PRINTeL
Promoting Innovative Teaching & Learning

ERASMUS+ PRINTeL Project

"**Change in Classroom: Promoting Innovative Teaching & Learning to Enhance Student Learning Experience in Eastern Partnership Countries**"

MINUTES OF THE 1ST COORDINATION MEETING

16 June 2018

Venue: Universidade do Porto
Reitoria da U.Porto
Room: Sala do Conselho
Praça Gomes Teixeira
4099-002 Porto, Portugal

Agenda is attached to this document

Attendees: 20 contact persons and work group leaders from PC and EU partner institutions
(See the attached attendance list of the Coordination Meeting)
Working language: English

The 1st Coordination Meeting of the Erasmus+ PRINTeL Project started at 09:30, after the registration of the participants. At the beginning of the Coordination Meeting Armen Budaghyan, Coordinator of the PRINTeL Project, YSU Deputy Vice-Rector and Director of the Quality Assurance Centre, delivered his opening speech.

The Coordination Meeting was organized according to the initially announced Agenda (see attached).

The Project Coordinator A. Budaghyan presented the Coordination Meeting's agenda/outline, where he mentioned about the (i) progress of project ongoing activities; (ii) planned activities for Fall 2018, the plans, deliverables and deadlines; and (iii) information on project management and communication issues.

The first part of the Coordination Meeting where the main theme of discussion was the Progress of Project Ongoing Activities commenced with Vice-Rector on International Cooperation and Educational Reforms of National Polytechnic University of Armenia

(NPUA) Ruben Aghgashyan's presentation on **Work Group-2 leader's information on progress of the activity**. He reported in detail about *Activity 1.2. "Need analysis report on training and equipment"* and went on presenting the results of the Activity performed by the PC universities. R. Aghgashyan reported on those seven universities out of nine PC university participants which presented Need Analysis Reports with corresponding results. It was mentioned that Ilia State University (ISU) and Iakob Gogebashvili Telavi State University (TeSau) had not presented their Need Analysis Reports within the determined deadline (1st of June, 2018).

Furthermore, the following content-related details were discussed:

- ISU coordinator Ketevan Darakhvelidze remarked that they worked on the completion of their Need Analysis Report and would have it finished shortly by the end of June, after the return to their home university.

- R. Aghgashyan mentioned that he and NPUA team are ready to support them with any help if necessary.

- R. Aghgashyan continued on stating that the coordinating universities of Armenia, Georgia and Belarus should present their Need Analysis Reports within the mentioned deadlines (end of June).

- A. Budaghyan remarked that national coordinator universities should take up the responsibility for further obtaining of corresponding list of the equipment to be acquired under the project.

- It was decided that the deadline for **Activity 1.2. Need analysis report on training and equipment** would be <u>02 July, 2018</u>.

The next presentation was carried out by Pavel Solovyov, Head of Media Center/TSDC of Belarusian State University (BSU). He reported upon **Work Group-3 leader's information on progress of the activity**, where in detail he presented *Activity 3.1. ToR VATL portal.* In his presentation he described the operations performed by the PC and EU universities involved in the given working group and mentioned that all the related activities were done in close cooperation. The final ToR for VATL portal was presented in detail and peculiarities of the system were stressed.

He added that the portal would serve as a tool for dissemination of the methods already adopted by PC universities. As this virtual platform was not only for teaching staff but also for students, it would enable students to be a part of the virtual community and to be aware of the new methods and technologies already adopted in their universities.

The following points were discussed after the presentation:

- A. Budaghyan highlighted the importance of accessibility of the system and remarked that VATL draft should be sent to all the PC universities and be approved by their corresponding ICT centers and/or network administrators.

- P. Solovyov stressed that the work is not so difficult and its content is very essential. Some relevant administrative issues should be dealt with from the present time.

- It was decided that the deadlines for *Activity 3.1. ToR VATL portal* would be:
  - **29th of June, 2018** - Circulation of the **final VATL ToR** by BSU among PC partner HEIs for approval by their network administrators.
  - **10th of July, 2018** - Approval of the **VATL ToR** by 9 PC partner HEIs.

After P. Solovyov's presentation Marina Solé Català, professor at the University of Barcelona (UB), reported on ***Work Group-1 leader's information on progress of the activity*** and spoke in detail about *Activity 1.1. TSDC Best Practice Report.* She mentioned that the UB team carries out necessary operations for the creation of TSDC Best Practice Report. She stressed that for finalising the Report they needed 2 more institutional reports from Katholieke Universiteit Leuven (KU Leuven) and Universidade do Porto (U.PORTO).

