

## II Project Information

Project Title (in English)

Enhancing teaching effectiveness: Survey on teaching excellence in teaching sub-degree, degree, and top-up degree students in the self-financing post-secondary sector in Hong Kong

Project Title (in Chinese)

提升教學成效：香港專上教育自負盈虧院校副學位、學位、學士學位銜接課程的優秀教學案例之調查

### A. Project Summary

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

With the rapid development of self-financing sub-degree, degree, and top-up degree programmes in Hong Kong, the number of students in the self-financing post-secondary sector has surpassed those in the public-funded higher education sector. Currently, 20 self-financing post-secondary institutions offer over 26,500 first-year places at sub-degree and Bachelor degree levels, which amounted to over 54 per cent of the total number of higher education places available in 2006/07. The self-financing post-secondary sector has also recruited 1,927 full-time teachers and 871 part-time teachers to teach students in sub-degree programmes. Their teaching quality is assured and maintained through quality assurance systems which mainly comprise learners' feedback on teaching effectiveness through a standardized quantitative Learning Experience Survey, periodic class visits, and informal meetings with students.

Many teachers have been serving these programmes for quite some years and have accumulated valuable teaching experience after years of frontline teaching. However, very limited in-depth analysis using qualitative research methodology has been done in exploring teaching excellence of outstanding teachers in these programmes. It would be valuable to improve teaching quality and effectiveness if their teaching excellence could be analyzed through qualitative research methods and then shared by other teachers.

The purpose of this study is to identify, analyze, assess, and disseminate teaching excellence for teaching sub-degree, degree, and top-up degree students in the self-financing post-secondary sector in Hong Kong. The individual interview method will be employed for these case studies. The self-financing post-secondary sector in Hong Kong, which offers sub-degree, degree, and top-up degree programmes, will be invited to recommend outstanding teachers in different disciplines — on the basis of various aspects of teaching excellence such as application of pedagogical theories, use of information and communication technology in enhancing teaching and learning, e-learning modes, flexible blending of teaching modes, and innovative methods in teaching (such as outcome-based teaching and learning, problem-based learning, and interactive learning) — to be interviewed and to share their valuable teaching experience.

It is expected that the outcome of this study could strengthen and support effective teaching for self-financed sub-degree, degree, and top-up degree programmes and promote a culture of quality in the self-financing post-secondary sector in Hong Kong.

**B. Project Objectives**

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

The overall objective of this project is to identify, analyze, assess, and disseminate teaching excellence for teaching sub-degree, degree, and top-up degree students in the self-financing post-secondary sector in Hong Kong in order to enhance teaching quality and effectiveness.

There are five major target goals:

- ✓ Identify teaching excellence
- ✓ Conduct in-depth analysis of teaching excellence
- ✓ Assess teaching excellence
- ✓ Disseminate teaching excellence
- ✓ Enhance teaching quality and effectiveness

**C. Outcomes and Deliverables of Project**

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

The outcomes of this project will be beneficial for all teachers who teach sub-degree, degree, and top-up degree programmes in the self-financing post-secondary sector in Hong Kong. More effective teaching will in turn benefit all students in the sector.

The project outcome will be delivered in the following three forms:

- ✓ Books on *Collection of Case Studies on Teaching Excellence* for teachers' use, together with invited experts' comments on each case, in English and Chinese versions
- ✓ Workshops for teachers' staff development
- ✓ Establishment of a website for dissemination of teaching excellence

<b>D. Implementation Details</b>	
It is anticipated that the project will be completed within 3 years.	
<b>Year 1: Identification and Assessment of Excellent Teaching Practices (phase one)</b>	
Months 1 -2	Recruit one full-time Research Assistant, one full-time Translator, and one half-time Programmer/ designer
Month 3	Pilot study: Three outstanding teachers will be selected and interviewed to elicit items to be used in the construction of the interview guideline.
Month 4	Design the interview guideline
Month 5	Validation of the interview guideline by local and international experts
Month 6	Case studies on 15 outstanding teachers
Month 7	Do transcriptions of the 15 case studies
Month 8	Write interview scripts of the 15 case studies
Month 9	Translate interview scripts from Chinese to English or from English to Chinese
Month 10	Invite local and international educational experts to write comments on each of the 15 cases in teaching excellence
Month 11	Edit the interview scripts and experts' comments
Month 12	A project website, which includes the project proposal and the outcomes of the 1 <sup>st</sup> phase of the study, will be established.
<b>Year 2: Identification and Assessment of Excellent Teaching Practices (phase two)</b>	
Month 1	Invite different self-financing post-secondary sector institutions to recommend outstanding teachers in different disciplines for case studies
Months 2 - 3	Select and conduct case studies of 35 outstanding teachers from different disciplines
Months 4 - 5	Do transcriptions of the 35 case studies
Months 6 - 7	Write interview scripts of the 35 case studies
Months 8 - 9	Translate interview scripts from Chinese to English or from English to Chinese
Month 10	Invite local and international educational experts to write comments on each of the 35 cases in teaching excellence
Month 11-12	<ul style="list-style-type: none"> <li>◆ Translation and editing</li> <li>◆ The outcomes of the 2nd phase of the study will be published in the online project website</li> </ul>

