



Ref. No.

To be completed by LTC Secretary

**Learning and Teaching Committee
Application for Funding
2009-12**

Faculty-Wide/Cross-Department Learning & Teaching Development Project

Part I: General Information

1. **Title:** A pilot project on the development and implementation of an online outcomes-based Student Feedback Questionnaire (SFQ) system for PolyU
2. **Level of collaboration:**
 - a) Across Faculties
 - b) Faculty-wide
 - c) Across Departments
 - d) Departmental/Programme Level
 - e) With other institution(s)

3. **Name(s) of applicant(s):**

	Name	Post	Dept.	Tel Ext.	email address
Project Leader	Dr KWAN, Kam Por	Special Assistant to VP(AD) and SEDO	EDC	6320	etkpkwan
Team Member(s)	Dr CHAN, E. Angela	Associate Head	SN	4131	hseachan
	Prof CHENG, Winnie	Professor	ENGL	7558	egwcheng
	Prof MCKERCHER, Bob	Professor	SHTM	2161	hmbob
	Mr SHUN, Louis	Learning Technologist	EDC	7149	etlouis
	Ms YUNG, Jenny	EO (Coordinator of SFQ exercise)	EDC	6292	etjung
	Ms WONG, Winnie (or other staff nominated by DoITS)	Computing Officer	ITS	5916	ltwinnie

4. **Funding requested:** HK\$
5. **Expected duration of project [in year(s) and month(s)]:** 2 year
- Proposed commencement date: 1 July 2011.
- Expected completion date: 30 June 2013

Part II: Details of Proposal

1. Project objectives:

(What are your objectives in initiating this project?)

The main objectives of the Project are:

1. To develop a revised Student Feedback Questionnaire (SFQ) that will enable the collection of student feedback on students' attainment of the intended learning outcomes in addition to that on the subject and the teaching of the staff member
2. To create a prototype of an online (web-based) SFQ system that is appropriately integrated/interfaced with the Outcomes Module of the Bb LMS to allow the University to conduct the revised outcomes-based SFQ electronically via the web (including the administration of the SFQ, collection of feedback data, and reporting, archiving and dissemination of SFQ results)
3. To pilot the implementation of the revised SFQ via a web-based system in a few selected departments and subjects
4. To evaluate the efficacy of the revised SFQ in generating useful information for improving and appraising teaching
5. To evaluate the prototype of the web-based SFQ system in terms of its technical functionality, operational efficiency and scalability for a large-scale implementation for the whole university

2. Impact:

(How will the project contribute to the achievement of PolyU's strategic objectives in teaching and learning or major strategic initiatives such as the development of the new 4-year undergraduate programmes, outcome-based education, work-integrated education, or blended learning, etc.?)

The Project will contribute to PolyU's strategic objectives in teaching and learning in the following ways:

1. Aligning the evaluation of teaching more closely with the University's emphasis on student learning outcomes
2. Enabling the collection of student feedback data on the achievement of the intended learning outcomes of the subjects that can be used by programmes and/or the staff members concerned for both improvement and judgmental purposes
3. Providing a richer source of data (e.g., students' feedback on their attainment of the intended learning outcomes and their open-ended comments on the subject and the teaching of the staff member) for appraising teaching and learning quality
4. Enhancing the efficiency in the collection of SFQ data and reporting and dissemination of SFQ results via a web-based system that is properly integrated/interfaced with the LMS

3. Outcomes and deliverables

(a) Major outcomes and deliverables

(What will be the major outcomes and deliverables of the project?)

	Major outcomes and deliverables with descriptions
(a)	A proposed new 'outcomes-based' SFQ for PolyU that is fit for purpose

(b)	A prototype of an online (web-based) SFQ system that is properly integrated/interfaced with the Bb LMS
(c)	Documentation on protocol and procedures for administering the online SFQ
(d)	An evaluation report of the pilot implementation of the online outcomes-based SFQ system in invited departments/programmes, and recommendations on the way forward
(e)	Accumulated experience and expertise within PolyU in developing, administering and maintaining an online SFQ system

(b) Plan for developing the outcomes and deliverables

(Give details of your plan for developing and piloting, if applicable, the deliverables. Also specify the dates of the pilot period, if any.)

