

Quality Enhancement Grant Scheme

Progress Report

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

Reporting Period : From Dec 2010 (month/year) to Feb 2012 (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)

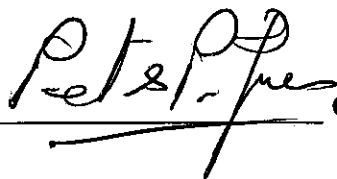
Project Period : From May 2009 (month/year) to Dec 2012 (month/year)

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: Prof Peter YUEN

Name of Grantee: Federation for Self-financing
Organization: Tertiary Education

Position of Authorized

Person: Chairman, R&D Committee

Date: 23 July 2012

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

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 activity

In terms of the revised Schedule of Implementation, specific task to be undertaken during the period from December 2010 to February 2012 was:

1 Writing interview scripts of the 35 case studies

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- 1.1 Further to the last progress report, a part-time research assistant was eventually appointed and has commenced duty in late February 2011. Meanwhile, the team endeavoured to obtain nominations from institutions for the interviews of excellent teachers.
- 1.2 The 35 interviews scheduled for this batch were finally completed by June 2011 (please refer to the **Appendix I**). Transcription of the completed cases was then finished by November 2011 (please refer to the **Appendix I**).
- 1.3 The newly recruited research assistant tried to speed up the task. Summary scripts of the 35 case studies in this batch have then been written up in January 2012. Together with the 15 summary scripts previously completed in the first batch, therefore writing up of all the 50 summary scripts for this project has been accomplished (the list of case studies is attached as **Appendix I**).

- 1.4 Editing and translation followed upon completion of the summary scripts. In order to maintain consistency and accelerate the whole process, the editing was carried out batch by batch. As of February 2012, 31 scripts have been polished (please refer to the Appendix I) by a single editor externally hired. And the editing of all 50 case studies has been completed in March 2012. Edited scripts in Chinese were then passed on to the Centre for Translation of HKBU for translation into English, who has agreed to complete all the 50 cases by end of August 2012 (please refer to the **Appendix I**).

Project tasks variations

Expert comments

Seasoned experts from both higher education and business sector will be invited to review and provide observations on the 50 case studies. Meanwhile, a framework for analysis, which would allow the experts to identify more easily and accurately the expected scope of evaluation, has been developed (the framework is attached as **Appendix II**).

Workshops for teacher's staff development

Two workshops for teachers in sub-degree sector were scheduled in the original project proposal. In consideration of the objective, it has been decided to postpone the two workshops to near the end of this project, i.e. November 2012, when one of the major deliverables of the collection of case studies will have been published.

Expenditure Summary

The project expenditure summary is attached in **Appendix III** for reference.

Conclusion

After the new research assistant has reported duties, the interviews of excellent teachers, write-up of summary scripts and the accompanying work of editing and translation of summary scripts, were allowed to resume and speed up. A remarkable milestone, writing up summary scripts of the 50 interviews has been achieved by end of the reporting period, i.e. February 2012. With a thorough schedule established, the team is confident to get the remaining tasks accomplished on time.