<b>Year 3: Analysis and Dissemination of Excellent Teaching Practices</b>	
Month 1	Data from all 50 case studies will be analyzed and summarized.
Month 2	Write a book on <i>Collection of Case Studies on Teaching Excellence</i> for teachers' use (Chinese version)
Month 3	Write a book on <i>Collection of Case Studies on Teaching Excellence</i> for teachers' use (English version)
Months 4 - 5	Send the draft manuscript of case studies to each of the interviewees for consent concerning content, and copyright transfer for publication
Months 6 -7	<ul style="list-style-type: none"> <li>◆ Write the preface, introduction, acknowledgements of the book (Chinese version)</li> <li>◆ Edit the Chinese version of the book</li> <li>◆ Proofread the Chinese version</li> </ul>
Months 8 - 9	<ul style="list-style-type: none"> <li>◆ Write the preface, introduction, acknowledgements of the book (English version)</li> <li>◆ Edit the English version of the book</li> <li>◆ Proofread the English version</li> </ul>
Months 10 - 11	Design, edit, and upload the online English and Chinese versions of the book in the project website and launch to teachers
Month 12	Provide workshops for teachers

<b>E. Implementation Schedule</b> <i>(Please extend this table if necessary.)</i>		
Estimated start date of project: <u>May 2009</u>		
After the research grant is received, the Human Resource Unit could start recruitment exercises. The whole procedure will take about two months, including advertising, written test, interview, and medical check. In addition, the selected candidates normally need to give one month's notice for resignation to their employers and then take up the new posts.		
<b>Action</b> <i>(please indicate key milestones)</i>	<b>Timeframe</b>	<b>Cashflow Requirement</b>
The pilot study involving interviewing with three outstanding teachers, and the case studies of 15 outstanding teachers, will be conducted.	May 2009 – November 2009	<b>300,000</b>
The case studies of 15 outstanding teachers, together with local and international educational experts' comments on good teaching practices, will be completed. The website, which publishes the outcomes of the study at this stage, will be established and delivered.	November 2009 – May 2010	<b>274,700</b>
The case studies of 35 outstanding teachers from different disciplines will be conducted, and interview scripts of the case studies will be partially completed.	May 2010 – November 2010	<b>300,000</b>
The interview scripts of case studies of 35 outstanding teachers from different disciplines, together with local and international educational experts' written comments, will be completed and delivered. Two workshops will be provided for teachers.	November 2010 – May 2011	<b>272,600</b>
The draft manuscripts on <i>Collection of Case Studies on Good Teaching Practices</i> for teachers' use (English and Chinese version) will be completed.	May 2011 – November 2011	<b>500,000</b>
The manuscripts on <i>Collection of Case Studies on Good Teaching Practices</i> for teachers' use (English and Chinese version) will be completed and published in online and print versions. Two workshops will be offered for teachers.	November 2011 – May 2012	<b>306,700</b>
Total:		<b>HK\$ 1,954,000</b>

Estimated completion date of project: May 2012

<b>F. Project Budget</b>		<b>(Amount in HK\$)</b>			
<b>Projected Expenditure</b> <i>(Please provide detailed breakdown under each item)</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>	
<b>Manpower</b>					
1 Full-time Research Associate (\$17,000/mth, plus MPF)	214,200	214,200	214,200		
1 Full-time RA II (\$15,000/mth, plus MPF)	176,400	176,400	176,400		
1 Half-time Computer Technician II (based on FT rate \$11,000)	69,300	69,300	69,300		
Clerical Support (1/3 of EA salary, plus MPF)	63,000	63,000	63,000	<b>1,568,700</b>	
<b>Equipment / Facilities</b>					
Tape recorders and cassettes		5,000			
Laptops (2)	10,000			<b>15,000</b>	
<b>Services</b>					
Invite educational experts to write evaluation comments on each case study on teaching excellence (HKD 1000 x 50)	0	0	50,000	<b>50,000</b>	
<b>General Expenses</b>					
Local travel	3,000	5,000	3,000		
Books and materials	5,000	5,000	2,000		
Printing, stationery, and the like.	7,500	3,500	2,600		
Photocopying	5,000	4,000	2,600	<b>48,200</b>	
<b>Others</b>					
Publication (case studies, handbooks)			150,000		
Interviews (300 HKD x 50 (per valid one))	4,500	10,500			
Costs of organizing workshops			50,000		
Contingency (3%)	16,800	16,700	23,600	<b>272,100</b>	
<b>Total Expenditure :</b>	<b>574,700</b>	<b>572,600</b>	<b>807,600</b>	<b>1,954,000</b>	
<b>Projected Income</b>					
N/A	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>		
a. (e.g. fees received)					
Total Income :					
<b>Sources of Funding</b>					
a. Amount of grant sought under this application: _____					
b. Other sources of funding _____ 0					

**G. Monitoring and Self-evaluation Mechanism**

The Research and Development Committee of the Federation for Continuing Education in Tertiary Institutions will assume the roles of monitoring and evaluating the progress and quality of the project.

**H. Management Support and Key Personnel Involved**

FCE Secretariat would provide management support to the project. The person-in-charge is Professor Enoch Young.

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

N/A

**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 established website for dissemination of teaching excellence will be maintained by the Research and Development Committee, FCE.
- ◆ The further workshops for teachers will be organized by the Research and Development Committee, FCE.

**2 Preparatory work done** (*If any*)

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

Prof. Enoch Young, the project leader, has successfully conducted a project entitled *Good practices of Teaching Adult Learners at HKU SPACE*. The experiences from this project would be helpful in conducting this project with a different sample of case studies.