Date	Tasks or activities
June – Sept 2011	<ul style="list-style-type: none"> • Refine and finalise project plan • Recruit project personnel • Identify and invite other interested departments and staff to participate in the pilot project
Sept – Dec 2011	<ul style="list-style-type: none"> • Focus group interviews with staff in invited departments on the desired structure and content of an outcomes-based SFQ • Draft a proposed outcomes-based SFQ for LTC and/or Ug Council's deliberation and endorsement • Finalise the outcomes-based SFQ for pilot • Collect user requirements for the online SFQ system from relevant stakeholders • Explore the functionality and feasibility of developing an online SFQ system with the Outcomes Module of the Bd LMS that meets the user requirements identified
Jan – Aug 2012	<ul style="list-style-type: none"> • Develop a prototype of an online system for implementing the outcomes-based SFQ • Develop documentations on protocol and procedures • Testing and debugging of prototype
Sept 2012 – Jan 2013	<ul style="list-style-type: none"> • Pilot the implementation of the online SFQ system in selected classes in the participating departments or programmes via the LMS • Evaluation of the pilot implementation
Feb – Jun 2013	<ul style="list-style-type: none"> • Produce and submit a full evaluation report on the pilot implementation with recommendations to the University for consideration

4. Implementation and target users

(How will the deliverables be implemented?)

Who are the intended users of the 'deliverables' of the project – faculties / departments management or programme/subject teams or students?)

The target users at the pilot stage include the Departmental management, programme/subject teams, the staff members and students of the selected classes.

Should the University decide to adopt the system for institutional implementation, all staff and students will be involved.

5. Dissemination and sharing plan

(How are you going to disseminate and share the outcomes and deliverables of your project?)

- Interim report and final completion report to the relevant committees (LTC and/or Ug Council) on progress and outcomes with recommendations on the way forward
- Staff forum and seminars organized by EDC

6. Evaluation plan

*(How will you evaluate the quality of the outcomes/deliverable and their impact on students' learning?**

** For the purpose of monitoring the quality of funded projects, an evaluation plan with clear evaluation objectives, appropriate methodologies and specific timeline must be included in the proposal.)*


A combination of qualitative and quantitative research methods will be used for evaluating the outcomes and deliverables of the Project at different stages to inform development and assess the usefulness and efficacy of the deliverables

Key evaluation questions	Methods
1. To what extent did the proposed outcomes-based SFQ provide useful information for improving and appraising teaching, as judged by the: a. University senior managers b. Senior staff in Faculty and departments (e.g. Associate Deans, Associate heads, programme or subject leaders) responsible for overseeing T&L c. Subject teachers?	<ul style="list-style-type: none">• Staff consultation sessions• Deliberations in relevant committees (LTC/Ug Council/Academic Council)• Focus group interviews with staff involved in the pilot• Staff forum/survey
2. To what extent did the prototype of the online SFQ achieve all the desired functionality and features as identified in the user requirements?	<ul style="list-style-type: none">• Interim and summative feedback via focus group interviews or surveys of different groups of users
3. To what extent did the online SFQ system improve the efficiency in administering and collecting student feedback (as compared to a paper-based system)?	<ul style="list-style-type: none">• Comparative cost analyses
4. What are the barriers in, and the critical success factors for, implementing the online outcomes-based SFQ system? What further changes/modifications to the SFQ and the prototype are needed for a campus-wide implementation?	<ul style="list-style-type: none">• Reflections by the project team based on evidence/feedback collected via different sources described above

***Important Notes**

1. Funding requests for equipment and/ or software will be considered only if:
 - a. the equipment / software is essential to the successful implementation of the project, AND
 - b. it is not available in the department concerned. The Project Leader has the responsibility to check this out.
2. The purchasing policies and procedures of FO must be followed for the procurement of approved items.
3. Funding request for conference attendance will not be considered.

Project Leader

Name: KWAN Kam-Por Signature: 

Dept/Faculty: EDC Date: 29 April 2011

Part IV: Faculty/Departmental Endorsement

Endorsement by Head of Host Department:

Name: ANGELA HO Signature: [Signature] Date: 16/5/2011
(in block letters)

Endorsement by Chair of FLTC (host Faculty):

Comments on the proposal:

[Signature]

Name: _____ Signature: _____ Date: _____
(in block letters)

Endorsement by Dean of Host Faculty:

1. Comments by Faculty Dean on the proposal:

[Signature]

Name: _____ Signature: _____ Date: _____
(in block letters)

Please return this Form to Miss Karen Li, Assistant Secretary, LTC, c/o Educational Development Centre
by **29 April 2011**.