

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. : 01/QEGS/09-10**

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

## Part A

Project Title : Social Communication Networking and Multimedia Lab for Excellence in Teaching and Learning

Name of Grantee : Caritas Bianchi College of Careers

Project Period : From September 2010 (month/year) to August 2013 (month/year)

## Part B

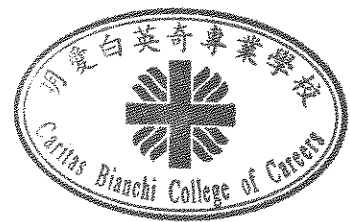
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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 Organization: Caritas Bianchi College of Careers

Position of Authorized

Person: Professor and President

Date: 31 March 2013

\* *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)
<p>1 Sep 2012 to 28 Feb 2013</p> <p>CBCC Campus</p>	<p><b><u>Online delivery of four business courses</u></b></p> <p>The following four business courses are available in our e-learning platform:</p> <ol style="list-style-type: none"> <li>1. Human Resource Management for Hospitality</li> <li>2. Microeconomics</li> <li>3. Professional Development</li> <li>4. Strategic Marketing Management</li> </ol> <p>A total of 137 students enroll in these courses. A sample of course contents in the e-learning platform is shown in <b>Appendix A</b>.</p>	<p>137 students</p>
<p>1 Sep 2012 to 28 Feb 2013</p> <p>CBCC Campus</p>	<p><b><u>Online delivery of six more design / training courses online</u></b></p> <p>The following six design courses are prepared and available in our e-learning platform:</p> <ol style="list-style-type: none"> <li>1. Architectural History</li> <li>2. Culture, Arts and Design</li> <li>3. Design Method</li> <li>4. Professional Practice in Interior Architecture</li> <li>5. Professional Studies</li> <li>6. Typography</li> </ol> <p>A total of 163 students enroll in these courses.</p>	<p>163 students</p>
	<p>The teaching and learning materials of these courses are categorized into four areas:</p> <ol style="list-style-type: none"> <li>1. Course Syllabus/Teaching Plan</li> <li>2. Course Materials</li> <li>3. Assignment</li> <li>4. Test</li> </ol> <p>Screen capture of course teaching plan item and the contents displayed in the e-learning platform are shown in <b>Appendix B</b>. Screen captures of the presentation slide are shown in <b>Appendix C</b>. Sample of assignment and solution are shown in <b>Appendix D</b>.</p>	<p>1,000 students</p>

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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>Apart from the features introduced in last progress report, other features have been introduced to the e-learning platform:</p> <p><b><u>Online Video Class</u></b></p> <p>Some classes were videotaped and made available to students and lecturers through the media streaming server. Students can review the video archives in the e-learning platform. A sample of snapshot of video capture of classes is shown in <b>Appendix E</b>.</p> <p>In addition, training courses are available online in the e-learning platform. For example, a training workshop on plagiarism detection system was videotaped (<b>Figure 1</b>). The video clip and training materials have been uploaded onto the e-learning platform so that all students and instructors can access this training workshop online at anytime any place.</p> <div data-bbox="416 1144 1217 1563" data-label="Image"> </div> <p><b>Figure 1.</b> A snapshot of the video clip of the training workshop</p> <p><b><u>Expansion of Social Communication Networking and Media Laboratory</u></b></p> <p>For better utilization of Social Communication Networking and Media Laboratory, the Laboratory has been moved to a new room with bigger space and more computers since September 2012. The Laboratory can now accommodate over 50 users. The photos of inside view and external view of the Laboratory are shown on <b>Appendix F</b>.</p>	

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	<p><b><u>Enhancement of Communication</u></b></p> <p>Our e-learning platform provides a good communication channel for students and instructors. Instructors may upload the learning materials for students to download or view accordingly. Instructors may also use the Announcement feature to deliver special notice to students. When teacher post the announcement event, the message will immediately be displayed on the e-learning platform. Students will also receive this announcement in email. A sample of announcement in the e-learning platform is shown in Figure 1 of <b>Appendix G</b>.</p> <p>Furthermore, the e-learning platform also allows two-way communication. The discussion forum makes the platform more interactive. Instructors and students are much engaged in discussion forum. A capture screen of the discussion forum topics and contents are shown in the Figures 2 and 3 of <b>Appendix G</b>.</p> <p><b><u>Utilization of the e-learning platform</u></b></p> <p>The utilization of e-learning platform has been recorded since the first semester started. Detailed statistics of the utilization of the e-learning platform for these business and design courses during September 2012 to February 2013 are shown in <b>Appendix H</b>. In general, there is an increasing trend of utilization of the e-learning platform for both instructors and students.</p> <p><b><u>A preliminary evaluation of the project</u></b></p> <p>Feedbacks from instructors and students are very important for project evaluation. Before a quantitative survey at the end of project, we have conducted qualitative survey. Instructors' feedbacks are collected in the formal meeting of Programme Committee. Moreover, instructors' informal casual talks are also adopted and , discussions with students are also important channel to collect feedbacks. Some feedbacks from instructors and students are shown below:</p> <p>Qualitative feedback from instructors:</p>	

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	<p><i>“Our e-learning platform is designed in a user-friendly way which directs users to the storage system easily and provides an interactive platform for instructors and students to communicate through email, forum and other online activities. It also supports multimedia learning tools such as allowing a simple and efficient sharing of teaching videos, PowerPoint and quizzes. It also promotes an environmental friendly way for students to download and review teaching materials.”</i></p> <p><i>“I can create different student groups in the e-learning platform so I can deliver different notes separately to different groups. It increases the e-learning security which prevents restricted learning materials from being disclosed to any unexpected groups.”</i></p> <p><i>“It is better to ask students to submit assignments through the e-learning platform rather than through email. It is because I can check students’ submission record easily. It also saves my email storage capacity.”</i></p> <p>Qualitative feedback from students:</p> <p><i>“I like using our e-learning platform, it is user-friendly. I can read and download the lecture notes at anytime and anyplace. I can receive email from instructors when they post the announcements in the e-learning platform. So that, I would not miss the important events, such as assignment due date, the change of classroom etc.”</i></p> <p><i>“Our e-learning platform is very useful. When I lost my lecture notes, I know where I can find and download the notes again. It is very important especially during examination period.”</i></p> <p><i>“When I login to the e-learning platform, I can feel the sense of belongings for the college.”</i></p>	

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	Most CBCC courses are now available in our e-learning platform. The platform provides a two-way communication channel between instructors and students. The feedbacks from instructors and students are very positive.	
<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>		

## 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
Online delivery of four CBCC business courses	100%	
Delivery of six more CBCC design / training courses online	100%	
<b>Overall Project</b>	<b>87.5%</b>	
<p>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</p>		

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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

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	1,601,800	1,142,526.73	459,273.27
b. Equipment / facilities	222,200	237,846	(15,646)
c. Services	-	-	-
d. General expenses	44,000	2,945	41,055
e. Others	20,000	0	20,000
<b>Total</b>	<b>1,888,000</b>	<b>1,383,317.73</b>	<b>504,682.27</b>
<i>Project Income (if any)</i>			<b>0</b>
<i>Total Balance</i>			<b>504,682.27</b>