The following issues were highlighted after the presentation:
- A. Budaghyan and R. Aghgashyan remarked that the Need Analysis and Best Practice reports are highly important for further follow-up activities, particularly for drafting the new institutional TSDC Operational Plans.
- It was decided that the deadlines for *Activity 1.1. TSDC Best Practice Report with recommendations* would be:
  - **2nd of July, 2018** - Submission of the institutional **TSDC Best Practice Reports** by KU Leuven and U. PORTO.
  - **16th of July, 2018** - Submission of the final aggregated **TSDC Best Practice Report** by UB.

The second part of the Coordination Meeting was dedicated to **Planned Activities for Fall 2018.** Project Coordinator A. Budaghyan reported on the explanation of the ***Activity 1.3. TSDCs operational plans with set of training courses & services,*** where he presented in detail the timeline of the activity (from 20 June to 15 October 2018), the steps to be taken by partners, the need to appoint a leader for the Work Team-1 (WT1) and creation of 9 institutional Work Teams by PC HEIs.

He continued on the explanation of the **TSDCs operational plans** with set of training courses and services, where he emphasised that these plans would provide restructuring of TSDCs operation and new provisions for teaching staff professional development (revised training programmes/courses, services, etc.). The EU partners would provide a necessary guidance document. As a result of discussions it was decided that:
- The WT1 **will be lead** by colleagues from Linköping University (LiU) - Janerik Lundquist and Peter Dalenius.
- LiU would submit the ToR/Guidance Document for development of the TSDCs operational plans (structure, contents, etc.) **by 10 July 2018**.
- 9 PC partner HEIs will nominate members and the head of their Work Teams to develop TSDC Operational plans **by 16 July 2018**.
- 9 PC partner HEIs would develop the new TSDC Operational Plans **by 15 October 2018**.

After the presentation of the task within Activity 1.3 Project Coordinator A. Budaghyan proceeded to the explanation of the tasks within the **Activity 1.5. Capacity building of TSDCs' trainers.** In this connection he presented 2 important issues:

– Presentation of training and equipment needs by 9 PC partners;

– Presentation of "Training of Trainers" courses to be delivered by 5 EU partners.

Furthermore, the following question was raised:

- K. Darakhvelidze (ISU coordinator) asked who would participate in the "Training of Trainers" courses.

- A. Budaghyan mentioned that he would speak about the participants later on in his presentation.

Project Coordinator A. Budaghyan following the previous presentation continued on reporting in detail about *Activity 1.5. Capacity building of TSDCs' trainers*. Accordingly, he remarked that the EU partners taking into consideration the Need Analysis reports would develop training packages for 5 Training of trainers (TOT) courses on innovative T&L and teaching with technology. PC HEIs would nominate 5 groups of teaching staff members (per 20 people in each, 100 in total) according to the predefined selection criteria to participate in 5-day TOT courses delivered by 5 EU partner HEIs. Post-event evaluations would be conducted to reveal the effects and areas for further improvement.

The following issues were highlighted after the presentation:

- A. Budaghyan stressed that the PC partner universities should present their lists of participants by the 20th of July, 2018.

- R. Aghgashyan remarked that in the universities the period of vacation would commence during the mentioned deadline and it would cause difficulties in the selection and presentation of corresponding participants for pursuing the Training of Trainers (TOT) courses.

- The same remark was made also by Aliaksandr Rytau, BSU Coordinator, Deputy Head of DIR/Project.

- All the present representatives of PC universities suggested that the most convenient time for the announcement of the Training of trainers (TOT) course participants would be the 1st of September, 2018.

- M. Solé Català (UB coordinator) and F. Remião (Pro-rector of U. PORTO) mentioned that they did not have and could not provide 30-hour training courses. They also added that they would rearrange their courses and would take corresponding measures to prepare them within established deadlines.

- A. Budaghyan stressed that the structure and contents of the courses worked out by EU partner universities should be prepared and presented to the PC partner universities.

