Registered Participant 19	Hong Kong Shue Yan University
Registered Participant 20	Institute of Vocational Education - VTC

- ✓ Pilot Programme feedback surveys were administered at the end of the Pilot Programme and preliminary analysis was carried out (see **Attachment 2 – Preliminary Analysis of Pilot Programme**).
- ✓ An ‘implementation’ survey was developed and the process of administering to Pilot Programme participants was initiated (see **Attachment 3 – Implementation Survey Form**). The purpose of the survey is to help gauge if the principles, methods and techniques which the pilot programme participants learned in the pilot programme is /are being implemented in actual practice.
- ✓ A presentation entitled *EMI Practices of Hong Kong Post-secondary Content Teachers* was made at the 6th International Symposium on Teaching English at Tertiary Level. 15 – 16 October 2010 at Tsinghua University, Beijing. (see **Attachment 4 – Tsinghua Presentation**). This presentation was to disseminate some results of the project to date; special emphasis was given to the practices of pilot programme participants when they entered the pilot programme and connecting those practices with their beliefs about teaching.

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.

- ✓ Pilot Programme was further promoted as follows:

Letters, attached posters, and brochures (please refer to Attachment 3 and 7 of the second progress report); sent to 23 institutions on 24 June 2010 (see **Attachment 5 – Institution list adapted from iPASS**).

776 emails were sent to post-secondary teachers from 13 institutions on 25 June 2010 (see **Attachment 6 – Sample Email**).

Posters put up and leaflets distributed in five CityU SCOPE Learning Centres and the CityU Campus from 25 June – 17 July 2010 (please refer to Attachment 7 of the second progress report).

- ✓ Interviews conducted for tutors for the courses of the Pilot Programme in June 2010; three selected.

Pilot Programme Courses and Tutors		
1.	Second Language Learning and the classroom	Mr. Patrick Lam
2.	Communicative Teaching Methods and Techniques	Mr. Michael Lyons
3.	Language Awareness	Mr. Paul Lam
4.	Developing Curriculum and Materials in English	Mr. Michael Lyons

- ✓ Pilot Programme was held at the CityU SCOPE Kowloon Tong Learning Centre from 9-20 August 2010. Twenty eligible participants from nine institutions enrolled in the Pilot Programme; Opening & Closing Ceremonies held on first and last days of Programme.
- ✓ Website built up with additional materials, announcements, etc., May – October, 2010 (see Attachment 7, website: <http://qegs.scope.edu>).

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

- ✓ Pilot Programme promotional materials produced.
- ✓ Four course books produced:
 - *Second Language Learning and the classroom* (109 pages)
 - *Communicative Teaching Methods and Techniques* (138 pages)
 - *Language Awareness* (77 pages)
 - *Developing Curriculum and Materials in English* (63 pages).
- ✓ One Pilot Programme
- ✓ One Presentation at an international conference.

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

As this is the third of five reporting periods, the project is about approximately 3/5 complete.

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

The project is on schedule.

6. Financial Report

Financially, as of 31 October 2010, HK\$779,600 grant was released and HK\$490,895.4 was spent constituting 63% of the grant released. A breakdown of expenses can be found from the table below.

Except for the item "Software" that is under-estimated in the Projected Expenditure, all other items are spent well within budget. For the item "Software", original projected expenditure is HK\$3,000. However, an actual amount of HK\$4,211 is needed for purchasing the software CS5, which is essential for constructing and maintaining the Project website. A request was then sent

to EDB on 3 June 2010 seeking approval to draw the extra HK\$1,211 from the item "Equipment", which has HK\$2,386 remained after purchasing two lap-top computers and a thumb drive.

<i>as of 31 October 2010</i>	Approved Project Budget (HK\$) for Year 1 + Year 2	Amount Used (HK\$)	Remaining (HK\$)
a. Manpower			
- Obtain Research Assistant services (Sep 2009 to Oct 2010)	360,000	155,233	204,767
- Academic Staff for Materials Development	166,000	0	166,000
- Teachers	48,000	48,000	0
b. Equipment / Facilities			
- Venue for mini-courses	18,000	12,600	5,400
- Lap-top computers & thumb drive	15,000	13,825	1,175
- Software			
c. Services (Web hosting)	10,000	3,456	6,544
d. Obtain Web Designer/Programmer services	168,000	45,500	122,500
e. Data Collection & Report Preparation	96,000	0	96,000
f. Project Monitoring & Administration	40,000	0	40,000
g. Purchase of Books (Attachment 8)	18,000	5,920.6	12,079.4
h. Others, Photocopying, printing, etc	23,000	4,170	18,830
i. Conference Participation	10,000	0	10,000
j. Contingency	34,000	0	34,000
Total	1,006,000	288,704.6	717,295.4
	(actual grant released as of 31 October is HK\$779,600, 4 th grant of HK\$226,400 will be released in Dec 2010)		(actual remaining is HK\$490,895.4 for 4 th grant of HK\$226,400 will be released in Dec 2010)

First submit on 30 November 2010
 Re-submit on 15 December 2010
 Final submit on 17 December 2010