

Quality Enhancement Grant Scheme

Progress Report

**Project No. :
29/QEGS/A-08-09**

Reporting Period: From Nov 2009 (month/year) to May 2010 (month/year)

Part A

Project Title: Enhancing teaching effectiveness: Survey on teaching excellence in teaching sub-degree, degree, and top-up degree students in the self-financing post-secondary sector in Hong Kong

Name of Grantee: The Federation for Continuing Education in Tertiary Institutions (FCE)

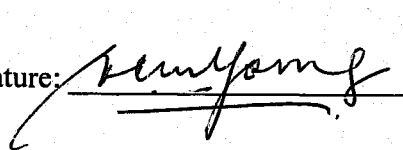
Project Period: From May 2009 (month/year) to May 2012 (month/year)

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: Professor Enoch YOUNG

Name of Grantee The Federation for Continuing
Organization: Education in Tertiary Institutions

Position of Authorized

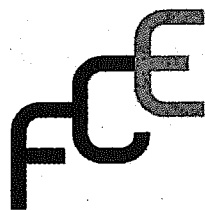
Person: Director, FCE

Final 2. 11. 2010

Date: 2 September 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.



香港高等院校
持續教育聯盟

The Federation for
Continuing Education in
Tertiary Institutions

**Enhancing teaching effectiveness: Survey on teaching excellence in
teaching sub-degree, degree, and top-up degree students in the
self-financing post-secondary sector in Hong Kong**

**2nd Progress Report to the Education Bureau
(December 2009 – May 2010)**

**The Project Team
The Federation for Continuing Education
in Tertiary Institutions**

September 2010

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Project Objectives

The overall objective of this project is to identify, analyze, assess, and disseminate teaching excellence for teaching sub-degree, degree, and top-up degree students in the self-financing post-secondary sector in Hong Kong in order to enhance teaching quality and effectiveness.

There are five major goals:

- Identify teaching excellence
- Conduct in-depth analysis of teaching excellence
- Assess teaching excellence
- Disseminate teaching excellence
- Enhance teaching quality and effectiveness

Implementation of project activities

In terms of the project schedule, specific tasks to be undertaken during the 2nd half year (November 2009 – May 2010) were:

1. Completion of transcriptions of 15 case studies during the 1st half year
2. Writing interview scripts of the 15 case studies
3. Invitation of local and international educational experts offering comments to each case
4. Establishment of a project website

1 Completion of transcriptions of 15 case studies

- 1.1 Further to the progress of 1st half year (May – Nov 2009), ten outstanding case interviews were carried over and planned to be completed at the beginning of the 2nd half year. All 15 case interviews were completed by early April.
- 1.2 In the meantime, the Research Assistant undertook the transcription of those completed case interviews. The student helpers were recruited to help out the transcription work. A number of students with tertiary educational background were then appointed.

2 Write up of interview scripts of the 15 case studies

- 2.1 Transcriptions would be followed by interview scripts. With student helpers shared the workload of transcriptions, the Research Assistant was hence allowed to focus on writing interview scripts for 15 case studies, each of which carried an insightful theme.
- 2.2 Research expert at HKU SPACE reviewed and commented the draft of interview scripts. The Research Assistant then revised the scripts accordingly. Upon satisfactory completion of each case, a theme title would be assigned.
- 2.3 By the end of August 2010, there have been 15 interview scripts completed.

3 Invitation of educational experts offering comments on each of 15 cases

- 3.1 According to the project proposal, international and local educational experts would be invited to provide observations on each case.
- 3.2 Experts from mainland China, Taiwan, and Hong Kong were then suggested. Invitations were sent to three experts to participate in our project. The comments would be returned by end of December.
- 3.3 More educational experts would be invited to provide comments in near future. Individual experts might be expected to help with more case studies whenever in need.

4 Establishment of a project website

- 4.1 As reported in the 1st progress report, a website with theme design has been established in early February 2010.
- 4.2 Interview summaries with expert comments would be put on to the website upon editing.

Project tasks variation

Experts Comments

The team would endeavor to get the task completed as planned by either inviting more educational experts to participate or recruiting a small group of dedicated experts to carry out the task intensively.

Expenditure Summary

The project expenditure summary is attached in Appendix I for reference.

Conclusion

The project has been going well as planned. It was estimated that approximately 35% of the entire project has been accomplished after this stage.

QEGS Project: Enhancing Teaching Effectiveness
Half-year Expenditure Summary (December 2009 - May 2010)

version: 22 September 2010

Items	Approved Budget <i>year 1</i> (HK\$)	Accumulated Actual Expenditure <i>until May 2010</i> (HK\$)	Balance (HK\$)	Remark
1) Manpower	522,900	283,788	239,112	
2) Equipment/Facilities	10,000	10,000	-	note 1
3) Services	-	-		
4) General Expenses (eg. local travel, books&materials, printing & stationery)	20,500	4,085	16,415	
5) Others (eg. Publication, interviews, contingency etc.)	21,300	3,673	17,627	note 1
Total Expenditure	574,700	301,546	273,154	

Note 1: \$13,673 was spent for Equipment. As fund allocation for Equipment capped at \$10,000, the outstanding balance \$3,673 was absorbed by Contingency (under item no. 5).