

# Quality Enhancement Grant Scheme

<b>Progress Report (revised)</b>	<b>Project No. 10/ QEGS/ A-08-09</b>
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**Reporting Period:** From April 2009 (month/year) to September 2009 (month/year)

## Part A

**Project Title:** Language Learning Enhancement Centre

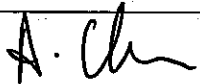

**Name of Grantee:** School of Continuing and Professional Studies, The Chinese University of Hong Kong

**Project Period:** From April 2009 (month/year) to March 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

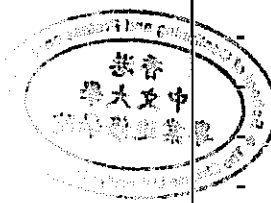
<b>Signature:</b>		<b>Organization Chop:</b>	
<b>Name of Authorized Person:</b>	Annie Chen	<b>Name of Grantee Organization:</b>	School of Continuing and Professional Studies, the Chinese University of Hong Kong
<b>Position of Authorized Person:</b>	Head of Languages and Translation Division	<b>Date:</b>	7 Dec 2009

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## Part B

### 1. Project activities completed

Project activities	Details
<b>Identification of an ideal location for LLEC</b>	<p>LLEC is located on the 16<sup>th</sup> floor of Tower A of Mongkok Learning Centre of the School.</p> <p>The size of LLEC is about 800 square feet.</p>
<b>Renovation work</b>	<p>The location of LLEC was announced in mid August of 2009 and since then the renovation work has been in good progress.</p>
<b>Procurement of furniture, equipment, learning materials and software licences for the LLEC</b>	<p>Procurement of furniture/equipment is completed while that of learning materials is in good progress.</p> <p><b>1) Furniture/ equipment</b></p> <p><b>Tailor-made furniture</b></p> <ul style="list-style-type: none"> <li>- 10 self-access language booths with partitions</li> <li>- 2 consultation rooms, each with table and chairs</li> <li>- reading and writing area with sofas, round tables and chairs</li> <li>- self-access resource corner: bookshelves with drawers</li> <li>- reception counter/ staff work station</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>- 14 desktop PCs</li> <li>- 2 notebooks</li> <li>- 2 LCD TV in consultation rooms</li> <li>- 1 wireless microphone system</li> <li>- 2 video handy camera with tripod floor stands</li> <li>- 1 colour photocopier with fax interface function</li> <li>- 2 tripods</li> <li>- Security Gate System</li> <li>- CCTV System</li> <li>- Library System</li> <li>- 1 server for the Library System</li> </ul> <p><i>* Please refer to Appendix A -Expenditure Summary for details.</i></p>



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	<p><b>2) Learning materials</b></p> <ul style="list-style-type: none"> <li>- Subscription of e-learning and language learning software licenses installed in PCs</li> <li>- Procurement of learning materials: books, magazines, DVDs, past public examination papers, etc.</li> </ul> <p><i>* Please refer to Appendix B for the database of the learning materials.</i></p>
<p><b>Appointment of LLEC staff</b></p> <ul style="list-style-type: none"> <li>▪ a full-time teaching staff</li> <li>▪ a full-time administrative staff</li> </ul>	<p>1) A full-time senior instructor, Dr Elza Tsang, reported to work on 3 August 2009. She teaches full-time and acts as the Head of LLEC overseeing the development of LLEC services and ensuring the project schedule and requirements are met.</p> <p>Note: The budget of the appointment of the senior instructor is not from the grant of LLEC project.</p> <p>2) An LLEC assistant Ms Ivy Chan, reported to work on 1 September. As an administrative staff member, she follows the instructions of the Head of LLEC to execute the administrative tasks such as managing LLEC software, promoting LLEC courses and supporting the daily jobs of LLEC.</p> <p><i>* Staff cost (salary, MPF and medical benefits are included) is also included in Appendix A</i></p>
<p><b>LLEC Teaching Services</b></p>	<p>Full-time language instructors of the School serve LLEC by conducting skill-based and workplace-related workshops. In September, the teaching team completed the planning of LLEC courses which would be offered in the first semester 2009-10. Details are as follows:</p> <p>1) October 2009 Nine English workshops and 3 Chinese workshops have been conducted. About 220 students have benefited.</p> <p>2) November 2009 Thirteen English workshops and 9 Chinese workshops have been conducted. More than 400 students will benefit.</p> <p>3) December 2009 Nine English workshops and 2 Chinese workshops will be conducted. It is anticipated more than 200 students will participate in such activities and benefit.</p> <p><i>*Please refer to Appendix C for details of the LLEC courses offered in October, November and December.</i></p>
<p><b>LLEC Language Advisory Service (LAS)</b></p>	<p>All full-time language instructors of the School participate in the LLEC Language Advisory Service (LAS). The LAS is held at Mongkok, Tsimshatsui and Admiralty Learning Centres. In other words, LLEC is extending its face-to-face language advisory service to all SCS full time students even they do not study at Mongkok Learning Centre, where LLEC is physically located.</p>

