THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Completion Report
Project Supported by LTC/OBA Funding*

(Period covered: 1 Sept 2007 – 30 Aug 2010)

Part I: General Information

Funding Source (please tick ✓ as appropriate):　　☐ LTC　　☑ OBA Funding

Project Code:	2006-07/OBA/HTI	**Host Department:** HTI

Project Title:　Formulation of Departmental Procedures and Guidelines for Outcome-based Education in HTI

Project Team:

Project Leader (Name & Dept):	Team Member(s) (Name & Dept):
Prof. Iris F.F. Benzie, HTI	

Part II: Project Details

1. Financial Information

(a) Overview

Approved Funding:	Additional Funding Received (if any):	Total Funding Received:
	+	=

Source of Additional Funding: FHSS

(b) Project Expenditure

* Please give reasons for the revised budget and quote the relevant authority's approval reference where appropriate.

2. Project Schedule

	Start date (dd/mm/yyyy):	Completion date (dd/mm/yyyy):
Dates as Stated in Original Proposal:	1/09/2007	30/08/2010
Actual Start and Completion Dates:	1/09/2007	30/08/2010

	Total no. of extension(s) obtained :	Obtained during the project period:
Project Period Extension(s) (if any):	1 　 time(s)	For a total of 2 month(s)

Reason(s) for Extension(s) (if any): Delay due to difficulty in personnel recruitment.

3. Project Implementation

(a) Project objectives
- To establish a continuous process for the alignment of subjects' learning outcomes and teaching methods with assessments
- To review and adopt suitable outcome indicators for the evaluation of learning outcomes at both subjects and programme levels for HTI

(b) Overview of specific work undertaken for achieving the project objectives (including any changes to original proposal)

Implementing PLOAP:

1. Programme goals and learning outcomes were reviewed and amended as appropriate to fit with OBE. Programme Learning Outcomes Assessment Plan (PLOAP), one for each of the three undergraduate programmes currently offered by HTI, were completed and submitted for endorsement in June 2009. Interim Report documenting the results of the first year's implementation of PLOAP will be submitted to our VP (AD) by the end of August 2010.

2. Subject descriptions forms and programme documentation for three undergraduate and one masters programmes were revised with due attention to OBE. Rubrics were developed and adopted in most subjects, in alignment with the assessment of learning outcomes at the programme-level.

3. A "Student Exit Survey" and an "Employer Survey" were developed with programme-specific questions as channels for collecting the feedback on the intended learning outcomes, as perceived by the graduating students and the employers of the recent graduates, respectively. Part of the results from the two surveys is to be included in our PLOAP interim reports for the assessment of related learning outcomes.

4. Subject Review Form was introduced to encourage colleagues to document their reflection on teaching and assessment in relation to the alignment with the intended learning outcomes of the subject taught.

Engaging Teachers and Students in OBE:

5. A 16-page brochure for HTI students, introducing OBE and how it affects them, was compiled and distributed (first printing in August 2009, and second printing with revisions in delivered in August 2010 and again in August 2011).

6. A monthly "Teaching Quality Discussion Forum" (TQDF) had been launched to provide an informal, but interactive, sharing and discussion sessions on issues related to teaching and learning at HTI. Since our first TQDF in February 2010, we have already conducted five forums as of June 2010 (this initiative is supported in part by another T&L project).

7. OBE, PLOAP, and Subject Portfolio were featured as discussion items during the annual HTI Staff Retreat (conducted in June 2009 and June 2010).

8. An EDC Workshop on "OBE and PLOAP in HTI" was delivered to members of HTI in April 2009 with the aims of engaging colleagues in and clarifying issues of OBE.

9. An EDC Discussion Forum on "Beginning at the End: Why OBE – Can You Be Persuaded of Its Benefits?", for experience-sharing among PolyU staff, was conducted by Prof. Iris Benzie of HTI in May 2009.

10. An EDC Discussion Forum on "OBE" Closing the Loop & Moving On", for experience-sharing among PolyU staff, was conducted by Prof. Iris Benzie of HTI in June 2010.

