

Quality Enhancement Grant Scheme

Progress Report	Project No. :
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Reporting Period : From April 2012 (month/year) to September 2012 (month/year)

Part A

Project Title : Models on Sub-degree General Education Curriculum and Exemplary General Education Subjects

Name of Grantee : Federation for Self-financing Tertiary Education

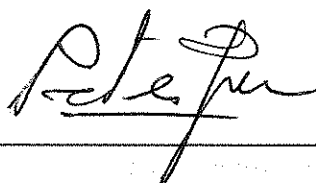
Project Period : From October 2011 (month/year) to September 2013 (month/year)

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: Professor Peter Yuen

Name of Grantee Federation for Self-financing
Organization: Tertiary Education

Position of Authorized

Person: Chairman, R&D Committee

Date: 20 Feb 2013

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

Project Objectives

The project aims to enhance the development and delivery of General Education (GE) of sub-degree programmes through sharing of expertise among universities and sub-degree institutions in conjunction with visiting Fulbright Scholars from American universities. It is also hoped that through alignment of GE curricula among sub-degree institutions and making reference to those of local universities, a credit accumulation and transfer system of GE subjects between sub-degree and degree programmes can be facilitated.

Implementation of project activities

According to the project schedule, specific tasks to be undertaken during the 2nd half year (April 2012 – September 2012):

1. Conducting survey on GE curriculum of local degree and sub-degree programmes
2. Organizing seminar on GE development in the sub-degree sector
3. Formulating a common sub-degree GE framework
4. Developing the outline of the Guidebook

1 Conducting survey on GE curriculum of local degree and sub-degree programmes

- 1.1 Due to the late completion of the survey on GE curriculum of degree programmes, the survey at sub-degree sector was started later than the proposed date. The study aims to enhance the quality of GE curricula in sub-degree programmes and facilitate the recognition and credit transfer of sub-degree GE credits to undergraduate programmes of local universities.
- 1.2 With advice from Fulbright Scholars, a survey template was developed by the Working Group and sent to UGC-funded institutions in April. Interviews with GE heads or staff responsible for GE programmes of UGC-funded institutions were conducted between May and July 2012. In parallel, publicly accessible information, interview and survey findings about the GE curriculum of universities has been collected. The summary is attached at **Appendix I**.
- 1.3 While the efforts of GE curriculum development at UGC-funded institutions were largely independent (e.g., some institutions used the term 'Core Curriculum' while others used 'General Education'), there were certain commonalities which might facilitate similar efforts at sub-degree programme providers.
- 1.4 Graduate Attributes and GE Learning Outcomes were specified by UGC-funded

institutions. The following key items were identified:

Dimension	Key items
Individual	Knowledge - discipline Skills – bilingual, tri-literate, critical thinking, problem solving Attitudes – ethical Lifelong learning
Interpersonal	Communication Teamwork
Social	Ethical Community Citizen
International	Global

1.5 To provide breadth in GE programmes, UGC-funded institutions have specified breadth or distribution requirements for their students. While there is variation in the GE requirements (e.g., number of credits for core and electives), the following major areas may be recognized:

- (a) Arts and humanities
- (b) Social sciences
- (c) Natural sciences

1.6 Regarding credits exemption for sub-degree graduates, several UGC-funded institutions offered more promising prospects, allowing at least 60% of total GE credits:

Institution	Core GE credits	Elective GE credits	Total GE credits	GE Credits allowed	Maximum percentage
CityU	9	21	30	18	60%
LU	12	21	33	15 max	45%
CUHK	6	15	21	12 to 13	62%
PolyU	18	12	30	12	40%
HKUST	9	27	36	24	67%

1.7 The interview of sub-degree sector has been commenced by August 2012.

2. Organizing seminar on GE development in the sub-degree sector

- 2.1 With the assistance and support of Hong Kong America Center, there are four Fulbright senior specialists, who are seasoned experts in the field of GE development from American higher education institutions, visiting Hong Kong.
- 2.2 During the reporting period, the second invited specialist, Dr. Jerry Gaff, Senior Scholar of the Association of American Colleges and Universities visited and contributed to the project in various forms (Dr. Gaff's biography is attached as **Appendix II**).
- 2.3 Dr Gaff stayed for six consecutive weeks from 7 May to 15 June, during which he conducted workshops, prepared articles for Guidebook and took part in an International Conference in June. He also offered individual consultations with a few institutions.
- 2.4 Dr Gaff conducted a workshop entitled *Development Session on General Education* which attracted 20 GE teaching and administrative staff. Good practices of course design and development, teaching experience and learning pedagogies were shared in the workshop (The programme rundown is attached as **Appendix III**). In addition, Dr Gaff also took part in the International Conference on 13 June 2012. (The exhibition material is attached as **Appendix IV**)
- 2.5 In the same occasion, the convenor of Working Group on GE also made a presentation "The Challenges and Opportunities of Sub-degree GE Development under the New Academic Structure", which addressed GE structure at university level and illustrated the articulation between degree and sub-degree levels with elements of quality assurance and quality improvement embedded. The article would be published in the Conference Proceeding.

