

Quality Enhancement Grant Scheme

Progress Report

Project No. : 05/QEGS/09-10

Reporting Period : From March 2011 (month/year) to August 2011 (month/year)

Part A

Project Title : Learning in an Outcome-based System via Technology and Enhancement of Regulations Strategies (LOBSTERS)

Name of Grantee : Caritas Institute of Higher Education

Project Period : From September 2010 (month/year) to December 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: Reggie KWAN

Name of Grantee: Caritas Institute of Higher Education
Organization: _____

Position of Authorized

Person: Professor and President

Date: 30 September 2011

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

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1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
July 2011 Tseung Kwan O Campus	<ul style="list-style-type: none"> Two staff development workshops, on the topic of e-learning and student learning respectively, were conducted during the period 	About 30 participants attended each of the two workshops.
Mar 2011 – Aug 2011 Tseung Kwan O Campus	<ul style="list-style-type: none"> The review of extant sub-degree programmes has been completed. In fact the following five Higher Diploma (HD) programmes of Caritas Institute of Higher Education (CIHE): <ul style="list-style-type: none"> (a) Higher Diploma in Accounting Studies (b) Higher Diploma in Computing Studies (c) Higher Diploma in Corporate Management (d) Higher Diploma in Human Services (e) Higher Diploma in Translation and Interpretation <p>will be revised to conform to the 3-3-4 new academic structure and the new Common Descriptors for Higher Diploma/Associate Degree before their launching in the double-cohort year of 2012. The revised course syllabuses of these programmes will be developed via an outcome-based teaching and learning (OBTL) approach. The resultant syllabuses will be submitted as part of the programme documents to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) by 1 November 2011. As an example, the draft report on the substantial changes made to the Higher Diploma in Translation and Interpretation programme (prepared in accordance with the HKCAAVQ template) is included as Attachment 1 for reference.</p> <p>The Associate Degree (AD) in Social Work programme of CIHE will go through a similar revision process. This programme's revised course syllabuses, also developed</p>	Major participants of the other reported activities are as follows: <ul style="list-style-type: none"> • Vice-President (Academic/Research) • Dean of CIHE (Person-in-charge of the project) • Dean of CBCC • Heads of all departments of CIHE and CBCC • All the programme leaders of CIHE and CBCC • Members of the LOBSTER project team • Two colleagues of the Information Technology Services Centre

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
	<p>via an OBTL approach, will be submitted to the HKCAAVQ in early 2012, for the programme's revalidation in April 2012.</p> <ul style="list-style-type: none"> • The Moodle system has been selected as the basis of the Learning Management System (LMS) for the LOBSTERS project. The testing of the LMS and the pilot development of ICT-based learning materials for selected courses is completed. Systematic usage of the LMS, which aims to involve all courses offered by CIHE and its sister college Caritas Bianchi College of Careers (CBCC), will start in the 2011-12 academic year. As examples, the screen captures for the Moodle pages of a few courses in 2011-12 are included as Attachment 2 for reference. • Relevant data-collection questionnaires have been tested, and based on them the framework for a web-based monitoring system to collect student feedback regularly has been proposed. A prototype for this framework will soon be developed (Note: An article on the proposed framework was presented in the ICT 2011 Conference in July 2011. A revised version of the article, as shown in Attachment 3, has recently been accepted for publication on the <i>International Journal of Innovation and Learning</i>). The questionnaires (which have been consolidated into a combined questionnaire comprising three parts) were included as an attachment to the last progress report (for the period from September 2010 to February 2011). The combined questionnaire has been tested in the context of different kinds of post-secondary programmes. In the most recent test the sample contained about 200 students. At present the combined questionnaire is mainly designed for normal teaching and learning environments. In the next stage it will be revised for the solicitation of student experiences in using the LMS to support their learning. 	

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
	<ul style="list-style-type: none"> • Besides the extant HD and AD programmes mentioned above, the following programmes have recently been designed using the OBTL approach: <ul style="list-style-type: none"> (a) A Higher Diploma in Pharmaceutical Dispensing (HDPD) programme of CBCC (b) A Bachelor of Business Administration (Honours) [BBA (Hons)] programme of CIHE, with 3 study streams in Marketing and Event Management, Hotel Management and Tourism Management respectively. <p>Documents for the HDPD programme were submitted to the HKCAAVQ in summer 2011, and its programme validation exercise will be conducted in October 2011. Documents for the BBA (Hons) programme will be submitted to the HKCAAVQ in October 2011, and its programme validation exercise will be conducted in January 2012.</p> • Promotion for the usage of the LMS at CIHE and CBCC has been started. At present, promotional activities mainly include periodic emails and workshops on the Moodle system for staff and students. Plans for subsequent promotional activities include the formation of a user connection group for the Moodle system, and a webpage design competition for students about the LOBSTERS project. As mentioned above, the target set for the LMS in the LOBSTERS project is to involve all courses of the two colleges in this exercise, at least in their usage of the Moodle system as a basic tool for more effective distribution of documents like syllabuses, teaching plans and lecture notes, and in some of these courses' usage of the advanced features of the system (with the target to support 50% of the courses in this manner by end of the project). 	

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	<ul style="list-style-type: none"> It is also worth mentioning that for the LOBSTERS project \$200,000 has been allocated for the development of a software platform for the LMS. In the reporting period a formal tendering exercise was conducted to invite potential tenderers to develop the software platform. One of the tendering companies has submitted its proposal by the deadline, but eventually this proposal was deemed as infeasible (both technically and financially). As a result, the development of the said software platform for the LMS has been delayed, and we will report our actions on this matter in the next progress report. 	
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</p>		

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2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
• Conduct of staff development seminars and workshops	100%	
• Completion of review of extant sub-degree programmes	100%	
• Completed of evaluation of pilot development of information and communication technology (ICT)-based learning materials for selected courses	100%	
• Completion of pilot test of questionnaires for collection of student feedback	100%	
• Adoption of the OBTL approach in the revision of extant sub-degree programmes (and the design of new programmes), and the teaching and learning of courses offered in the 2011-12 academic year	100%	
• Promotion of using the LMS in course delivery to all academic departments of the two colleges	100%	
Overall Project	45% (Estimated)	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

3. Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat
N/A	N/A

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4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	504,000	177,625	326,375
b. Equipment / facilities	370,000	160,280	209,720
c. Services	20,000	5,000	15,000
d. General expenses	65,000	16,013	48,987
e. Others	50,000	0	50,000
Total	1,009,000	358,918	650,082
<i>Project Income (if any)</i>			0
<i>Total Balance</i>			650,082