

II Project Information	
Project Title (in English) Models on Sub-degree General Education Curriculum and Exemplar General Education Subjects	Project Title (in Chinese) 副學位通識課程模型及範本科目研究計劃
A. Project Summary	
<i>(please provide an executive summary of the project proposal in no more than 500 words).</i>	
<p>The project is proposed to start from July 2011 and end in June 2013. It 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. Contributions and participation will be sought among sub-degree institutions for developing GE models and exemplars of GE subjects for sub-degree programmes collectively. The Fulbright Scholars have been working closely with the local universities in developing the GE curricula in the new 4-year bachelor degrees. Their participation will bring to the sub-degree sector valuable GE development experiences in local and American universities. In addition to enhancing the quality of sub-degree GE, it is hoped that through alignment of GE curricula among sub-degree institutions and making reference to the degree sector, a Credit Accumulation and Transfer System of GE subjects between sub-degree and degree programmes can be facilitated.</p> <p>The project will be carried out in two phases: in Phase 1, a study of the GE curricula in both the university and sub-degree sectors will be undertaken; and in Phase 2, a guide book on sub-degree GE curriculum together with some exemplar GE subjects will be produced. Throughout the two phases, seminars and workshops will be organized to share the existing GE development of universities and local sub-degree institutions as well as findings and products of the project. Eventually it is expected that FCE will maintain a website sharing the latest sub-degree GE development models and a collection of GE subjects that are endorsed by FCE as high quality exemplars.</p> <p>The project will be led by the FCE Working Group on General Education Curriculum and supported by a part-time Project Officer under the supervision of the Working Group. A team of Fulbright Scholars, through the coordination of the Hong Kong - America Center, will assist the analysis of the GE curricula under the New Academic Structure gathered from all local universities and sub-degree institutions. Fulbright Scholars and GE faculties from local universities will be invited to give views on the best practices of designing GE curricula and delivering GE subjects for sub-degree programmes. These views will form the basis of drawing up guidelines and best practices for developing and delivering Sub-degree General Education curriculum models and criteria on assessing the quality of credit-bearing sub-degree GE subjects. The results will then be shared with all sub-degree institutions and universities through workshops and seminars. GE teachers of post-secondary institutions and admission officers of universities will be invited to engage in the exchange dialogues in working towards a GE credit accumulation and transfer system between the sub-degree and degree sectors.</p>	

The major tangible output of the project will be in the form a guide book in which different GE curriculum models, guidelines on GE curriculum design, best practices of delivering GE subjects, and some exemplar GE subjects will be included. This guide book will serve as a ready reference for sub-degree institutions and GE teachers. This sharing of good practices will eventually enhance the quality of sub-degree GE and benefit all sub-degree students. If the guide book is widely adopted by sub-degree institutions and become a standard framework for sub-degree GE curriculum, it will facilitate better articulation between sub-degree programmes with the undergraduate programmes of local and overseas universities.

B. Project Objectives

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

Background

With the introduction of the New 4-year Academic Structure in 2012, local universities have been working hard to review and reform their degree curricula. General Education (GE) invariably becomes an important component in the 4-year degree programmes across all local universities. While the designs of GE in these universities may appear in different forms, there are certainly commonalities in the goals and learning outcomes of their GE as well as attributes of their graduates. Some of the common keywords found in these GE documents are:

- effective communication
- critical thinking skills
- broad intellectual and multidisciplinary perspectives
- awareness of the connections among different fields of knowledge
- complexities and interconnectedness of everyday life issues
- understanding of Chinese and other cultures
- global perspective and global challenges
- learn how to learn, lifelong learning, and active inquiry

In the “Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure” publicised by the Education Bureau, Associate Degree (AD) and Higher Diploma (HD) graduates are expected to achieve the following learning outcomes:

- A solid foundation of generic skills, including languages, IT, interpersonal communication, quantitative and analytical skills, skills in evaluating information for planning and investigative purposes, critical thinking and problem solving skills, as well as skills in the ability to learn how to learn; and
- An appreciation of the major socio-political, cultural and economic issues in the local, national, regional and international contexts.

Furthermore, AD graduates are expected to have an appreciation and basic understanding of the skills and knowledge of various disciplines and areas of study through general education, including studies in the liberal arts and sciences.

