

Quality Enhancement Grant Scheme

Progress Report
Project No. : 29/QEGS/A-08-09

 Reporting Period : From Jun 2010 (month/year) to Nov 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: Dr. Charles WONG

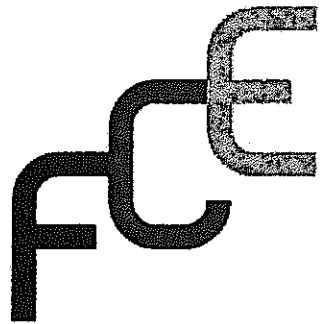
 Name of Grantee: The Federation for Continuing
 Organization: Education in Tertiary Institutions

Position of Authorized

 Person: Director, FCE

 Date: 26 Aug 2011

* A separate written application should be submitted to the Grantor for prior written approval.



**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**

**3rd Progress Report to the Education Bureau
(June 2010 – November 2010)**

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

August 2011

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Appendix I: Full list of interviewees

Appendix II: Project expenditure summary

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 3rd half year (June 2010 – November 2010) were:

1. Inviting nominations of excellent teachers for the second year
2. Conducting interviews of 35 outstanding teachers
3. Completion of transcriptions of the interviews
4. Writing summary scripts of the interviews

1 Inviting nominations of excellent teachers for the second year

- 1.1 Further to the last progress report, 15 case studies (including interviews, transcripts and summary scripts) scheduled in the first year were completed by August 2010. In the meantime, institutions were invited to nominate more teachers of excellence for the project via various channels such as e-mails, phone calls, etc. Nominations were then received on and off. Since institutions had been given clear criteria in the first round of invitation, and in view of the limited number of nominations, no further selection process was done.

2 Conducting interviews of 35 outstanding teachers

- 2.1 The team endeavoured to fix appointments with nominated teachers.

However, many teachers were busy during end of semester, or on leave during the summer vacation. The team then succeeded in conducting the first interview for this batch on 19 August 2010. The interviews were speeded up when the new semester started. All 35 interviews scheduled for the reporting period were then completed in June 2011, i.e., all 50 interviews of excellent teachers were completed (list of interviewees is attached as **appendix I**).

2.2 As stated in the project implementation schedule, all case studies were planned to be completed by end of May 2011. The team found it more efficient to carry out the various tasks in parallel and therefore in the reporting period, transcription of case studies and write-up of summary scripts were carried out in parallel.

3 Completion of transcriptions of the interviews

3.1 The progress of the transcription work depended on the number of interviews done. As all 50 interviews have been completed, following transcription shall get done shortly.

4 Writing summary scripts of the interviews

4.1 After transcription done, the research assistant was expected to start working on writing summary script of the according interviews. However, the research assistant left the position on 11 November 2010; hence the writing up of summary scripts has been suspended. Two rounds of recruitment exercise have been carried out since mid-October 2010 to look for a replacement.

4.2 A replacement then reported duty on 23 February 2011. Writing up of summary scripts resumed and then speeded up in order to catch up with the original project schedule. As of June 2011, 20 summary scripts for the second year were completed, i.e., 35 out of 50 summary scripts have been drafted up.

Project tasks variations

Expert comment

Further to the last progress report, a few local and international experts returned comments on the summary scripts provided. The team however found that some comments may not well fit the local context. It was then decided to establish a framework describing particular areas and featuring key indicators so that the comments made would be more aligned with our research purposes. The task of expert comments would be further pursued and accelerated. We will endeavour to catch up with the original schedule.

Expenditure Summary

The project expenditure summary is attached as **Appendix II** for reference.

Conclusion

Due to personnel changes and some delay in the interview schedule, the progress within the reporting period was somewhat slow. It was estimated that approximately 60% of the entire project had been accomplished after this stage. However, we are confident that the project will be completed satisfactorily within the proposed schedule.