

Quality Enhancement Grant Scheme

Progress Report

Project No. :

Reporting Period: From 9/2009 (month/year) to 3/2010 (month/year)

Part A

Project Title: Applied Chinese Self-Learning Resource Data Bank

Name of Grantee: School of Continuing Education (SCE), Hong Kong Baptist University

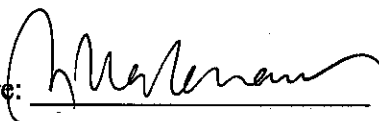
Project Period: From 9/2009 (month/year) to 8/2012 (month/year)

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: Dr. Ella P. O. Chan

Name of Grantee School of Continuing Education

Organization: (SCE), Hong Kong Baptist University

Position of Authorized Associate Dean of SCE and

Person: Head of CIE, HKBU

Date: 14/05/2010

* 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.

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Part B

I Types and Brief Descriptions of Project Activities Held:

Setting up a project team

A project team has been set up at the first month when the Project first started. The project team consists of one Project Coordinator, one Associate Project Coordinator, six team members and three supporting staff, which includes two research assistants and one IT technician. They are all full-time staff. Beside these three supporting staff, the rest of the teammates are from Chinese teaching team. (Appendix 2)

Purchase of necessary equipment, software and tools

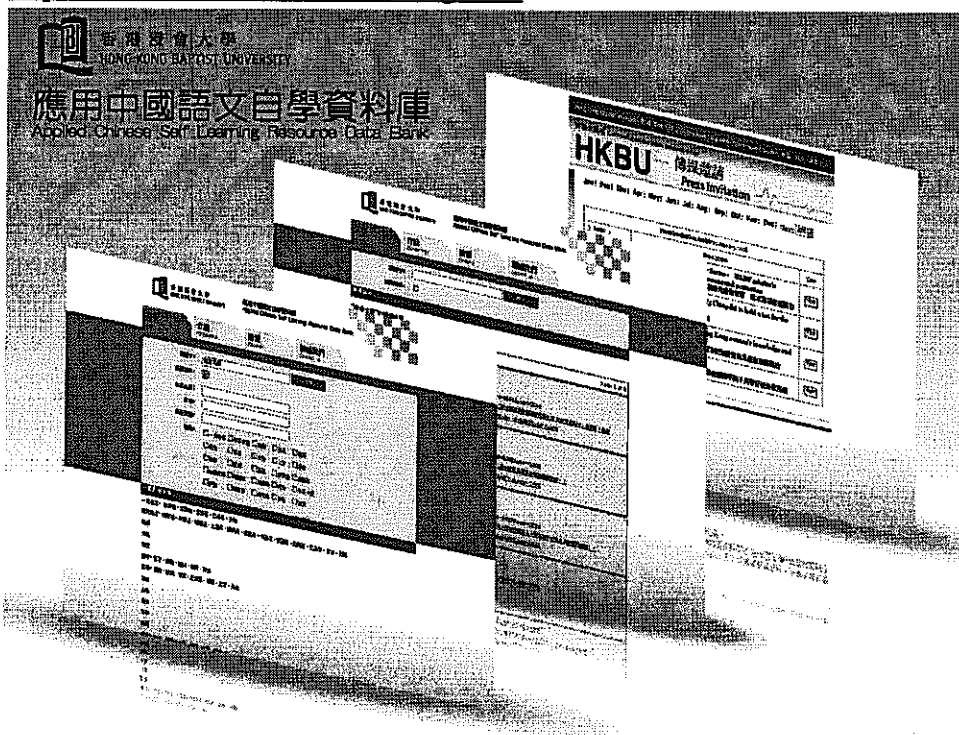
Orders had been placed to purchase computers, printer, digital camera and associated consumables. (Appendix 1). The equipment has been delivered to the 12/F floor of Shek Mun Campus, HKBU.

Orders had been placed to purchase Adobe Creative Suite 4 Design Premium for web site development. The software has been purchased and installed in the end of December of 2009. (Appendix 1)

Web site testing is underway

A test web site has been set up for the public to have a glimpse of the project.

