II	**Project Information**	
Project Title (in English) Implementation of an Open Source ePortfolio for Sub-degree Students		Project Title (in Chinese) 「專上學生電子學習檔案」推廣計劃

A.   Project Summary

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

In many institutions and community colleges, the assessment tasks to reflect students' progress of learning are more or less the same: multiple-choice questions, essay-type assignments, project presentation and so on, in which the teacher has a predetermined answer as optimal or correct. However, the actual learning outcomes achieved by students could be different and are not easily predictable. Even though they may still be relevant to the course objectives, they may be eliminated by these pre-set assessment tasks.

We propose an ePortfolio for systematically reflecting a holistic view on students' progress of learning. First, by borrowing the concept of an assessment portfolio, students can use the ePortfolio to show whether the desired learning outcomes of a subject has taken place through self-reflection. In addition, with the support of an online collaboration platform, students can identify and diagnose their learning problems through off-lesson peer-to-peer discussions. From peer review on their work, students can know how to improve their work. Thirdly, the ePortfolio will also be systematically designed to allow students to showcase their past artifacts so as to reflect their learning progress.

Course Management System (CMS) has been widely adopted by the higher education sector in Hong Kong. However, we believe that the CMS serves much better as a platform for course-based administration than a **student-oriented** platform managed by **each individual** to facilitate their learning through self-reflection. In contrast, the ePortfolio is **student-oriented**, students are able to build up their own portfolios and monitor their own learning progress. In addition, although the CMS allows teachers to provide feedback on students' work through electronic means, it does not provide a collaboration platform for **peer review**. We believe that, in addition to teachers' comments, students can learn even more through peer-to-peer discussions and by reviewing the work of their counterparts.

The funding of the project will be used in the following three main areas:
i)   Developing an ePortfolio platform which enhances students' learning experiences;
ii)   Conducting workshops to support collaborative activities in learning;
iii)   Researching on students' and teachers' perspectives on using the ePortfolio.

B.   Project Objectives

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

The proposed platform will be adopted at the Hong Kong Community College(HKCC), from Jan 2012 to Aug 2013. Apart from using it as an assessment, the ePortfolio is believed to have the benefit of providing sub-degree students with a choice to capture and reflect on their learning experiences by utilising the potential of information and communications technologies. Specifically, the objectives of this project are:

(1) to provide a platform for students to set and discuss with others their academic goals for self-reflection;

(2) to help students identify and diagnose their learning problems, so that they could know what and how to improve their work;

(3) to research on students' and teachers' perspectives on the ePortfolio.

C.   Outcomes and Deliverables of Project

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

Outcomes and deliverables of this project are:

ePortfolio Platform
A web-based platform that allows students to present their holistic views on their learning.
An external website company will be hired to set up hardware, provide web-hosting service, develop and maintain the ePortfolio platform.
Target Beneficiaries:
All sub-degree students at HKCC.

Project Website
A website which shows the followings:
- Demonstrations of outstanding ePortfolios;
- Benefits of using ePortfolios in learning;
- Sharing of good practices on using the ePortfolio platform.
Target Beneficiaries:
All stakeholders who are interested in ePortfolios.

Compulsory Workshops
Three compulsory workshops at the beginning of two semesters (Jan 2012 and Sept 2012, hence six workshops in total) for students who are going to use the ePortfolio platform.
Target Beneficiaries:
Students attending the workshops, and all other sub-degree students at HKCC (workshop materials

will be uploaded to the ePortfolio system so all HKCC students can view them).

The Best ePortfolio Competition

An ePortfolio competition would be organised in the second year of the project. Students who give the best presentations on their learning progress would be chosen, and subsequently their ePortfolios would be shown on the Project Website which is open to the public.

Target Beneficiaries:

All stakeholders who are interested in ePortfolios.

One Sharing Session on the Effectiveness of the ePortfolio

The result obtained from surveys, with suggestions, about teachers' and students' perspectives on using the ePortfolio would be presented in a sharing session with educational stakeholders. Also, since the ePortfolio is one of the focused areas of the new education reform, stakeholders in the secondary education sector will also be invited.

Target Beneficiaries:

Stakeholders in the sub-degree and secondary education sectors.

Possible Scholarly Output

One or two journals about the use of ePortfolio in the higher education sector, possibly in Journal of Education Technology.

D.	Implementation Details

The duration of this project is 2 years, starting from Sept 2011 to Aug 2013. Details are as follows:

Phase I: Project Preparation (Sep 2011 – Feb 2012)

1. Outsourcing the ePortfolio system; construction of the project websites (Sep 2011 – Jan 2012)

The hardware setup, development and maintenance of the ePortfolio platform will be put out to tender. An external software company will be hired to develop and maintain the ePortfolio platform.

