

# Quality Enhancement Grant Scheme

Progress Report

Project No: 06/QEGS/09-10

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

## Part A

Project Title : Language Enhancement Project

Name of Grantee : Chu Hai College of Higher Education

Project Period : From April 2011 (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: Prof. C. N. Chang

Name of Grantee Chu Hai College of Higher  
Organization: Education

Position of Authorized

Person: President

Date: 30 September 2011

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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 type of participants (if applicable)
April – August 2011	<p>1. As reported in the last progress report (First Progress Report), the following was already in progress:</p> <ul style="list-style-type: none"> <li>□ Designing Putonghua courses for launch in Term 2 (December 2010 – January 2011: courses launched in January and completed in June 2011)</li> <li>□ Designing English workshops for launch in Term 2 (December 2010 – January 2011: workshops launched in January and completed by end of April 2011)</li> <li>□ Further procuring and downloading E-books, audio books and DVDs for the Self-Learning Corner<sup>1</sup> (On-going in reporting period – April – August 2011)</li> <li>□ Launching and running a total of 10 Term 2 Putonghua Courses (January – June 2011)</li> <li>□ Launching and running a total of 21 Term 2 CEPAS<sup>2</sup> Workshops and Seminars (February – end of April 2011)</li> </ul> <p>2. <b>Putonghua courses (schedule at <u>attachment 1a</u>)</b> as well as the <b>remainder of CEPAS workshops and seminars (schedule at <u>attachment 2a</u>)</b> were run respectively from January to June 2011 and from February to end of April 2011, well attended (Putonghua classes being mandatory for students in the Arts Faculty; and English workshops and seminars on a voluntary basis).</p> <p>3. Putonghua training in Term 2 was different from that in</p>	<p>In Term 2, Putonghua classes numbered totally again 220 students (the same students as in Term 1, these courses being year courses and mandatory); CEPAS workshop and seminars attended by a total of some 300 students spread over 10 sessions.</p>

<sup>1</sup> The Self-Learning Corner has been turned into a Self-Learning Room equipped with 6 workstations (as against only 3 initially), as deliberated at the General Education and Language Committee meeting convened in January 2011, because the College has injected additional funds to make it possible to cater for more students using the facility.

<sup>2</sup> CEPAS stands for Common English Proficiency Assessment Scheme; it is to be noted that Chu Hai College of Higher Education has introduced such a scheme as an initiative to benchmark students' English level in line with common practice adopted by most tertiary institutions in Hong Kong.

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	<p>Term 1 in that not only students were able to advance much more in terms of overall performance, but more importantly specific sounds that usually prove quite hard to master were gradually introduced and practiced for mastery.</p> <p>4. <b>For Putonghua courses, for both terms the pre-course or entry level was determined by an initial test and the achievement level or exit level was determined by a terminal test. (Details and performance data analysis are at <u>attachment 1b</u> for reference)</b></p> <p>5. We are also happy to report, in connection with the Putonghua training in the context of this Project to date as well as in the overall context of Putonghua training collegewide, that three of our Putonghua teachers have attained the status of accredited Putonghua testers by the Central Government.</p> <p>6. <b>In Term 2 the CEPAS workshops, from experience gained from feedback in the first round in Term 1, were mainly grammar and usage workshops, because it was perceived that a lot of our students are still rather weak in these areas. Nevertheless, some workshops on listening, writing and vocabulary development were also run (Details of workshop performance at <u>attachment 2b</u>). A feedback questionnaire was administered at the end of each workshop session and the data collected have been processed and analysed (Details at <u>attachment 2c</u> for reference).</b></p> <p>7. From experience gained from the workshops run in 2010-2011 (terms 1 and 2), a new series of CEPAS workshops have now been designed and students invited to sign up for these workshops. The sign-up rate so far has been most impressive, with almost 100% of the workshops “subscribed” and some sessions even “over-subscribed” (vide photos taken at the sign-up corner).</p> <p>8. As reported in the last report, the language laboratory facilities procured and installed in two of our computer laboratories (Room 204 and Room 209) have been extensively used by Putonghua teachers and students. Since</p>	<p>Usage rate of these language facilities in the two labs taken together was</p>
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<sup>3</sup> Each time slot (period) on our time-table is 55 minutes.

