



**Completion Report**  
**Project Supported by LTC/OBA Funding\***

(Period covered: 1/9/2008 - 28/2/2011)

**Part I: General Information**

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

Project Code: 2007-08/OBA/AMA2

Host Department: Department of Applied Mathematics (AMA)

Project Title: Assessing Generic Outcomes of AMA Programme(s)

Project Leader (Name & Dept):

Project Team: Chan, Chi Kin (AMA)

Team Member(s) (Name & Dept):

Chan, Chun Wah (AMA)  
Hung, Kim Fai (AMA)  
Ip, Wai Cheung (AMA)  
Wong, Heung (AMA)  
Yiu, Sheung Chi (AMA)  
Yam, Sheung Chi (AMA)

**Part II: Project Details**

**1. Financial Information**

**(a) Overview**

Approved Funding:

Additional Funding Received (if any):

Total Funding Received:

+  HK\$ =

Source of Additional Funding:

**(b) Project Expenditure**

<sup>1</sup> Please give reasons for the revised budget and quote the relevant authority's approval reference where appropriate.

**2. Project Schedule**

Dates as Stated in Original Proposal: Start date (dd/mm/yyyy): 01/09/2008 Completion date (dd/mm/yyyy): 31/08/2010

Actual Start and Completion Dates: Start date (dd/mm/yyyy): 01/09/2008 Completion date (dd/mm/yyyy): 28/02/2011

Total no. of extension(s) obtained :

Obtained during the project period:

Project Period Extension(s) (if any):

1 time(s)

For a total of 6 month(s)

Reason(s) for Extension(s) (if any):

**The Project Assistant resigned in March 2010, no suitable replacement could be found since then. It was therefore decided to extend the project duration for a few months so as to wrap up the project.**

\* LTC: Learning and Teaching Committee

OBA Funding: Funding for Promoting Outcome-Based Approaches to Student Learning

### 3. Project Implementation

(a) Project objectives

**The project intends to develop a set of assessments guidelines for the evaluation of students in achieving the intended learning outcomes of AMA programmes.**

**The results of the project will provide information that can be used to determine whether or not intended outcomes are being achieved and how the programmes and student learning can be improved. The assessment process will also be designed to inform colleagues and other decision-makers about relevant issues that can impact the programmes and student learning.**

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

- (i) **VP(AD) and EDC colleagues were invited to conduct seminars in the Department and to discuss with colleagues on outcome-based education.**
- (ii) **Meetings were held with programme leaders of the Department to review and revise the intended students learning outcomes at programme level so as to address the four domains (i.e. Professional Competence, Critical and Creative Thinking, Problem Solving and Social and National Responsibility) of the institutional outcomes. The revised programme learning outcomes were endorsed by FLTC in June 2009.**
- (iii) **Interviews were conducted with academic staff to gather their views on outcome-based assessment methods and to collect sample test/ examination questions in specific subjects to assess the students' achievement of learning outcomes at programme level.**
- (iv) **Assessment methods and criteria used for programme outcomes evaluation have been identified for all undergraduate programmes of the Department.**
- (v) **Seminars and meetings were held with programme leaders and EDC colleagues to develop programme learning outcomes assessment plans (LOAPs) for all the undergraduate programmes of the Department.**
- (vi) **Questionnaires for graduate and employer surveys proposed in the LOAPs were drafted;**
- (vii) **Meetings were held to formulate departmental procedures for the implementation of programme LOAPs.**
- (viii) **An OBE website was constructed to promote and introduce OBA in teaching and learning at the Department.**
- (ix) **Programme LOAPs have been implemented since September 2009, after endorsement by FAST.**
- (x) **Briefing sessions were conducted for both academic staff and supporting staff to discuss issues related to the implementation of OBE.**
- (xi) **Pioneer alumni surveys were conducted by the project from December 2009 to February 2010 to solicit alumni's views on each undergraduate programme of the Department.**
- (xii) **Meetings were held with Programme Leaders to prepare Interim-Reports for the LOAPs.**
- (xiii) **Meetings were held with Programme Leaders to review and evaluate the effectiveness**

of the programme LOAPs and their implementation procedures. The LOAPs were fine tuned accordingly.