The Federation for Continuing Education in Tertiary Institutions (FCE) and the Hong Kong- America Center (HKAC) have jointly organised several seminars on GE in 2009 & 2010 for faculties from universities and sub-degree institutions. During the discussions, it has been identified as a great opportunity for the sub-degree sector to work together towards a common framework in developing GE curricula and GE subjects for the benefit the sub-degree sector as a whole. There are at least two major advantages for the collaboration. The first is to enhance the quality of sub-degree GE education through the collective wisdom and sharing of good practices among the participating institutions. The second is to facilitate the credit transfer of GE subjects between sub-degree programmes and degree programmes through a common sub-degree GE framework that is mutually recognised and adopted by sub-degree institutions.

Target recipients

The project identifies four groups of target recipients: directly involved recipients include sub-degree institutions and their General Education teachers; and indirectly involved recipients include students of the sub-degree institutions and universities.

Needs identified

Needs of the sub-degree institutions

Sub-degree institutions need to revise their curricula under the New Academic Structure, in particular, addressing the learning outcomes and curriculum requirements as stipulated in the “Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure”. While positioning the sub-degree as the first 2 years of the new 4-year local degree programmes, the matching of sub-degree programmes, in particular the GE subjects, against the 4-year local degree programmes is a new and important task to all sub-degree institutions. There are two major challenges confronting sub-degree institutions when they are designing their new GE subjects. First is how to assure the quality of the GE education under the new academic structure as well as the new set of Common Descriptors for sub-degree programmes. Second is how to facilitate the establishment of an efficient and effective Credit Accumulation and Transfer System of GE subjects between the sub-degree and degree sectors so that their sub-degree graduates can have a smooth articulation into the new 4-year degree programmes.

Needs of the General Education teachers

Noting the increasing importance and widening spectrum of GE in post-secondary education, GE teachers need to prepare themselves for the new challenges of designing new GE subjects, review their teaching methods, and redesign the assessment strategies. It is believed that the collective approach of GE teachers working together will offer great assistance and support to them. The proposed seminars, workshops and guide book will be beneficial to all GE teachers. The proposed FCE GE website will continue to serve as a supporting platform and a sharing forum for them.

Needs of sub-degree students

Most sub-degree students (around 70%) have aspirations to carry on to complete a full-time degree programme either in an UGC funded institution or other degree offering institutions. Especially for articulation into the senior year places of UGC funded institutions, sub-degree students need to be better prepared for the GE requirements at the degree level. Ideally, this project will better enable the sub-degree graduates to receive pre-determined exemption from universities on the GE requirements so that they will be able to complete the university degree requirements within a reasonable time frame. Upon achieving the outcomes of this project, it will save not only students' time but also resources of the universities, hence, public money as well.

Needs of universities

When considering admission applications from sub-degree graduates, in particular for the senior year intake places funded by UGC, universities need to decide on the amount of transfer credits the applicants can have. The universities also need to design a personalised curriculum for each admitted applicant of this category. If there is a common framework to guide the development of credit-bearing sub-degree GE subjects and to ensure the level of quality, universities will be able to derive a more efficient and transparent admission system for sub-degree graduates into senior year places of their degree programmes.

How this project meets their needs?*Contributions to the Sub-degree institutions*

Sub-degree institutions can use the guide book to design their GE curriculum. They can also use or make reference to the exemplar GE subjects produced. These exemplar GE subjects will be quality assured as they have been endorsed by the local and overseas experts in GE. Through the project, it is hoped that the degree sector and sub-degree sector can be brought closer to each other in establishing a more efficient and effective Credit Accumulation and Transfer System between the two sectors.

Contributions to the GE teachers

The project will bring GE teachers together to share their views and experiences in designing and delivering GE subjects. They will be supported by Fulbright Scholars who have valuable experiences in their home institutions in the US as well as in the local universities in Hong Kong where they have been working closely with in developing the new GE curricula. These Scholars will work closely with the Working Group on GE Curriculum in helping them develop guidelines and exemplars on GE. Seminars and workshops will be organised to provide opportunities for information sharing and discussion with GE teachers. The GE curriculum guidelines and exemplar GE subjects developed will support GE teachers to plan and deliver quality sub-degree GE education to their students.

Contributions to sub-degree students

Sub-degree students will benefit from quality GE education. In addition to their major disciplines of study, they will achieve the learning outcomes related to GE subjects such as becoming an active inquiring learner

with good communication and analytical skills; they will be capable of appreciating socio-political, cultural and economic issues in the local, national, regional and international contexts with global as well as multidisciplinary perspectives. They will be well prepared for further studies in universities and career development in the workplaces.