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	<p>the two labs were quite heavily booked for computing and business information systems classes these facilities have not been used as much for other languages (English, French German, Korean and Spanish). We are now working very closely with the computing colleagues and the lab technicians to iron out the problem with a view to securing more free time slots for language practice and teaching in the two labs.</p> <p>9. As reported, a self-access self-learning room has been in operation since its set up in October 2010 and the resources that have been added regularly to the stock for students' use are now substantial. <b>It has been the practice to date to ask users (numbering totally for 2010-2011 20 x 15 x 2 = 600 i.e. average 20 per week) of this self-access learning area to fill out a short user feedback questionnaire before they "check-out" of the area to provide us with their impressions, feedback on effectiveness of the facilities and the resources and suggestions for improvement. (Details at <u>attachment 3a</u>).</b></p> <p>10. Please refer to the current catalogue of these resources at <u>attachment 3b</u>. Plans drawn up to better inter-relate the self-learning resources and those students' need to consult for their Freshman English, Foundation English and other generic and general education courses, are being carried out as from the beginning of Term 1 of the new academic year (2011 – 2012) on 8 September 2011. The next report will detail the progress of this initiative.</p> <p>11. At the time of drafting this progress report (mid-September 2011) Putonghua courses for the academic year 2011 – 2012 (for both Terms 1 and 2) have already been designed and the first classes have already taken place, with courses numbering 19 in total to cater for all Year 1 students in the Faculties of Arts and Commerce. At the same time, CEPAS workshops have also been designed to start running from 26 September through December 2011, totaling 15 2-hour sessions to cover basic to advanced points of syntax and usage as well as vocabulary development.</p>	<p>about 10 time slots<sup>3</sup> per week over a total of 15 x 2 = 30 weeks.</p> <p>Usage rate of the self-learning area has still been rather low – about 20 students per week on an average. One reason for this was possibly insufficient promotion which thus needs to be intensified from now on. We are making an effort to raise students' awareness of this facility for improving their studies and enriching their general knowledge overall. We are targeting an increase of 40% by the end of Term 1 of this academic year. Feedback has been generally good and most users have</p>
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		<p>expressed the wish to see more foreign language learning packages installed for their practice. We will act on it.</p>
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period are attached, including photos, learning materials, promotion leaflets / posters</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
<ol style="list-style-type: none"> <li>1. 10 Putonghua courses were launched in January and successfully completed in June 2011 (details at <a href="#">attachment 1a, op cit</a>).</li> <li>2. 2nd series of CEPAS and related English enhancement workshops were launched in February and successfully completed in May 2011 (details at <a href="#">attachment 2a, op cit</a>).</li> <li>3. Data of Putonghua course participants' performance collected and presented at <a href="#">attachment 1b, op cit</a>.</li> <li>4. Data of English workshop participants' performance collected and presented at <a href="#">attachment 2b, op cit</a>.</li> <li>5. Putonghua data analysed and presented at <a href="#">attachment 1c, op cit</a>.</li> <li>6. English workshop data analysed and presented at</li> </ol>	<p>100% as planned for the second stage up to 31 August 2011 completed</p>	<p>Overall student participation reasonably satisfactory and plans are being carried out to intensify promotion, propagation and overall awareness of the Project Programme, in particular for engineering and</p>

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<p><u>attachment 2c, op cit.</u></p> <p>7. Self-access learning area/room utilisation data analysed and presented at <u>attachment 3a, op cit.</u> plus most up-to-date self-learning resources catalogue at <u>attachment 3b, op cit.</u></p>		<p>architecture students as most of them are active in studios not located on our main campus.</p>
<p><b>Overall Project</b></p>	<p><b>Overall 40% of the entire Project deemed successfully completed</b></p>	
<p><b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b></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
NIL	N/A

4. Financial position as at the end date of the reporting period<sup>4</sup>

Expenditure items	Approved budget***	Committed or actual expenditure	Balance [(a)-(b)]
	(a)	(b)	
a. Manpower	1,470,000.00	179,530.00 <sup>5</sup> + 64,000.00 = 243,530.00	1,226,470.00
b. Equipment / facilities	200,000.00	145,056.38 + 19,920.00 = 164,976.38	35,023.62
c. Services	180,000.00	48,500.00 + 11,500 = 60,000.00	120,000.00
d. General expenses	100,000.00	10,209.00 + 29,085.17 = 39,294.17	60,705.83
e. Others (audit fee to be discharged at project completion)	30,000.00	NIL	30,000.00
<b>Total</b>	<b>1,980,000.00</b>	<b>507,800.55</b>	<b>1,472,199.45</b>
<i>Project Income (if any)</i>			NIL in reporting period

<sup>4</sup> Breakdown of financial position at [attachment 4](#)

<sup>5</sup> Committed expenditure brought forward from last reporting period

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	<i>Total Balance</i> 1,472,199.45
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\*\*\* Approved budget here interpreted to refer to the budget approved for the entire three years for implementing the Project Programme, viz. from 1 September 2010 to 31 August 2013.