- (xiv) The Interim Reports were completed and submitted to FAST in August 2010 while the Learning Outcomes Assessment Results (Academic Programme) were submitted in January 2011 with the Annual QA Report of AMA.
- (xv) Employer survey for 2010-2011 was conducted.

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

NIL

(d) Deliverables/useful findings/good practices emerged

- 1) Intended learning outcomes for graduates of undergraduate programmes offered by AMA have been reviewed and revised, the learning outcomes were articulated in the Definitive Programme Document for 2009/10 and onwards.
- 2) Programme LOAPs for all the AMA undergraduate programmes have been developed and submitted, with the departmental business plan, to FAST.
- 3) A set of questionnaires for graduate and employer surveys proposed in the LOAPs has been set.
- 4) Instruction guidebooks for the implementation of programme LOAPs were compiled and distributed to all departmental staff concerned.
- 5) A new departmental OBE website has been launched to provide students and academic staff with the most useful information relating to outcome-based education.
- 6) Sample test/ examination questions have been uploaded to the OBE website so that colleagues can get guidance on how to set his/ her own set of test/ examination questions for programme outcomes assessment.
- 7) The Interim Reports were submitted to FAST in August 2010 and the Learning Outcomes Assessment Results (Academic Programme) were submitted in January 2011 with the Annual QA Report of AMA.

(e) Dissemination activities taken/planned to sustain impact

- 1) The objectives, approach and progress of the project were presented in the OBA Projects Sharing Session, initiated by VP(AD), held on 3<sup>rd</sup> Feb., 2009.
- 2) The assessment approach, methods and timeline for data collection of the developed programme LOAPs were disseminated to colleagues in the departmental retreat held on 5<sup>th</sup> June, 2009.
- 3) Student briefing sessions are held in every semester, which provide an opportunity for programme leaders of the Department to communicate the student learning outcomes to AMA undergraduate students;
- 4) The procedures and past experience to implement OBE at the Department were presented in the experience sharing session in the 3+3+4 Symposium "Enhancing and Assessing Students' Learning Outcomes for the New 4-Year Curriculum", hosted by the University on 14<sup>th</sup> December 2009;
- 5) Assessment data collected in the first semester of 2009-2010 and alumni survey reports

were disseminated to programme leaders of the Department for evaluation;

6) Employer survey results of 2010-2011 were disseminated to programme leaders of the Department for evaluation.

(f) Self-evaluation or additional information/remarks

The project has been completed successfully. With the deliverables (e.g. Guide Books and Website) and dissemination activities (e.g. seminars and retreat), colleagues are well informed the concept of OBE, Programme LOAPs and their corresponding implementation procedures.

Name of Project Leader: CHAN CHI KIN Date: 13/7/2011  
(in block letters)

**Part III: Evaluation by D/SLTC (or by HoD/Dean of School)**

(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	Rating		Comments and Recommendations
	Satisfactory	Needing attention	
Overall financial management/ use of funding	✓		good management
Overall project progress	✓		complete successfully.
Outputs /deliverables / dissemination	✓		Guide Books and Websites - and etc
Overall rating / comments on the project (Please suggest remedial actions if the rating is 'Needing attention')	✓		Complete successfully, very good,

(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

It's online and can be shared by all departments.

(d) Additional comments/remarks

Name of D/SLTC Chair  
(or HoD/Dean of School):

LIN YANPING  
(in block letters)

Date:

July 13 / 2011

^ 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.

**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:

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

Name of FLTC Chair/  
Dean of School: CK CHAN Date: 26.8.2011  
(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]  
Signature of Project Leader

[Signature]  
Signature of D/SLTC (or HoD)@

[Signature]  
Signature of FLTC/  
Dean of School

CHAN CHI KIN  
(Name in block letters)

LIN YANPING  
(Name in block letters)

CK CHAN  
(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.