

II Project Information

Project Title (in English)

Online Advising Support and Interactive Study System (OASISS)

Project Title (in Chinese)

網上輔導支援及互動學習系統
(輔·學·網)

A. Project Summary

(please provide an executive summary of the project proposal in no more than 500 words).

One of the key ingredients of success of Caritas Francis Hsu College (CFHC) and Caritas Bianchi College of Careers (CBCC) is the support we offer to students out of the classrooms. Students make use of our services provided by our libraries, language centers, and our student affair offices. Both Caritas Bianchi College of Careers and Caritas Francis Hsu College take pride in the rapport we built with our students. Lecturers provide academic advising as well as consultation on matters related to students' studies while the student affairs officers deal with non-academic matters and have regular contacts with students. Moreover, the language centre on Oxford Road provides extensive services on language improvement in both English and Putonghua. Both the Hung Hom campus and the Caine Road campus have language corners for students to practise their English with our lecturers who happen to be native speakers while the campus in Yau Ma Tei has none. Having four campuses that are kilometers apart and limited resources pose a major problem in communicating with our students. With the advances of ICT, we can have the next best thing so that academic and student support without duplication of similar services on each campus. Staff can provide just-in-time prescriptive advising and counseling to our students regardless of which campus they are on. We can also make use of technology in helping students with their English and Putonghua.

The OASISS project, when completed, will provide synchronous communication stations on all campuses so that students can communicate with (a) lecturers for academic advising and course related consultation, (b) counselors and student affair officers for personal and career advising including but not limited to mock interviews online, (c) native speakers during English Clinic hours as well as Putonghua hours. OASISS is a web-based platform, i.e. all services provided by OASISS start with one single web-page. In other words, students can get all OASISS services virtually any time any place as long as they have a computer equipped with audio-visual components. Some of the mundane information, such as job posting from employers and CV posting from students, will be on secured web-pages.

B. Project Objectives

(please identify the needs of the target recipients and explain how the project aims to address the needs).

The OASISS project aims to

- to improve our student support by proactively address students personal needs and individualized services such as counseling, academic and career advice;
- to provide a platform for consultation with lecturers who may be on a different campus at any given time;
- to provide a synchronous learning platform for language support and enhancement, i.e. English and Putonghua Clinics, across campuses;
- help instructors and student affair officers communicate with students effectively even though they are scattered among campuses;
- foster a campus culture of support despite isolation in urban space, thus building a sharing and caring educational environment.

C. Outcomes and Deliverables of Project

(please include the expected number of target beneficiaries and explain how they will benefit from the project).

Over 2000 full-time students as well as over 80 academic staff will benefit from this project. The tangible deliverables will be integrated in an online system with:

1. Academic advising
2. Academic Consultation
3. Counseling
4. Career Counseling
5. English Clinic
6. Putonghua Clinic

D. Implementation Details

Implementation Schedule

The project will take 18 months to complete following the schedule below:

Item	Name	Duration	2009		2010				
			Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	
1	Acquisition of hardware and software	6 months	■						
2	General information and advice	6 months		■					
3	Online advising on course selection & planning	6 months		■					
4	Career counseling web-pages	3 months		■					
5	Integration of student and programme databases	6 months		■					
6	Recruitment and posting for employers	6 months			■				
7	Web-based counseling assistance	3 months		■					
8	Staff Training and development	3 months				■			
9	Testing	9 months			■				

Many of the tasks can be conducted concurrently and part of the testing, such as the language clinic and job posting, can get started once the synchronous online system is up and running. The total length of the project is about 18 months.

F. Project Budget						
	Amount in HK\$ (000,000's)					
Projected Expenditure <i>(Please provide detailed breakdown under each item)</i>	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. Manpower	0.900					0.9
b. Equipment / Facilities	0.820	0.120				0.94
c. Services	0.525	0.205				0.73
d. General Expenses	0.070	0.030				0.1
e. Others (e.g. auditor's fee)	0.010	0.010				0.02
Total Expenditure :	2.325	0.245				2.69 (i.e. 2.69M)
	Amount in HK\$					
Projected Income	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. (e.g. fees received)						0
b.						0
c.						0
Total Income :	0	0				0
Sources of Funding						
a.	Amount of grant sought under this application: <u>1.89 M</u>					
b.	Other sources of funding (<i>this may include donations, contributions from the applicant/its parent organization, etc. Please give the name(s) of the sponsor(s), the amount of funding, and indicate whether the funding has been secured.</i>):					
	(i) <u>The two colleges will furnish 0.8 M for this project.</u>					
	(ii) _____					
	(iii) _____					
	...					

G. Monitoring and Self-evaluation Mechanism

There will be regular project check-ups and acceptance tests through out the project as stated in Section D Implementation Details. The technical check-up will be done by senior management of the two colleges while the effectiveness of the whole project will be done after the system is put in place when all students and instructors have the opportunity to “test-drive” OASISS. The project team plans to use both qualitative and quantitative analysis to gauge the effectiveness of the project before any further developments or adjustments.

H. Management Support and Key Personnel Involved

The key personnel includes:

- (a) the President of the two colleges;
- (b) the Director of Student Affairs Office;
- (c) Head of the IT unit;
- (d) the two deans of the two colleges.

I. Special Justifications if the Grant Sought Exceeds \$2 million

III Other information**1 Project Sustainability** *(If applicable, please describe how the recurrent expenditure involved will be met after completion of the proposed project)*

The College is committed to absorb the recurrent expenditure such as manpower needs and all software maintenance charge. In fact, part of the manpower needs, e.g. salary of the native speaker and the maintenance contract of the communication contract are both from the funding of the college even at the testing stage.

2 Preparatory work done *(If any)*

Caritas Francis Hsu College has started a home-grown e-learning platform called WebLT two years ago. Though it is still in its infancy, it does provide asynchronous communications through the web and it has been part of many courses run by the College. The OASISS provide will definitely compliment what has been built.

3 Past experience in organizing projects of similar or relevant nature and achievements *(If any)*

The person in charge of the project, Professor Reggie Kwan, has extensive experience in leading e-learning projects in the two universities he served before joining Caritas. As a matter of fact, he has published over 50 papers and 5 books in this area and he will be more than happy to furnish his CV if needed.