Contributions to universities

The outcomes of the project will facilitate Universities to draw up efficient and effective admission and exemption policies when considering senior year admission applications from sub-degree graduates. They will be able to admit sub-degree graduates who are better prepared for the GE requirements of the universities.

C. Outcomes and Deliverables of Project

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

The project will produce:

- A series of seminars and workshops on the development of GE Curriculum and the delivery of GE subjects for sub-degree programmes, including findings of a thorough study on GE structures of all the universities and post-secondary institutions in Hong Kong
- A Guide Book composed of guidelines on sub-degree GE Curriculum and exemplars of credit-bearing sub-degree GE subjects, focusing on quality delivery of GE subjects and facilitating an efficient and effective Credit Accumulation and Transfer System of GE subjects between the sub-degree and degree sectors.

D. Implementation Details

The Project Team consists of Members of the FCE Working Group on GE Curriculum, the visiting Fulbright Scholars organised by the Hong Kong – America Center, and a Project Officer. Members of the FCE GE Working Group come from major sub-degree institutions. A list of the Members is provided in Appendix (A). The FCE Secretariat will provide administration and clerical support. The project is planned to be carried out in two phases.

Phase One:

A thorough study on the GE Curricula of local sub-degree and degree programmes as well as relevant US examples will be carried out. The FCE GE Working Group and the Fulbright Scholars, supported by a Project Officer, will collect and analyze information from sub-degree institutions and universities. The Fulbright Scholars will also share their expertise on GE in the US.

Seminars and workshops will be organized to share the findings of the analyses as well as the good practices of GE curriculum design and GE subjects delivery across institutions. Views and examples in supporting the establishment of a common framework for sub-degree GE will be invited and discussed. Speakers will be identified from local universities, Fulbright Scholars and sub-degree GE teachers. Admission officers of universities will also be invited to have exchange dialogues between the degree and sub-degree sectors.

Phase Two:

The Project Team will compile the findings of the information analyses and sharing sessions into a Guide Book on Sub-degree General Education. The following topics will be included in this Guide Book:

- An overview of the objectives of GE and the different GE curriculum models of local degree and sub-degree institutions, with reference to relevant US institutions
- Analysis and comparison of the different GE curriculum models
- Guidelines on GE curriculum design for local sub-degree programmes
- Some best practices in designing and delivering GE subjects, including teaching and learning pedagogies and assessment strategies
- Guidelines on assessing the quality of GE subjects
- Some exemplar credit-bearing sub-degree GE subjects

Seminars and workshops will be organised to promote discussion and acceptance of recommendations in the Guide Book. Feedback will be gathered to direct necessary revisions to the Guide Book. The finalized version will be publicised on the FCE website to facilitate the widest possible sharing. The Working Group on GE Curriculum will continue to support updating the Guide Book.

The actual timeline can be found in section E under the title of Implementation Schedule.

E. Implementation Schedule <i>(Please extend this table if necessary.)</i>		
Estimated start date of project:		October 2011
Action <i>(please indicate key milestones)</i>	Timeframe	Cashflow Requirement
Phase 1		
1.1 Collect and analyze General Education (GE) curriculum of local degree and sub-degree programmes. - survey and interviews	October 2011 – March 2012	\$486,000 (Oct 11– Mar 12)
1.2 Share GE curriculum models of local and USA College and Universities. - seminar on GE curriculum models - workshop(s) on GE curriculum design	February 2012 – April 2012	
1.3 Formulate a common sub-degree GE framework for Hong Kong	April 2012 – May 2012	\$523,000 (Apr 12–Sept 12)
Deliverables:		
(1) Report on GE curriculum of local degree and sub-degree programmes.		
(2) Seminar for academics and administrators of colleges and universities.		
(3) Workshop(s) for GE Teachers.		
(4) Guidebook chapter on a common sub-degree GE framework.		