3. Formulating a common sub-degree GE framework

- 3.1 Along the journey of design and development, Working Group decided that a common sub-degree GE framework should be included as a chapter of the Guidebook instead of a standalone entity. Hence, there is chapter on conceptual framework for sub-degree GE curriculum. Details can be found in the table of contents under paragraph 4.2.

4. Developing the outline of the Guidebook

- 4.1 The major deliverable of this project is a Guide Book on Sub-degree General Education which included a collection of exemplary GE courses, demonstrating good practices in design, delivery and assessment among sub-degree institutions.
- 4.2 Invitation letters for collecting exemplary GE courses were sent to 14 FSTE member institutions on 26 September 2012. The table of contents of the Guidebook has then been drafted and elaborated as follows:

	Item
1	<u>Foreword</u> e.g., Education Bureau official, FSTE Chair, Fulbright programme of Hong Kong America Center, convenor of GE Working Group
2	<u>Introduction</u> background and purpose of the GE project, objectives of the Guide Book
3	<u>Objectives and learning outcomes of GE for sub-degrees</u> drawing out common features and distinctiveness of the objectives and learning outcomes of GE courses of individual institutions, and mapping with Common Descriptors and Generic Level Descriptors
4	<u>GE curriculum models of local degrees (both UGC-funded and self-financing), local top-up degrees (details to be included in appendices)</u> Some brief analysis of different GE models at degree level, e.g., all Distribution models with some based on breadth, others on specific set of integrated skills. Are they oriented to specific objectives and outcomes of their respective GE programmes?
5	<u>GE curriculum models of sub-degrees, mapping of models between degree and sub-degree</u> Brief analysis of different sub-degree GE models. Apart from mapping the sub-degree models with their mother institutions (vertically), also consider mapping against other sub-degree providers (horizontally).
6	<u>Conceptual framework for sub-degree GE curriculum</u> based on items 4 and 5
7	<u>Guiding principles for sub-degree GE curriculum</u> ■ General

	Item
	<ul style="list-style-type: none"> ◆ Mapping to Generic Level Descriptors (GLDs) and revised Common Descriptors of Associate Degree and Higher Diploma programmes ◆ Mapping to GE curriculum of UGC-funded institutions ◆ Externality – involvement of external experts ◆ Inter-disciplinary ◆ Robust QA mechanism for design, delivery, and assessment ■ For curriculum design ■ For Teaching and Learning ■ For Assessment ■ Articulation facilitation
8	<u>Best practices</u> possible sources: staff development activities, surveys, invitation to institutions
9	Exemplary GE courses possible source: invitation to institutions
10	Articulation and Transfer To check with UGC – their project on CATS
11	The Way Forward
12	Conclusion
13	Glossary
14	Appendices – GE curricula

Expenditure Summary

The project expenditure summary is attached as **Appendix V** for reference.

Conclusion

The project has been going well as planned. It was estimated that approximately 30% of the entire project has been accomplished up to this stage. However, workshops or seminars focusing on assessment strategies would be planned for following stages.

QEGS Project: General Education

Half-year Expenditure Summary (Apr-Sep)

Items		Half-year Approved Budget <i>until Sep 2012</i> (HK\$)	Half-year Actual Expenditure <i>until Sep 2012</i> (HK\$)	Balance <i>until Sep 2012</i> (HK\$)	Remarks
A)	Manpower	361,000.00	213,795.85	147,204.15	
B)	Equipment/Facilities*	10,000.00	8,439.33	1,560.67	
C)	Services	108,000.00	47,676.66	60,323.34	
D)	General Expenses*	8,500.00	5,469.17	3,030.83	
E)	Others (incl. workshops)	17,000.00	1,880.00	15,120.00	
Total Expenditure		504,500.00	277,261.01	227,238.99	

*Changes involved:

1. Increase in Equipment by \$8,439.33 due to reallocation of accounts from General Expenses.
2. Decrease in General Expenses by \$8,439.33 due to reallocation of accounts to Equipment.

Accumulated Expenditure Summary (until Sep 2012)

Items		Entire Project's Approved Budget (HK\$)	Accumulated Actual Expenditure <i>until Sep 2012</i> (HK\$)	Balance <i>until Sep 2012</i> (HK\$)	Remarks
A)	Manpower	1,444,000.00	397,877.45	1,046,122.55	
B)	Equipment/Facilities*	20,000.00	9,419.33	10,580.67	
C)	Services	300,000.00	103,372.66	196,627.34	
D)	General Expenses*	39,000.00	11,814.87	27,185.13	
E)	Others (incl. workshops)	195,000.00	17,270.30	177,729.70	
Total Expenditure		1,998,000.00	539,754.61	1,458,245.39	

*Changes involved:

1. Increase in Equipment by \$8,439.33 due to reallocation of accounts from General Expenses.
2. Decrease in General Expenses by \$8,439.33 due to reallocation of accounts to Equipment.

