

Quality Enhancement Grant Scheme

Progress Report
Project No. : 25/QEGS/09-10

 Reporting Period : From September 2010 (month/year) to February 2011 (month/year)

Part A

 Project Title : Math Portal

 Name of Grantee : Hong Kong Community College

 Project Period : From September 2010 (month/year) to August 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. Simon Leung

 Name of Grantee: PolyU HKCC

Organization:

Position of Authorized

 Person: Director

 Date: 30 March 2011

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

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Progress report on QEGS Project – Math Portal

Project Code: 25/OEGS/09-10

The captioned QEGS project has completed Phase 1 (from 1st September, 2010 to 28th February, 2011). This report summarizes the project activities completed and the milestones and deliverables attained as of 28th February, 2011.

1. Project activities held/completed during the reporting period

(I) Math Learning Centre

Math Learning Centres (MLC) have been set up and operated on both HHB and WK campuses to provide students with additional channel to seek help for mathematics-related problems. During term time from Monday to Friday from 14:00 to 18:30, either one of the MLC on both campuses opens for students enrolled in the following subjects. In Semester 1, 2010/11, there were around 2,500 students enrolled in four of the following subjects.

- CC2050 Quantitative Methods of Business (Semester 1/ Semester 2)
- CC2052 Elementary Statistics (Semester 1 / Semester 2)
- CC2053 Introduction to Calculus and Linear Algebra (Semester 1)
- CC2030 Mathematics (Semester 1)
- CC3101 Business Statistics (Semester 2)

(a) Schedule:

		Monday	Tuesday	Wednesday	Thursday	Friday
Semester 1	Subject	CC2050	CC2052	CC2030/CC2053	CC2050	CC2050
Semester 2	Subject	CC2052	CC2050/CC3101	CC3101	CC3101	CC2052

(b) Promotion:

Students have been informed of the free support services provided by MLC via the following channels:

- Email which introduce the services provided by MLC has been sent to all students concerned at

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the beginning of each semester,

- Posters have been posted on the notice boards of the campuses / insides the lifts, and
- Subject team members of the concerned subjects were well informed about the services and their assistances on introducing the services to students during class were sought.

(c) Number of visits per week (Semester 1, 2010/11)

Day	number of visits (head count)												Total
	week 3	week 4	week 5	week 6	week 7	week 8	week 9	week 10	week 11	week 12	week 13	week 14	
Mon	0	2	4	3	4	3	2	0	5	11	11	4	49
Tue	0	0	3	0	1	0	2	0	1*	3	0	0	10
Wed	2	0	1	2	1	0	1	1	1	2	2	1	14
Thu	2	--	7	1	2	0	3	0	10	2	1	3	31
Fri	1	1	--	7	4	4	11	3	6	3	5	8	53
Total	5	3	15	13	12	7	19	4	23	21	19	16	157

-- public holiday

(d) Utilization Rate (Semester 1, 2010/11)

Day	amount of time (minutes)												Total usage (minutes)	Available time (minutes)	Utilization rate
	week 3	week 4	week 5	week 6	week 7	week 8	week 9	week 10	week 11	week 12	week 13	week 14			
Mon	0	88	107	18	310	23	135	0	113	370	119	210	1493	3240	46.08%
Tue	0	0	62	0	28	0	60	0	0*	120	0	0	270	3240	8.33%
Wed	22	0	42	36	5	0	25	20	10	35	95	30	320	3240	9.88%
Thu	23	--	32	90	16	0	64	0	205	106	46	65	647	2970	21.78%
Fri	52	118	--	278	230	238	265	133	280	165	178	212	2149	2970	72.36%
Total	97	206	243	422	589	261	549	153	608	796	438	517	4879		

*The time in/time out record was missing.

(e) Review of operation of the Math Learning Centres (Semester 1, 2010/11)

The number of students used the support services provided by MLC seems to be a bit lower than expected, however, the utilization rate of MLC was satisfactory, which means students had made good use of the services in helping their mathematics learning.

Two sets of questionnaires had been developed for collecting students' feedback on the support services

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provided by MLC. The first set of questionnaire was administered to students enrolled in the concerned subjects during the end of the semester. This questionnaire was designed for collecting students' general views on MLC, which includes, but not limited to, the physical setting of the centres, the learning atmosphere of the centres, the support services available from the centres, etc. The second set of questionnaire was designed for collecting feedback on the quality of the support services provided by MLC, it was administered to students who have attended the consultation provided in the centres.

Positive comments from students were received. In particular, an average score of 8.5 (on a 10-point scale) on the question about the effectiveness of the services provided in the Math Learning Centres in helping students' learning was obtained.

(II) Self-directed Learning Software

The specification of the self-directed learning software has been developed and the tendering exercise is now in progress. The tender closing date was 10:00 a.m. 09 March, 2011. Tender specification of the self-directed learning software is attached in appendix 1.

Basic equipment and computer software have been purchased within the amount of proposed budget, and the items are listed below:

- Lenovo ThinkPad Edge 15
- Additional 2 GB RAM
- Buffalo external Hard drive
- LENTEN Reborn software
- Notebook lock
- Backup software

The development of content materials for the self-directed learning software is in progress. Framework of the software is attached in appendix 2.

(III) Entry Test and Remedial Courses

Preparation for the entry test and progress test has been completed. The arrangement of the administration of the tests has been decided. A sample of entry test is attached in appendix 3.

Teaching staff have been recruited for development of the test banks for entry test and progress test, and

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the teaching materials for the remedial courses. Each set of teaching materials containing (i) basic concept (ii) preliminary exercise, and (iii) drilling exercise.

Module	Topic
Remedial Course - Elementary Algebra	
1	Approximation and errors; Exponential and logarithmic functions
2	Simultaneous equations in two unknowns
3	Linear inequalities; Absolute value
4	Linear and quadratic graphs
5	Formulas
6	Laws of indices
Remedial Course - Basic Statistics	
1	Organization and representation of numerical data - frequency distribution, histogram, bar chart
2	Measures of central tendency and dispersion - mean, mode, median, standard deviation
3	Permutations
4	Combinations
5	Probability I
6	Probability II
Remedial Course - Pre-Calculus	
1	Trigonometric functions
2	Partial fraction
3	Differentiation I
4	Differentiation II
5	Complex number
6	Series

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
- Implementation of the Math Learning Centre	100%	
- Review the operation of the Math Learning Centre	100%	
- Preparation for the entry test and progress test	100%	
- Identification of the specifications of the self-directed learning software	100%	

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- Development of materials for the self-directed learning software	50%	Tendering exercise is in progress
Overall Project	25%	
** 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

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	143,325	Part-time project assistant = 55,912.5 Development of test bank /materials = 45,000+30,000*	12,412.5
b. Equipment / facilities	50,000	Notebooks and accessories = 19,434	30,566**
c. Services	40,000	Construction of software = 40,000*	0
d. General expenses	7,788	Textbooks and miscellaneous = 3,993	3,795
e. Others	---	--	--
Total	241,113		
Project Income (if any)			
Total Balance		46,773.5	

*An estimated amount for construction of software and development materials for the software. As the tendering exercise is in progress, the exact amount has not been confirmed.

**Part of the approved budget for equipment is reserved for purchasing necessary software/equipments when the tendering exercise is completed and the advice from the software construction company that taken up the project is sought.