

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No: 06/QEGS/09-10**

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

**Part A**

 Project Title : Language Enhancement Project

 Name of Grantee : Chu Hai College of Higher Education

 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: Prof. C. N. Chang

 Name of Grantee Chu Hai College of Higher  
 Organization: Education

Position of Authorized

 Person: President

 Date: 21 March 2012

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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)
September 2011 – January 2012	<p><b>1. Putonghua Courses</b></p> <p>A total of 17 classes / groups of the Putonghua I course were planned for the current academic year (September 2011 – June 2012), a slight deviation from the estimated 19 classes, on account of a slight drop in Year 1 students in the Faculty of Commerce (as according to the proposal for this Project all Year 1 students – new students – from both the Arts Faculty and the Faculty of Commerce must take Putonghua I in the current academic year. (Next year, 2012 –2013, all Year 1 students irrespective of programme and faculty affiliation, will need to take Putonghua I)</p>	<p>All year 1 students in the arts Faculty and Faculty of Commerce, <u>totaling 229 students.</u></p>
February 2012	<p>The Putonghua classes continued to be enthusiastically attended and a lot of practice was completed both in class and in the language laboratory facilities installed in the two computer labs.</p> <p>Since the course Putonghua I is a year course, students' participation and performance data as per <u>attachment 2</u> refer to term 1 (September 2011 – January 2012) and the first four weeks of term 2 (February 2012). Data on the remainder of term 2 will be made available in the next progress report.</p> <p>Details of students' attendances and overall performance are at <u>attachment 2</u> for reference please.</p>	<p>All year 1 students in the arts Faculty and Faculty of Commerce, <u>totaling 229 students<sup>1</sup>.</u></p>
October – December 2011	<p><b>2. CEPAS Workshops</b></p> <p>A total of 20 CEPAS workshops were run in term 1 of the current academic year (September 2011 – January 2012), 15 being 5 different workshops each run three times to offer different dates to students, giving a total of 15, plus :</p>	<p>About 650 student attended a total of 20 workshops in the first series;</p>

<sup>1</sup> Putonghua courses are year courses and so the same students have been attending classes on the same courses, hence the same total number of students for the whole year, as it happens that nobody has dropped out so far.

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	<p>extra workshops being repeat of each of the five run for students who were not able to participate in any time slots at all – therefore they were run on Sundays. (Details at <u>attachment 3</u>)</p> <p>The reception and participation rates of the first series of the workshops were extremely good. The feedback questionnaires were analysed and there was a marked improvement overall on students' participation in and satisfaction with the workshops and facilitators (vide <u>attachment 4</u> for detail.).</p>	<p>these were student from all years and programmes, but predominantly first year students.</p>
<p>February 2012</p>	<p>A total of 18 CEPAS were planned for term 2 (February – June 2012), again 6 different workshops run three times. To date, at 29 February 2012, 6 workshops have been run. This second CEPAS workshop series is still on-going, to complete at the end of the term, and so the outcome and results of the remainder of these workshops to be run in March – June 2012 will be reported in the next progress report.</p> <p>The reception and participation rates of the second series of the workshops so far were also very good. The feedback questionnaires up to 29 February 2012 will be analysed at the end of the term in June 2012.</p>	<p>About 210 student attended the first six workshops in the second series; again, students from all years and programmes, but predominantly first year students.</p>
<p>September 2011 – February 2012</p>	<p><b>3. Language Laboratory Facilities</b></p> <p>For both Putonghua teaching and learning and that for English and other languages (including as from this academic year <i>French, German, Japanese, Korean</i> and <i>Spanish</i>) the language laboratory facilities installed in the two computer laboratories on the second floor of our main campus, have again been suitably utilised both for teaching and for students' individualised learning. Again, owing to the fact that these two computer labs, being computer labs, are heavily used by staff and students of</p>	<p>In term 1 (September 2011 - January 2012) usage rate of the language lab facilities in the two computer labs taken together was about 12 time</p>

<sup>2</sup> Each time slot (period) on our time-table is 55 minutes.