2. Recruitment of manpower (Sep 2011)

One full-time Project Assistant, several part-time student helpers, and part-time visiting lecturers will be hired to support this project.

a) One full-time Project Assistant:

The appointee will be required to:

    (1) Assist in the implementation and administration of the project, including planning and

controlling the budget;

(2) Conduct statistical analysis on quantitative evidence collected; and

(3) Assist in academic report writing.

Employment details: Two-year full-time from Sept 2011 to Aug 2013

Expected qualification: Degree-level

Estimated Cost: $15,000 \times 24 + \text{MPF} = \$378,000$

b) Student Helpers:

The appointees will be required to:

(1) Develop project websites, including text writing and graphic design;

(2) Support all promotional activities, including liaison with speakers, logistic management;

(3) Provide assistance in data analysis;

Employment details: Part-time from Sept 2011 to Aug 2013 (based on project needs)

Expected qualification: Associate degree or above

Estimated cost: $38/\text{hour} \times 150 = \$5,700$

c) Visiting Lecturers (compulsory workshops)

It is believed that sub-degree students are unfamiliar with the Assessment Portfolio (AP) and its related concepts, including self-reflection, peer reviewing. Research studies (Biggs & Tang, 1998) show that AP is initially seen as radical and heavy workloads are perceived by students.

Therefore, trainers with rich experience in relevant areas are suggested to be hired to support this project. They will be invited to (1) deliver training to our students regarding ePortfolio; (2) develop the relevant training materials to support learning activities and to elicit some specific intended learning outcomes; (3) share their experience with other stakeholders in the sharing session.

Employment details: Part-time from Sep 2011 to Aug 2013

Expected qualifications: Master's degree or above, expertise in self-reflection, peer reviewing or other related areas

Estimated cost:

No. of workshops = 6

No. of hours in each workshop = 2

No. of classes in each workshop = 4 (25 students each, target 100 students per workshop)

Total no. of workshop hours to be supported by visiting lecturers = 48

No. of hours in sharing session = 2

Estimated total number of working hours = 50

Cost of one visiting lecturer per hour in training = $500
Cost of one visiting lecturer in developing training materials = $500 × 1.5 × 12hours

Total Cost: $25,000 (for training) + $9,000 (for training materials)=$34,000

3. The first pilot run (Pilot I) of the ePortfolio platform (Jan 2012 – July 2012)

Interested teaching staff of the Division of Communication and Social Sciences at HKCC will be invited to use the AP as one of the methods to assess students' performance in their subjects. It will be done in the second semester of academic year 2011/12, from January 2012 to May 2012. The target number of participating students in this phase is 100.

4. Three compulsory workshops (Jan 2012 – May 2012)

Three compulsory workshops will be conducted during the first pilot run for students who are going to use the ePortfolio platform. Each workshop lasts for two hours. Themes include self-reflection, peer reviewing, and other related topics.

Phase II. Project Implementation (Mar 2012 – Aug 2012)

1. [Continue from phase I] The first pilot run (Pilot I) (Jan 2012 – July 2012)

2. [Continue from phase I] Three Compulsory workshops (Jan 2012 – May 2012)

3. Surveys and group interviews (May 2012)

Survey questions on stakeholders' perspectives on the ePortfolio will be designed. Data collected from the survey will be analysed and used to evaluate the ePortfolio. In addition, a group of students will be interviewed to obtain their views on the ePortfolio.

4. Project review (Jul 2012 – Aug 2012)
- Review the design and implementation of the ePortfolio platform;
- Update and maintain the ePortfolio platform;
- Review the project progress, e.g., critical review on the operations of the project, the tasks completed, the problems encountered, actions to be taken for improvement, etc.;
- Compile the progress report.

Phase III. Project Implementation (Sep 2012 – Feb 2013)

1.   The second pilot run (Pilot II) (Sep 2012 – Dec 2012)

Interested teaching staff will be invited to use the ePortfolio assessment as one of the methods to assess students' performance in their subjects. It will be done in the first semester of academic year 2012/13, from September 2012 to December 2012. The target number of participating students in this phase is 100.

2.   Three compulsory workshops (Sep 2012 – Dec 2012)
Three compulsory workshops will be conducted during the second pilot run. Details are the same as the first pilot run.

3.   Surveys and group interviews (Nov 2012)
An extensive survey will be conducted to collect the perspectives of teachers and students on the ePortfolio; the data will then be analysed accordingly. In addition, a group of students will be interviewed to obtain their views on the ePortfolio.

