

Quality Enhancement Grant Scheme

Progress Report

Project No. : 05/QEGS/09-10

Reporting Period : From September 2011 (month/year) to December 2012 (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 February 2013 (month/year)

Part B

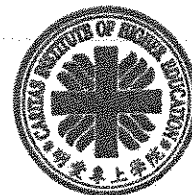
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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
Organization: Higher Education

Position of Authorized

Person: Professor and President

Date: 31 January 2013

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

Quality Enhancement Grant Scheme

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) |
|--|--|--|
| October 2011 – February 2012 Tseung Kwan O Campus | <ul style="list-style-type: none"> Four development workshops on the usage of the Moodle system were conducted within the reporting period for the staff and students of Caritas Institute of Higher Education (CIHE) and Caritas Bianchi College of Careers (CBCC). As example, two photos taken in some of these workshops are attached as <i>Attachment 1</i> for reference. | About 20 staff members and 55 students attended these workshops |
| 16 April 2012 Tseung Kwan O Campus | <ul style="list-style-type: none"> A staff development seminar on outcome-based teaching and learning (OBTL), with the guest speaker invited from the Hong Kong Institute of Education to share experience, was conducted on 16 April 2012. Photos taken in the seminar are included as <i>Attachment 2</i> for reference. | 16 staff members attended this seminar |
| September 2011 – August 2012 Tseung Kwan O Campus | <ul style="list-style-type: none"> All the extant sub-degree programmes and some new programmes of CIHE and its sister institute CBCC have been re-design or developed using the new OBTL approach, and by now all of them have successfully gone through their respective programme validation or revalidation exercises by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). A summary of all these programmes is given below: <i>For CIHE</i> <ol style="list-style-type: none"> Bachelor of Business Administration <ul style="list-style-type: none"> - Accountancy - Corporate Management - Information Systems - Marketing and Event Management - Hotel Management - Tourism Management Higher Diploma in Accounting Studies Higher Diploma in Computer Studies Higher Diploma in Corporate Management Higher Diploma in Human Services Higher Diploma in Social Work (full-time and | <p>Major participants of the other reported activities are as follows:</p> <ul style="list-style-type: none"> Dean of CIHE (Person-in-charge of the project) Dean of CBCC Heads of all academic departments of CIHE and CBCC All the programme leaders of CIHE and CBCC Members of the LOBSTERS |

Quality Enhancement Grant Scheme

| Dates, time and venues | Brief descriptions of activities and resources used for implementing the Project * | Number and types of participants (if applicable) |
|------------------------|--|--|
| | <p>part-time)</p> <p>g. Higher Diploma in Translation and Interpreting</p> <p>h. Diploma in General Studies (full-time and part-time)</p> <p><i>For CBCC</i></p> <p>a. Associate Degree in Business</p> <p>b. Higher Diploma in Design</p> <ul style="list-style-type: none"> - Fashion Design - Graphic Design - Interior Architecture - Interactive Media Design <p>c. Higher Diploma in Hospitality Management</p> <p>d. Higher Diploma in Pharmaceutical Dispensing (full-time and part-time)</p> <p>e. Professional Diploma in Property Management (full-time and part-time)</p> <p>f. Diploma in Property Management (full-time and part-time)</p> <p>As an example of the results in employing the OBTL approach for the development of new programmes, the interim report on the programme validation conducted in December 2011 for three new study streams of CIHE's Bachelor of Business Administration (Honours) Programme (in <i>Event and Marketing Management</i>, <i>Hotel Management</i> and <i>Tourism Management</i> respectively, as mentioned in the last progress report) is included as <i>Attachment 3</i> for reference.</p> <ul style="list-style-type: none"> ● The prototype of the web-based monitoring system to collect student feedback regularly is now being developed (based on the <i>LimeSurvey</i>, a free platform for conducting on-line questionnaire survey that is available in the public domain). The URL to this prototype system is http://moodle2.cihe.edu.hk/limesurvey. | <p>project team</p> <ul style="list-style-type: none"> ● Two colleagues of the Information Technology Services Centre |

Quality Enhancement Grant Scheme

| 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"> ● A user connection group, comprising staff representatives from the respective departments of CBCC and CIHE was formed to enhance internal communication on relevant issues related to the LOBSTERS Project. The Group conducted its first meeting on 30 December 2011. ● A website will be established to further promote the LOBSTERS Project to the students and staff of CBCC and CIHE (and the general public). This website is now under construction; the URL to an initial version of the website is http://www.cihe.edu.hk/lobsters. ● Initial contents of the Guidebook for the LOBSTERS Project (e.g., manuals for the Moodle system, statistics on usage of the learning management system [LMS], etc.) are now being prepared / collected. | |
| April – September 2012 | <ul style="list-style-type: none"> ● To promote the LOBSTERS Project to the students and staff of CBCC and CIHE, a logo design competition for students has been completed in September 2012. The poster of the event has been included as <i>Attachment 4</i> for reference. | |
| April – December 2012 | <ul style="list-style-type: none"> ● Regarding the amount of \$200,000 allocated in the LOBSTERS Project for the extension of the LMS (beyond the basic Moodle system), the new software platform is now selected as a Self-Advising Timetable (SAT) System for students and staff. The tendering process for selecting a suitable vendor to develop the SAT System has been conducted in June 2012 and the selection of the vendor will be confirmed in August 2012. The development of the SAT System was taken place in the first semester of 2012-13 academic year and the testing of the system will be conducted in January and February 2013. The proposed functions of the SAT System, as extracted from the tendering documents, are included in <i>Attachment 5</i> for reference. | |

Quality Enhancement Grant Scheme

| Dates, time and venues | Brief descriptions of activities and resources used for implementing the Project * | Number and types of participants (if applicable) |
|--|---|--|
| December 2012 | <ul style="list-style-type: none"> Two focus group meetings with students have been conducted with the primary aim to solicit their experiences in using the Moodle-based learning management system (LMS) that is being developed via the LOBSTERS Project. More information can be found in <i>Attachment 6</i>. | 60 students |
| <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> | | |

Quality Enhancement Grant Scheme

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 |
|--|------------|---------|
| (a) Conduct of staff development seminars and workshops | 100% | - |
| (b) Completion of OBTL-oriented curricula and related documents for new / extant sub-degree programmes for their validation / re-validation by the HKCAAVQ | 100% | - |
| (c) Institute-wide administration of questionnaires to collect student feedback on learning experiences affected by the project | 100% | - |
| (d) Conduct of focus groups and interview with students to complement the questionnaires in the collection of student feedback | 100% | - |
| (e) Preparation of the guidebook for the project | 100% | - |
| Overall Project | 85% | - |
| ** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period. | | |

Quality Enhancement Grant Scheme

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 |
|---|---|
| Deferral of project completion date | 18 December 2012 |

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 | 415,285 | 88,715 |
| b. Equipment / facilities | 370,000 | 160,560 | 209,440 |
| c. Services | 20,000 | 5,000 | 15,000 |
| d. General expenses | 65,000 | 16,908.90 | 48,091.10 |
| e. Others | 50,000 | 0 | 50,000 |
| Total | 1,009,000 | 597,753.90 | 411,246.10 |
| <i>Project Income (if any)</i> | | | <i>0</i> |
| <i>Total Balance</i> | | | <i>411,246.10</i> |