

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No. : 09/QEGS/09-10**

 Reporting Period : From January/2011 (month/year) to June/ 2011 (month/year)

**Part A**

 Project Title : Self-Access Language Centre (SALC)

 Name of Grantee : The Community College at Lingnan University

 Project Period : From January / 2011 (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: Edward Fung Organization Chop: \_\_\_\_\_

Dr. FUNG Pui-wing,

 The Community College at  
Lingnan University

 Name of Authorized Person: Edward

 Name of Grantee  
Organization: \_\_\_\_\_

 Position of Authorized Person: Dean of the Community College at Lingnan University

 Person: University

 Date: 31 July 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)
<b>Identification of an ideal location for SALC</b>	<p>SALC is located at Room 215 (for self-access learning and learning materials storage) and Room 316 (for group discussion and tutorial classes) of the New Academic Block, Lingnan University. By the side of Room 215, there is an area which can operate language-related activities.</p> <p><i>★ Please refer to Appendix 1---Photos of the SALC</i></p>	
<b>Renovation work</b>	<p>Since the announcement of the SALC location in mid-April in 2011 and since then the renovation work has been in good progress according to schedule. All renovation work will be finished by the end of July 2011.</p>	
<b>Procurement of furniture, equipment, learning materials and software licenses for the SALC</b>	<p>Procurement of furniture / equipment is completed while that of learning materials is in good progress.</p> <p><b>(1) Furniture</b></p> <ul style="list-style-type: none"> <li>- 17 self-access language cubicles with partitions.</li> <li>- Reading and writing area with sofas, tables and chairs.</li> <li>- Self-access resource corner: bookshelves with drawers.</li> <li>- Reception counter / staff work station</li> </ul> <p><b>(2) Equipment</b></p> <ul style="list-style-type: none"> <li>- 17 desktop PCs with headsets</li> <li>- 17 webcams with mics</li> <li>- 17 wireless microphone system</li> <li>- 48 Port Switches</li> <li>- CCTV system</li> <li>- 1 color laser printer</li> <li>- 1 A3 scanner</li> </ul> <p><i>★ Please refer to Appendix 2---Expenditure Summary for details</i></p>	

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	<p><b>(3) Learning materials</b></p> <ul style="list-style-type: none"> <li>- English learning software</li> </ul> <p>Procurement of learning materials: 17 Putonghua books and 14 English books</p> <p><i>★Please refer to Appendix 3 for the database of the learning materials.</i></p>	
<p><b>Appointment of SALC staff</b></p>	<p>The project manager, Ms S.Y. CHAN, reported duty on 21.3.2011. As the head of the centre, she will be responsible for overseeing the development of SALC services and ensuring the project delivered on time and schedule. At the same time, Ms CHAN will also execute the administrative tasks such as managing SALC software, promoting SALC courses and supporting the daily jobs of SALC.</p> <p>On the other hand, both Chinese and English teaching team members will provide full support such as participating in the centre activities and organize workshops for students.</p>	
<p><b>Categorization of all self-access learning materials</b></p>	<p>We have divided the learning materials into 3 categories, i.e. elementary, middle and advanced level. Students are encouraged to use suitable learning materials according to their language level.</p> <p>We have sought the professional opinions from the language teachers on the categorization of learning materials.</p> <p><i>★Please refer to Appendix 4 for the categorization of self-access learning materials and sample worksheets.</i></p>	
<p><b>* 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.).</b></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
(1) Employment of a full-time staff ( Project Manager)	100%	Reported duty on 21.3.2011
(2) Design and renovation of the centre <i>★ Please refer to Appendix 4 for the justification</i>	100%	Completed in end July
(3) Research and purchase necessary learning items, including equipment, hardware, software, books and magazines <i>★ Please refer to Appendix 4 for the justification</i>	100%	Completed in end July
(4) Grade the language learning materials	100%	Completed
(5) Categorise, set and test all self-access learning materials <i>★ Please refer to Appendix 4 for the justification</i>	100%	Completed in end July
(6) Prepare graded worksheets	100%	Completed
<b>Overall Project</b>	<b>100%</b>	
<b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

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
We have applied for the reallocation of budget( \$50,000) from the sub-item “ computers” to “learning materials” in “Equipment/facilities” .	24 June 2011

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## 3. Financial position as at the end date of the reporting period

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	175,500	85863.23	89636.77
b. Equipment / facilities	484,000	237,072.77	246,927.23
c. Services	0	0	0
d. General expenses	10,000	0	10,000
e. Others	16,000	0	16,000
<b>Total</b>	<b>685,500.00</b>	<b>322,936.00</b>	<b>362,564.00</b>
<i>Project Income (if any)</i>			
<i>Total Balance</i>			<b>362,564.00</b>

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