4.   Review of ePortfolio (Dec 2012)
The project and the ePortfolio platform will be reviewed by the project team with the external software company.

5.   The Best ePortfolio Competition (Jan 2012 – May 2013)
The ePortfolio platform will be adopted throughout the College. At the same time, the "Best ePortfolio Competition" will start, and the winning entries will be selected as demonstrations on the Project Website.

Phase IV. Project Promotions (Mar 2013 – Aug 2013)

1.   [Continue from phase III] The Best ePortfolio Competition (Jan 2012 – May 2013)

2.   Sharing session with stakeholders (Jul 2013)
Stakeholders of the ePortfolio in the sub-degree and secondary education sectors will be invited to share their experiences.

Reference:
Biggs, J. & Tang, C. (1998). Assessment by portfolio: constructing learning and designing teaching.

In P. Stimpson & P. Morris (Eds.) Curriculum and Assessment for Hong Kong: *Two components, one system* (pp. 443-462). Hong Kong: Open University of Hong Kong Press.

E. **Implementation Schedule*** *(Please extend this table if necessary.)*		
Action *(please indicate key milestones)*	**Timeframe**	**Cashflow Requirement**
Phase I 1. Outsourcing the ePortfolio system and the construction of the project websites (Sep 2011 – Jan 2012) 2. Recruitment of manpower 3. The first pilot run (Pilot I) of the ePortfolio platform (Jan 2012 – July 2012) 4. Three compulsory workshops (Jan 2012 – May 2012)	Sep 2011 to Feb 2012	$617,706
Phase II 1. Pilot I of the ePortfolio platform (Jan 2012 – July 2012, continued) 2. Three compulsory workshops (Jan 2012 – May 2012, continued) 3. Surveys and group interviews 4. Project review	Mar 2012 to Aug 2012	$97,906
Phase III 1. Pilot II of the ePortfolio platform (Sept 2012 – Feb 2013) 2. Three compulsory workshops (Sep 2012 – Dec 2012) 3. Surveys and group interviews (Nov 2012) 4. Review of ePortfolio (Dec 2012) 5. The Best ePortfolio Competition (Jan 2012 – May 2013)	Sep 2012 to Feb 2013	$134,406
Phase IV 1. The Best ePortfolio Competition (Jan 2012 – May 2013, continued) 2. Sharing session with stakeholders (Jul 2013)	Mar 2013 to Aug 2013	$120,982

Estimated completion date of project: Aug 2013

*Breakdowns are provided in the Appendix.

Total: $971,000

F. **Project Budget**			
Projected Expenditure *(Please provide detailed breakdown under each item)*	**Amount in HK$**		
	Year 1	**Year 2**	**Total**
Manpower (subtotal: $417,700)			
1. Project Assistant (full-time)	$189,000	$189,000	$378,000
2. Student Helpers (part-time)	$2,812	$2,888	$5,700
3. Visiting Lecturers (part-time)	$12,000+4,500	$13,000+4,500	$34,000
Equipment and facilities (subtotal: $300,900)			
1. ePortfolio (Purchase of hardware)	$256,400		$256,400
2. Computers - for Project Assistant with software and other accessories - Two notebook computers (with software and other accessories)	$38,000		$38,000
3. Audio Equipments: - Video camera and accessories - Voice recorder	$6,500		$6,500
Services (subtotal: $200,000)			
1. Outsourced services for developing the ePortfolio system	$200,000		$200,000
General Expenses (subtotal: $44,400)			
1. Photocopying	$2,000	$2,000	$4,000
2. Editing manuscript of the project scholarly output		$20,000	$20,000

3. Miscellaneous			
● Recruitment advertising cost	$2,400		
● Promotion		$14,000	$20,400
● Other expenses (books and references, stationary, etc.)	$2,000	$2,000	
Others (subtotal: $8,000)			
● Auditor's fee		$8,000	$8,000
Total Expenditure :			$971,000

Projected Income	Amount in HK$					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. (e.g. fees received)						
b.						
c.						
Total Income :						

Sources of Funding

.   Amount of grant sought under this application: $971,000

 b.   Other sources of funding *(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) _____

 (ii) _____

 (iii) _____

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G. Monitoring and Self-evaluation Mechanism

The project outcomes will be assessed with reference to the following Quality Assurance Mechanism of our College:

- Student Feedback Questionnaire results of the compulsory workshops;
- Surveys and group interviews on the views of ePortfolio.

H. Management Support and Key Personnel Involved

- Key persons include: Ms Catherine Mei-seung CHENG and Dr. Ken Cheuk-kan TSANG. Both of them are full-time staff of Hong Kong Community College.

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)*

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

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