THE UNIVERSITY OF HONG KONG

Hall Education Development (HED) Project

Chronology
(expanded from a progress report submitted to the Committee on Halls on 19 March 2011)

- 9 and 23 June 2010   Initial discussion on HED Project in two wardens' meetings.
- 28 October 2010   Submission of HED Project Proposal to Committee on Halls (CoH).
- 4 November 2010   HED Project Proposal endorsed by CoH.
- 1 December 2010   Budget holders Robert Chung and Ben Young conducted a brain-storming session on how to develop the project.
- 9 December 2010   Budget holders were informed that the HED Project had been approved by Committee on Student Affairs.
- 9 December 2010   A 4-member Selection Panel for the appointment of the HED Manager was formed. Membership of the Panel are: Robert Chung, Ben Young, Max Hui-Bon-Hoa and PT Lee.
- 22 December 2010   HED Manager Selection Panel met for a brain-storming session, and laid down a rough outline of the project's initial activities, as described in the remaining part of this.

- 1 January 2011   HED Project officially commenced.
- 6 January 2011   A wardens' meeting was held to discuss the HED Project.
- 18 January 2011   HED project account created.
- 21 January 2011   Open recruitment of HED Manager, closing date being 10 February 2011.
- 30 January 2011   A Joint Hall Retreat was held to discuss the HED Project. Each hall sent 2 staff members and 3 students to join the Retreat, plus the Dean of Student Affairs and representatives from HKUSU. A HED Office Preparatory Committee chaired by Max Hui-Bon-Hoa was formed right after the Retreat, to discuss the composition of the HED Office Management Committee.
- 11 February 2011   A wardens' meeting was held to discuss the HED Project, and also nominated 3 warden representatives to sit on the HED Office Management Committee.
- 3 March 2011   First meeting of the HED Office Management Committee (HEDOMC), Robert Chung was elected chairman of the committee.
- 16 March 2011   Written test for shortlisted HED Manager candidates.
- 16 March 2011   First brain-storming session run by HEDOMC.
- 19 March 2011   Final interview for shortlisted HED Manager candidates.
- 22 March 2011   Second brain-storming session run by HEDOMC.
- 28 March 2011   Second meeting of HEDOMC.
- 29 March 2011   Progress report discussed at CoH.
- 5 April 2011   First meeting HEDOMC Student Projects Sub-committee and Intellectual Development Sub-committee.
- 5 April 2011   Third meeting of HEDOMC.
- 6 April 2011   Anders Wong assumed duty as HED Manager.

- 8 April 2011   First HED Open Forum in Jockey Club Student Village I Ho Tim Hall.
- 12 April 2011   Second HED Open Forum in Sassoon Road Assembly Hall.
- 14 April 2011   Third HED Open Forum in Jockey Club Student Village II Lee King Fun Hall.
- 15 April 2011   Fourth HED Open Forum in Main Campus K K Leung Concourse.

The HED Project Proposal (abridged version)

Main Ideas

1. Objectives and expected outcomes:
   - To develop a model of halls for the achievement of the hall educational aims under the new 4-year curriculum.
   - To enhance student learning experience through hall education.
   - To achieve the university educational aims through hall education particularly in the areas of critical intellectual enquiry, life-long learning, tackling novel situations, critical self-reflections, upholding personal ethics, intercultural understanding, global citizenship, communication, collaboration, and leadership.

2. Initial scope of the project:
   - To consolidate the objectives of hall education and identify the ways it can interface with other parts of the curriculum (like common core, experiential learning, and so on).
   - To develop the intended learning outcomes (ILOs) of hall education and how different activities/components of hall experience may help achieve such ILOs.
   - To identify policies and measures for halls to promote first year experience.
   - To identify policies and measures for halls to contribute to the academic advising system and the establishment of learning communities.
   - To identify policies and measure for halls to develop better town-gown relationship with local communities.

3. Activities/Components:
   - Existing activities will be enhanced to achieve the objectives and expected outcomes of the project. These include activities organized by student associations, subcommittees, floor associations, and so on, and cover important components like orientations, sports activities, cultural activities, social services, High Tables, hall education courses in different areas (like life skills and social awareness), mentorship schemes, and so on.
   - New activities and components will also be introduced and piloted, like courses which may eventually be integrated into the common core curriculum, joint hall-faculty service programmes, experiential learning programmes with academic units, hall exchange activities with overseas universities both along incoming and outgoing directions, and so on. Some of these activities may be launched as subsidiary programmes of the University's Centenary Celebration.
   - These activities and components will build on the current strengths and activities of halls and emphasize student ownership, meaning that students will be involved as organizers and designers rather than as mere participants.