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	In October, November and December of 2009, 29 hours of Language Advisory Service are offered per week to full-time CUHK SCS students.
<b>Development of the LLEC website</b>	<p>The link of LLEC website is:  <a href="http://www.scs.cuhk.edu.hk/LLEC">http://www.scs.cuhk.edu.hk/LLEC</a></p> <p>This website contains information as follows:</p> <ul style="list-style-type: none"> <li>• Background of this QEGS project</li> <li>• LLEC activities</li> <li>• LLEC Language Advisory Service (LAS): Advisers' information and LAS schedules</li> <li>• Self-study information including learning resources, learning strategies and website recommendations.</li> </ul> <p><i>*Please refer to Appendix D for introduction of LLEC website.</i></p>
<b>Preparation and promotion of LLEC</b>	<p>Preparation for LLEC opening and promotion of services are executed mainly by the Head and the Assistant of LLEC, with the assistance from Head of Languages and Translation Division and all other full-time language instructors.</p> <p>Meanwhile, the LLEC Assistant is getting ready of all the logistics of installing the licensed software applications and inputting data as needed.</p> <p>The LLEC will be open to all full-time SCS students on 1 Dec 2009. During Semester time, student helpers will be working there as part-timers to release the LLEC Assistant during lunch time, 5:00-7:00 pm on weekdays and 12:00nn-5:00pm on Saturdays.</p> <p><i>*Please refer to Appendix E for photos showing different areas of LLEC.</i></p>

## 2. Project milestones and deliverables attained

As stated in the document entitled "Quality Enhancement Grant Scheme (QEGS) - Schedule of Project Implementation and Release of Funds (Schedule II)", the milestones which should be completed by 30 September 2009 are as follows:

Task 1: Procurement of tailor-made furniture for LLEC, equipment, goods, and learning materials

Task 2: Subscription of software licenses installed in PCs including language learning software

Task 3: Appointment of a full-time administrative staff.

As shown in Part B Section 1, both Task 1 and Task 3 are 100% completed by the date of submitting this report. LLEC is ready to open to all students starting 1 December. The opening hours are Monday to Friday 10.30am to 7:00pm, and Saturday 12:00nn to 5:00pm.

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The completion of Task 1 and Task 2 has enabled the existence of LLEC and a cosy learning environment for all our full-time SCS students. This is definitely an important milestone of the project, as with the site of LLEC, we would thus be able to furnish it with appropriate learning materials and run language learning activities such as Movie Evening or Conversation Clubs there.

Task 2 is in very good progress. The learning materials and software licenses which have been purchased should make a good start for the LLEC. With the balance available, we will further purchase more appropriate e-learning materials for the SCS students upon collecting their opinions.

There are two reasons why we have not spent the amount we proposed for Task 2. Firstly, as the subscription of those e-learning software licenses usually requires us to pay the annual fee immediately, the LLEC team agree that we do not want to subscribe the licenses until LLEC is open to the students, which is 1 December. Secondly, we believe that it is important to hear the various voices of our students in terms of their wants and needs of learning materials and LLEC learning services. In view of this, a questionnaire survey will be conducted to all SCS students before end of the first semester. The data collected should reflect clearly our students' needs. And based on their needs, we will be able to better use the financial resources for the procurement of printed and e-learning materials for the students. It is expected that data analysis and a second round of material procurement would be done in January.

Due to these two reasons, the procurement of language learning software licenses was deliberately slowed down. Since the planning of Task 2 has been in our full consideration, Task 2 is about 70% completed.

Based on the above justifications, the percentage of achievement, in terms of key tasks completed, is considered to be up to 55% as compared to the WHOLE PROJECT by the time we submit this report. The establishment of LLEC with its cosy furniture, effective equipment and abundant learning materials is certainly a great milestone achieved. The fact that we have started Language Advisory Service and LLEC courses in different SCS Learning Centre is also hard evidence of our attaining pedagogical functions in the name of LLEC. Thus we suggest we have completed 55 % of the project goal.

### **3. Evaluation and future plans**

While the opening of LLEC is postponed to 1 December 2009 due to the late announcement of the LLEC location and the delay of renovation work, the project team is able to work beyond the physical constraints and has started offering courses and language advisory service as scheduled in the first semester of 2009-10.

With our questionnaire survey on student needs probing into their language learning services and learning

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materials, and our second round of purchase of learning materials, we expect students can benefit more fully from the LLEC services as we enter the next Phase.

We are pleased with the present shape of the website and plan to enrich the contents especially in the areas of providing self-access learning strategies and appropriate ready-to-use worksheets to match the particular needs of our SCS students. There are, indeed, a lot of self-access learning resources and language learning materials available on the websites of language centres local and overseas but these resources do not necessarily fit the needs and language abilities of our SCS learners. Therefore, the LLEC website could become a very important platform to provide tailor-made learning strategies and materials for our learners, as well as other local students studying sub-degree programmes. This, we consider, is a very important mission of the LLEC website.