

Quality Enhancement Grant Scheme

Progress Report (revised)	Project No. 10/ QEGS/ A-08-09
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Reporting Period: From October 2009 (month/year) to March 2010 (month/year)

Part A

Project Title: Language Learning Enhancement Centre

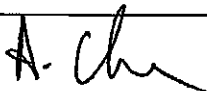

Name of Grantee: School of Continuing and Professional Studies, The Chinese University of Hong Kong

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

Signature:		Organization Chop:	
Name of Authorized Person:	Annie Chen	Name of Grantee Organization:	School of Continuing and Professional Studies, The Chinese University of Hong Kong
Position of Authorized Person:	Head of Languages and Translation Division	Date:	21 April 2010

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Part B

1. Project activities completed by March 31, 2010

Project activities	Details
Identification of an ideal location for LLEC	<p>LLEC is located on the 16th floor of Tower A of Mongkok Learning Centre of the School.</p> <p>The size of LLEC is about 800 square feet.</p>
Procurement of furniture, equipment, learning materials and software licences for the LLEC	<p>Procurement of furniture/equipment is completed and listed in the first progress report.</p> <p><i>* Please refer to Appendix A for updated-expenditure Summary for details.</i></p> <p>Learning materials</p> <ul style="list-style-type: none"> - Subscription of e-learning and language learning software licenses installed in PCs - Procurement of learning materials: books, magazines, DVDs, past public examination papers, etc. <p>By end of March, there are 1524 items purchased for LLEC:</p> <ul style="list-style-type: none"> ▪ English learning materials (printed): 504 items ▪ Popular magazines (printed): 20 items ▪ Chinese learning materials (printed): 410 items ▪ Chinese journals (printed): 247 items ▪ Movie DVDs: 343 items <p><i>Please refer to Appendix B for the database of the learning materials.</i></p>
Appointment of LLEC staff <ul style="list-style-type: none"> ▪ a full-time teaching staff ▪ a full-time administrative staff 	<ol style="list-style-type: none"> 1) Our full-time senior instructor, Dr Elza Tsang, has been appointed as the Head of LLEC since she reported duty in August 2009. (Note: The budget of the appointment of the senior instructor is not from the grant of LLEC project.) 2) Ms Ivy Chan is appointed as LLEC assistant from 1 September 2009. As an administrative staff member, she follows the instructions of the Head of LLEC to executive the administrative tasks such as managing LLEC software, promoting LLEC courses and supporting the daily jobs of LLEC.

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	<p>3) Student helpers work at LLEC as part-timers to release the LLEC assistant during lunch time and whenever necessary.</p> <p><i>*Staff cost (including salary, MPF and medical benefits) is also included in Appendix A.</i></p>
<p>LLEC Teaching Services</p>	<p>Full-time language instructors of the School serve LLEC by conducting skill-based and workplace-related workshops.</p> <p>Details are as follows:</p> <ol style="list-style-type: none"> 1) October 2009 Nine English workshops and 3 Chinese workshops were conducted. About 220 students participated and benefited from the workshops. 2) November 2009 Eleven English workshops and 7 Chinese workshops were conducted. More than 260 students participated and benefited from the activities. 3) December 2009 Seven English workshops and 2 Chinese workshops were conducted. About 100 students participated and benefited from the workshops. 4) February 2010 Two English workshops and 1 Chinese workshop were conducted. Twenty-two students participated and benefited from the activities. 5) March 2010 Ten English workshops and 15 Chinese workshops were conducted. More than 330 students participated and benefited from the workshops. 6) April 2010 Twenty-one English workshops and 10 Chinese workshops have been planned for April. <p><i>*Please refer to Appendix C for details of the LLEC courses offered from October 2009 to April 2010.</i></p>
<p>LLEC Language Advisory Service (LAS)</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 extends 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> <p>About 30 hours of Language Advisory Service are offered per week to full-time CUHK SCS students.</p>

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<p>Development of the LLEC website</p>	<p>The link of LLEC website is: http://www.scs.cuhk.edu.hk/LLEC</p> <p>This website contains information as follows:</p> <ul style="list-style-type: none"> • LLEC User's Guide • LLEC activities • LLEC Language Advisory Service (LAS): Advisers' information and LAS schedules • Self-study information including learning resources, learning strategies and website recommendations. • LLEC e-library (for searching the materials online) • E-learning: to enable students to use our subscribed e-learning materials at home.
<p>Grand Opening of LLEC</p>	<p>The Grand Opening was scheduled on March 16, 2010. The Director of SCS, Dr Victor Lee, and Head of the CUHK English Language Teaching Unit, Professor Andy Curtis were invited to officiate the event.</p> <p><i>*Please refer to Appendix D for the newsletter on the grand opening 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 31/03/2010 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 of Section 1, both Task 1 and Task 3 are 100% completed by the time of submitting this report. LLEC is open to all full-time SCS Higher Diploma students starting 1 December, 2009. The opening hours are Monday to Friday 10.30am to 6.30pm, and Saturday 12:00nn to 5:00pm.

The completion of Task 1 and Task 2 has enabled the existence of LLEC and a cozy, pleasant and resourceful learning environment for all our full-time SCS students. This is definitely a significant milestone of the project.

Since we submitted the first progress report in November of 2009, we have further furnished LLEC with

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more tailor-made cabinets, a magazine shelf and a matching trolley for collecting books.

The learning materials and software licenses which were purchased and as reported in the first progress report has made a successful start for the LLEC. In the last three months, we further purchased more appropriate e-learning materials for the SCS students upon collecting their opinions and these materials are now accessible both on the computers in LLEC and online via the LLEC website.

Based on the above justifications, the percentage of achievement, in terms of key tasks completed, is considered to be about 70% as compared to the WHOLE PROJECT by the time we submit this report. The establishment of LLEC with its tailor-made furniture, effective equipment and abundant learning resources is certainly a giant 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 70 % of the project goal.

3. Evaluation and future plans

Since its opening on December 1 of 2009, LLEC has become a popular centre for those who want to improve their English and Chinese language skills. The LLEC language workshops are proved to be receptive too. It is encouraging to see that some students have become regular course participants despite their busy workloads. It also amazes us that students visited the centre during their semester break in January.

Between December 2009 and March 2010, 938 students visited the centre.

Month	No. of Visitors
Dec	253
Jan	58
Feb	174
Mar	453
Total	938

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 local and overseas language centres but these resources do not necessarily fit the needs and language abilities of our SCS learners. Therefore, the LLEC website could

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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.

In order to complete the outstanding 30% of 'project achievement', we are working hard toward these areas in the next few months:

- Update the website with in-house learning materials to suit the particular needs of our students.
- Explore and purchase more e-learning materials, especially Chinese and Putonghua ones.
- Evaluate the effectiveness of all the workshops we have conducted and fine-tune our future activities based on the information.