4. Project plan:
   - A talent survey will be conducted on the existing staff members of all halls (wardens, hall managers, senior tutors, tutors, office staff, and so on) to find out the current human resources in the hall community.
   - A series of forums on hall culture will be conducted. The current hall culture and future direction of hall development will be discussed.
   - A series of hall education courses, student summits, forums and study tours will be launched, covering topics like leadership, social services, skills for handling novel situations, reflections on ethics, cultural values, internationalization, and so on.
   - Local, national and international service projects will be launched.
   - Partnership programmes will be established with different faculties to enhance the student academic advisory system, experiential learning, community services, and so on.
   - Once established, HEDO will become the secretariat of the project, responsible for organizing hall education courses, student summits, forums, study tours, and so on. HEDO will also invite project proposals from students, arrange funding for such projects, solicit donations from the community,

engage community leaders and alumni, liaise with the media to promote hall education, and provide administrative support to warden meetings and the like.
- HEDO will also liaise with faculties and academic departments for running experiential learning programmes and the like. In due course, HEDO will also assist wardens and other hall staff members to apply for Teaching Development Grants to cover hall education courses as part of the co-curriculum or formal curriculum.

Deliverables and Dissemination of Findings

5. The following deliverables will be produced in the project:
- An action plan for future development of hall education, which may include well-defined objectives and ILOs of hall education, and a set of activities and programmes through which hall education and the formal and co-curricular will complement each other to achieve the educational aims of the University.
- A set of pilot hall-based courses, programmes, and service/experiential learning projects, some of which may eventually be integrated into the Common Core Curriculum.
- An induction programme and academic advising system to help the development of hall students.
- Presentations or academic publications on the effectiveness of different forms of residential education for students' development.

Evaluation Mechanisms

6. The effectiveness of the project will be evaluated with the following mechanisms:
- Successful completion of the deliverables listed in Paragraph 9 above..
- Responses from hall residents in the HKU Student Learning Experience Questionnaire and HKU First Year Experience Questionnaire will be sorted out, a pre- and post-project comparison will be carried out.
- Feedback from students on hall experience and learning effectiveness collected from focus group discussions.
- Hall students' involvement in activities that are compatible with the educational aims of the University, e.g. global citizenship programmes.

Dissemination

7. The deliverables and findings of the project will be disseminated as follows:
- The action plan for future development of hall education will be submitted to the relevant University committees or even the Senate for endorsement.
- The pilot courses and programmes and findings of their effectiveness will be submitted to the relevant University committees or Faculties for their consideration to integrate such courses and programmes into the common core curriculum or formal curriculum.
- Findings of the project will be presented at sharing sessions of the Centre for the Enhancement for Teaching and Learning (CETL) and/or academic conferences, and/or published in journals.

Budget

8. The project is expected to span over 24 months starting from January, 2011. The total budget is around $1.27m with the following breakdown. Detailed justification and specifications for the two posts proposed are given in the Annex Section of the full proposal.

Executive Officer (Band E) - $25,795/month × 24 months	$619,080
Research Assistant - $12,740/month × 18 months	$229,320
Course Instructors fees - $458/hour × 40 hours × 4 courses	$73,280
Experiential study tour $2,000/person × 40 persons	$80,000
Overseas study tour on residential education	$188,400
Student projects on Hall Education	$80,000
	Total: $1,270,080

Hall Education Development Manager: Job Duties
(abstracted from recruitment documents)

- To set up and manage the secretariat of the HED Project

- To organize forums on hall culture

- To organize hall education courses

- To draft proposals for the application of Teaching Development Grants

- To plan and execute a talent survey of existing staff members of all halls

- To liaise with faculties and other units in the University on the organization of study tours, service projects, academic advising, and so on

- To vet student projects for funding

- To communicate with the media on hall education matters

- To provide administrative support to warden meetings

- To plan and conduct studies to evaluate the effectiveness of this project

- To compile interim and final reports of this project