<http://www.cie.hkbu.edu.hk/testing-self/>



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II Project Milestones Completed at the End of Reporting Period:

Recruitment of supporting staff

Two full-time research assistants, Miss Ada Ng Tung-Yu and Mr. Ivan Chan Yin-Fung, reported duty on 1st September, 2009 and 19th October, 2009 respectively. Miss Ada Ng has been studying her M.A. degree in Computing and Statistic, while Mr. Ivan Chan has finished his M.A degree in Chinese Language and Literature.

A full-time IT technician, Mr. Barry Leung Chi Kong, reported duty on 5th October, 2009. Mr. Barry Leung has good computer knowledge in designing web site.

Planning the content of the Data Bank

A number of meetings had been held to discuss the content of the Data Bank. The data bank mainly consists of four parts:

- a. a pool of sample articles for referencing;
- b. a series of self-learning exercises for teaching and learning purposes;
- c. a collection of books and papers on the Applied Chinese subject area;
- d. a collection of reference tools.

We would like to point out that we are trying to make the web site handy and let the student use it as a reference tool. At this preparatory stage, we have been gathering language materials for setting up a pool of samples articles. That involves requesting approval from companies and institutions at the second stage

Setting up criteria for material collecting

Several meetings have been held to discuss the criteria for language material collecting. Regarding the material collecting procedure, we are agreed to have the following arrangement:

- a. Defining the scope of language material collecting;
- b. Language materials categorizing
- c. Procedure of Selecting and Cataloging
- d. Editing and Indexing
- e. Retrieving and Searching

All these five processes will be implemented in the second or third phrase of the project eventually.

Inviting Professionals as consultants

The duties of consultants are as follow:

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- a. Providing advice throughout the process of data collection;
- b. Providing advice on categorizing the materials and data collected;
- c. Providing advice on compiling self-learning materials;
- d. Providing advice on the content, structure and application of the data bank.

We have approached four potential candidates and invited them to be the project consultants. Two of them are from the Government Sectors. The other two are from the Universities. However, there is no positive response so far. The inviting of consultants is still on-going.

Collecting materials

In the preparatory stage, the two RA help looking for books and papers on Applied Chinese in Hong Kong in the past ten years. We are going to extend the searching to the past 40 years in the second stage.

Several thousands of articles have been collected through companies' and institutions' web pages. We are going to approach these companies and institutions for the approval of using these articles in the second stage.

III Percentage of the Project completed:

Stage one:

| Date | Milestones | Percentage of the Project Completed in the first stage |
|--------------------|--|--|
| 9/2009 ~ 3/2010 | ■ Recruiting full-time Research Assistant, half-time Computer Technician | 100% |
| | ■ Planning the content of the Data Bank | 100% |
| | ■ Setting up criteria for collecting materials | 100% |

This is the first stage of the project. It accounts for around 16% of the overall stages. There are five more stages to go.

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IV Project Variation:

Item Change

In order to better equip the RA to carry out the research duties effectively, we got approval on changing the project expenditure item under the category of Equipment/Facilities from "Notebook" to "IT equipment". The amount of the project expenditure would be of no change.

The purchase of IT equipment instead of notebook computers was approved by the EDB finally on 22nd July, 2009.

Full-time IT Technician Recruitment

We had difficulties in recruiting a half-time Computer Technician II though we attempted to do so in both June and September respectively. All candidates reflected that they preferred a full-time job. In order to maintain the project's stability and quality, the need for a full-time technician was crucial. Without exceeding the approved budget, we found it ok to recruit a full-time technician. We reallocated the manpower budget to compensate for the cost of a full-time technician.

Finally, the recruitment of a full-time Computer Technician II was approved by the EDB on 21st September, 2009.

V Project Summary

Though we need to alter a bit our plan in the recruitment of a full-time IT technician and the change of the budget item, everything is going fine especially in this preparatory period.

We do need the help of professionals to give us comment on the web site development. However, their inputs are welcome at the later stage of the project. If we can have their input or help at the early stage, that would be most welcome. In this regard, we have been contacting a few professionals to be our consultants. Though the response is not that positive, we are planning to approach some more professionals at next stage.

We have set up a web site for testing purposes. Though it looks primitive, it serves as a testing ground for validating the application of the language materials we obtained. Effort will be put to modify the web site to improve the usability and functionality of the interface.

All in all, the project needs inputs from the community. Not only the language materials we are trying to gather, but also the comment from the consultants at different sectors. As the old saying tells that come from the people and be used for the people, the project will open a new ground for language learning.