(c) Difficulties encountered, if any, which have affected progress, and remedial actions taken

The following changes were noted during the implementation stage of the project:
- An additional funding of $44,000 was received from FHSS
- PL changed from Prof Daniel Chow to Prof Iris F.F. Benzie on 9 Mar 2009

(d) Deliverables/useful findings/good practices emerged

1. PLOAP for Three Undergraduate (being implemented) and One Masters (in preparation) Programmes
   → Make use of the collected data to inform improvement of the programmes; Will further develop and refine the set of assessment rubrics, especially for the assessment of generic attributes specified in PLOAP.

2. Student Exit Survey & Employer Survey
   → The "Student Exit Survey" and "Employer Survey" have been conducted in May and June 2010, respectively, as part of the data gathering procedure of PLOAP for the undergraduate programmes.

3. OBE Brochure for HTI Students
   → Second printing with revisions to be delivered in August 2010.

4. Subject Review Forms to Facilitate Reflections on Teaching and Assessment
   → Refine and implement more comprehensively our Subject Review Forms, with particular focus on OBE in relation to assessment methods, assessment moderation, and grading criteria.

(e) Dissemination activities taken/planned to sustain impact

We will continue to implement OBE with especial focus on 4 year planning and will continue to inform our new students each year (during orientation) about the concepts and principles of OBE in their learning.

(f) Self-evaluation or additional information/remarks

The project has been completed satisfactory. We are confident that OBE is now embedded in T&L practices in HTI and throughout our programme documentation at undergraduate and postgraduate levels, with departmental procedures well established for its continuance.

Name of Project Leader: Prof. Iris BENZIE   Date: 17ᵗʰ August 2011
                                    (in block letters)

(a) Rating and comments/recommendations on the following areas of the project

   (please put a ✓ in 1 of the following 2 ratings and provide comments)

Areas	Satisfactory	Needing attention	Comments and Recommendations
Overall financial management/ use of funding	✓		
Overall project progress	✓		
Outputs /deliverables / dissemination	✓		
Overall rating / comments on the project (Please suggest remedial actions if the rating is 'Needing attention')	✓		

(b) Issues requiring the attention of FLTC/Dean of School and/or the funding authority

(c) Outputs/deliverables/good practices of the project that can be shared with other subjects, programmes or departments within the Faculty, or with the wider PolyU community

(d) Additional comments/remarks

Name of ~~D/SLTC Chair~~
(or HoD/Dean of School):   PROF. BENJAMIN YUNG   Date: 18/8/2011
                         (in block letters)

^   *To be prepared by HoD/Dean of School if the PL is also the D/SLTC Chair, or if the Centre/Unit/Office does not have a DLTC.*

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Part IV: Evaluation by FLTC/Dean of School#

(a) Overall rating on the project (please put a ✓ in 1 of the following 2 ratings):

☑ Satisfactory

☐ Needing attention

(b) Overall comments and recommendations on the project:

Satisfactory completion

(c) Issues requiring the attention of the funding authority:

Nil

Name of FLTC Chair/
~~Dean of School~~:   __Dr Danny Gohel__   Date: _____

(in block letters)

\#   *The Dean of School **or** HoD of the Centre/Unit/Office needs not fill this part if he/she has already commented in Part III.*

Part V: Response & Follow-up Plan by Project Leader

(Response and follow-up plan is required from the Project Leader if there is any area rated as 'needing attention' in Part III and/or IV.)

Name of Project Leader: _____   Date: _____

(in block letters)

_____	_____	_____
Signature of Project Leader	Signature of ~~D/SLTC~~ (or HoD)@	Signature of FLTC/ ~~Dean of School~~
Prof. Iris BENZIE	*Prof. Benjamin Yung*	*Dr Danny Gohel*
(Name in block letters)	(Name in block letters)	(Name in block letters)

@ *To be signed by HoD **if** the PL is also the DLTC Chair, **or if** the Centre/Unit/Office does not have a DLTC; **leave** this blank **if** the PL is also the SLTC Chair.*

The Project Leader and D/SLTC Secretary should each keep a copy of this *Completion Report* for records.
A copy of this *Completion Report* will be submitted along with the *F/SLTC Annual Report (Form 20)* to LTC/WGOBE as a supporting document.