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<p>September 2011 – February 2012</p>	<p>the Computer Science Department and Business Information Systems Department, their availability for language classes and practice has been limited, which will probably remain so until 2013 when these facilities are relocated into a language laboratory in our new campus. Nevertheless, within this necessary constraint prevailing currently, the situation has been to date quite satisfactory and we will make every effort to make it better in the next reporting period.</p> <p><b>4. Self-Access Learning Facility</b></p> <p>The utilization rate of this facility has slightly improved, but we are really realistic about drastic improvements, on account of the fact that the facility is located in a different building 5 minutes from the main campus; and that these days even Ivy League universities in the United States and other prestigious universities elsewhere are making their learning resources available on the Internet, resulting in students being able to view and even download these open-source and public-domain packages and related materials instead of taking the trouble and time to work in our self-access area. However, having said that, we are still making every effort to provide students with items that are not available in the public domain, particularly ones that are intimately related to our courses.</p> <p>Data on utilization and satisfaction are at <a href="#">attachment 5</a> for reference please.</p>	<p>slots<sup>2</sup> per week over a total of 15 weeks, giving a total of 180 time-slots. In term 2 the situation is the same and the usage up to 29 February 2012 has therefore been 12 : 4 = 48 time-slots.</p> <p>Utilisation rate of the self-learning area in the reporting period has been about 25 students per week on an average.</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>		

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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
<ol style="list-style-type: none"> <li>1. An <i>Interim Project Survey</i> was conducted in July – August 2011 to solicit students’ feedback and suggestions for improvement (report at <a href="#">attachment 1</a> for reference please).</li> <li>2. Another 17 Putonghua courses were launched in the current academic year (September 2011 – June 2012); (details also found at <a href="#">attachment 2, op cit</a>).</li> <li>3. Another series of CEPAS and related English enhancement workshops were launched in term 1 of the current academic year (October - December 2011) plus by 29 February 2012 six workshops from the series as planned for term 2 (details at <a href="#">attachment 3, op cit</a>).</li> <li>4. Data of Putonghua course participants’ performance collected and presented at <a href="#">attachment 2, op cit</a>.</li> <li>5. Data of English workshop participants’ performance collected and presented at <a href="#">attachment 4, op cit</a>.</li> <li>6. Self-access learning area utilisation data analysed and presented at <a href="#">attachment 5, op cit</a>.</li> </ol>	100% as planned for the second stage up to 29 February 2012 completed	<p>Overall student participation has been much more satisfactory than in the last reporting period.</p> <p>We have made more effort to promote and propagate the Project Programme, especially to engineering and architecture students, so that now overall most students are aware of our Project and are showing more readiness to participate in our activities and workshops.</p>
<b>Overall Project</b>	<b>Overall 60% of the entire Project deemed successfully completed</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>		

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**3. Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)**

<b>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)</b>	<b>Date of approval sought from QEGS Secretariat</b>
<b>NIL</b>	<b>N/A</b>

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## 4. Financial position as at the end date of the reporting period<sup>3</sup>

Expenditure items	Approved budget <sup>***</sup> (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,425,000.00 <sup>4</sup>	243,530.00 + 121,980.00 = 365,510.00	1,059,490.00
b. Equipment / facilities	230,000.00 <sup>5</sup>	164,976.38 + 4,464.00 = 169,440.38	60,559.62
c. Services	195,000.00 <sup>6</sup>	60,000.00 + 41,000.00 = 101,000.00	94,000.00
d. General expenses	100,000.00	39,294.17 + 25,603.32 = 64,897.49	35,102.51
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>700,847.87</b>	<b>1,279,152.13</b>
<i>Project Income (if any)</i>			<b>NIL in reporting period</b>
<i>Total Balance</i>			<b>1,279,152.13</b>

\*\*\* 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.

<sup>3</sup> Breakdown of financial position at [attachment 6](#)

<sup>4</sup> Readjustment of budget items approved by EDB as per email dated 25 November 2011 - copy of email and revised budget at [attachment 7](#) for reference

<sup>5</sup> *ibid*

<sup>6</sup> *ibid*