<p>Phase 2</p> <p>2.1 Share and develop GE subject design, teaching and learning pedagogies.</p> <ul style="list-style-type: none"> - workshop(s) on GE subject design - workshop(s) on GE teaching and learning <p>2.2 Share and develop GE assessment strategies.</p> <ul style="list-style-type: none"> - workshop(s) on GE assessment strategies <p>2.3 Develop exemplar GE subjects.</p> <p>2.4 Share and develop GE quality evaluation and improvement strategies.</p> <ul style="list-style-type: none"> - workshop(s) on GE quality assurance <p>2.5 Develop and publish Guide Book on Sub-degree General Education (online and printed versions)</p> <ul style="list-style-type: none"> - Seminar(s) on dissemination of the Guide Book - seminar on articulation of GE subjects between sub-degree and degree programmes <p>Deliverables:</p> <ol style="list-style-type: none"> (1) Workshops on GE subject design, teaching and learning, assessment strategies, and quality evaluation and improvement for GE teachers. (2) A collection of GE exemplar subjects to be shared by all sub-degree institutions. (3) A Guide Book on Sub-degree General Education (online and printed versions). (4) Seminars on Sub-degree GE and credit accumulation and transfer of GE subjects for academics and administrators of colleges and universities. 	<p>May 2012 – July 2012</p> <p>July 2012 – September 2012</p> <p>May 2012 – December 2012</p> <p>December 2012 – March 2013</p> <p>April 2012 – September 2013</p>	<p>\$593,000 (Oct 12–Mar 13)</p> <p>\$396,000 (Apr 13–Sept 13)</p>
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Remarks:

(1) Through the support of the Hong Kong - America Center, Fulbright Scholars from USA will be invited to visit Hong Kong for 4 to 6 weeks from time to time. The Fulbright Scholars will organize seminars and training workshops for academics and administrators of local institutions. They will also participate in the development of the Guide Book.

The Project Grant will be charged to support for these visiting scholars in the form of honorarium & living expenses. The Fulbright Scheme will provide the other necessary funding such as air-tickets.

(2) The FCE Working Group on GE Curriculum will meet at least once every two months to support the project development and to monitor the progress.

Estimated completion date of project:

30 September 2013

F. Project Budget						
Projected Expenditure <i>(Please provide detailed breakdown under each item)</i>	Amount in HK\$					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
a. Manpower						
One Senior Project Officer (part-time) (\$50,000/mth+MPF) x 12	612,000	612,000				1,444,000
One Executive Assistant (half-time) (\$8,000/mth+MPF+fringe benefits) x12	110,000	110,000				
b. Equipment / Facilities						
Desktop (2)	14,000					20,000
Printer (1)	5,000	NIL				
Recording machine & USB thumbdrive	1,000					
c. Services						
Expert Service from Fulbright Scholars (honorarium package for 4-5 persons for 4-6 weeks each, \$12,000 per person per week)	\$216,000 (18 person-weeks)	\$84,000 (7 person-weeks)				300,000
d. General Expenses						
Books and materials	5,000	10,000				39,000
Misc. (Local Travel, printing, stationery, photocopying, etc)	12,000	12,000				
e. Others (e.g. auditor's fee)						
3-4 Seminars & 5-8 Workshops rental, materials, refreshment, etc,	34,000	26,000				195,000
Publication		120,000				
Auditor's fee		15,000				
Total Expenditure :	1,009,000	989,000				1,998,000

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 :	N/A					
Sources of Funding						
<p>a. Amount of grant sought under this application: <u> \$1,998,000 </u></p> <p>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>):</p> <p>(i) _____</p> <p>(ii) _____</p> <p>(iii) _____</p> <p>...</p>						

G. Monitoring and Self-evaluation Mechanism

The FCE Working Group on General Education Curriculum will meet regularly (once every two months) and is responsible for ongoing planning and implementation of the Project. The Research and Development Committee of the Federation for Continuing Education in Tertiary Institutions will assume the role of monitoring and evaluating the progress and quality of the project. The Working Group will produce a half-yearly progress report to the Research and Development Committee.

H. Management Support and Key Personnel Involved

FCE Secretariat would provide management support to the project. Dr Chan Fun Ting, Convener of the FCE Working Group on GE Curriculum, together with Members of the Working Group and supported by the Senior Project Officer will be responsible for the implementation of the Project.

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 guide book on General Education Curriculum will provide guidelines and exemplar GE subjects to the sub-degree institutions for reference when they are developing their GE Curriculum or provide a ready-made GE Curriculum to be adopted in the future.

2 Preparatory work done *(If any)*

FCE has started brainstorming with the Hong Kong – America Center, discussing how the two organisations can work together in assisting the sub-degree sector to provide effective GE courses to the sector.

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

FCE is experienced in writing up curriculum for core and electives courses of Project Yi Jin and currently working on those for the new Project Yi Jin. As a coalition of institutions, FCE is able to gather information from various member institutions and consolidate it for sharing purposes.