Taking into consideration all these remarks and other opinions Project Coordinator A. Budaghyan suggested the following deadlines:

- **25 June, 2018** - Submission to EU partners the **topics of demanded "Training of trainers"** (ToT) courses by project coordinator;
- **02 July, 2018** - Submission of **topics/names and training dates** of the ToT courses by 5 EU partners;
- **09 July, 2018** - Submission of **course abstracts** (1-2 pages) by 5 EU partners;
- **16 July, 2018** - Nomination of **trainers of the ToT courses** by 5 EU partner HEIs;
- **20 August, 2018** - Submission of the detailed **training program (course syllabus)** by 5 EU partners;
- **05 September, 2018** - Nomination of **trainees for ToT courses** (names of participants) by 9 PC partner HEIs;
- **2 months before the start of the training** - Purchasing the **air tickets** by 9 PC partner HEIs;
- **2 weeks before the start of the training** - Submission of **training kits/packages/materials** (PPP + textbook + workbook, etc.) by 5 EU partners;
- **17 December, 2018 -** Conducting the **ToT trainings** by 5 EU partner HEIs.

After the Project Coordinator's presentation, the representatives of 9 PC universities -YSU, NPUA, VSU, ISU, GTU, TeSaU, BSU, BrSTU and YKSUG - shortly presented the results of the conducted online feedback surveys on the *Teaching Staff Professional/Pedagogical Development Needs* and *Student Learning Needs*.

It is important to mention that all the representatives of PC partner universities for the purposes of making suitable nomination of trainees for ToT courses were particularly interested in the topics/areas of innovative courses to be offered by EU partner universities (KU Leuven, UB, U. PORTO, LiU and FHJ).

Project Coordinator A. Budaghyan remarked that the workload of each ToT course should be 30 contact hours and after the completion of the courses the trainees should receive corresponding credits (2 ECTS credit). A. Budaghyan stressed out that the TOT courses must be chosen from the regular courses already pursued by TSDCs of EU partner HEIs, and a detailed training programme (syllabus of the courses) should be submitted and the training kits/materials (PPP + textbook + workbook, etc.) prepared by EU partners. The training will be carried out by experienced trainers from EU partners' TSDCs.

Discussing the issues concerning the timeline, duration, content and groups of the trainings A. Budaghyan mentioned about the following details:
- Timeline: 01 November – 17 December, 2018;
- Training duration: 5 full working days (+2 travel days);
- Training content: 1 well-prepared and documented regular training course on innovative and technology enhanced T&L to be delivered by each EU partner's TSDC;

– Training groups: 5 groups, 1 group ≈ 15-25 trainees per EU partner (5x20=100 trainees in total).

The following updated composition of the training groups per EU and PC partner institutions was presented by the project coordinator (see the Table-1 below):

Table-1

Number of Participants	YSU	NPUA	VSU	ISU	GTU	TeSaU	BSU	BrSTU	YKSUG	NCSRHE	Total
KU Leuven	4	3	2	3	3	2	3	2	2	1	**25**
UB	5	2	1	4	2	1	4	2	1		**22**
U. PORTO	4	2	1	3	2	1	3	2	1		**19**
LiU	2	2	1	2	2	1	2	2	1		**15**
FHJ	3	2	1	3	2	1	3	2	1	1	**19**
Total	**16+2**	**11**	**6**	**15**	**11**	**6**	**15**	**10**	**6**	**2**	**100**

The EU partner university representatives responded that they would consider the above mentioned points and in accordance with them would present the required information.

After the presentations Project Coordinator A. Budaghyan requested 5 EU partner university representatives to present the topics that they had sketched in their operation plans for the ToT courses.

The brief presentations of 9 PC university representatives were followed by 5 EU partners' representatives of KU Leuven, UB, U. PORTO, LiU, FHJ. They presented the possible topics/themes and the content of 5-day "Training of Trainers" (TOT) courses (trainings on innovative and/or technology enhanced teaching & learning) that will be offered to PC HEIs representatives in autumn 2018.

The selection of candidates/trainees has also been discussed. The following requirements to trainees were stated:

- Fluency in English;
- Formal agreement with PC HEI to perform in-house training of at least 6 teachers in January-February 2019;
- Commitment to serve as a trainer at PC HEI's TSDC for at least 2 years;

It was mentioned by Project coordinator that purchasing of the air tickets should be done **at least 2 months before** the start of the trainings.

Taking into account the importance of the **Activity 1.3** for the success of the whole project A. Budaghyan took responsibility for leading the task Group-2 for this activity.

After the lunch break WG3 leader P. Solovyov from BSU presented the task of the ***Activity 3.2 Software solution for VATL portal***. He explained the main principles and approaches that would be used in the development of the software solutions for the VATL Portal, based on the previously worked out ToR. All the present participants gave their approval for the presented principles and approaches. It was decided that the Work Group-4 (WG4) will be established by July 16, 2018 consisting of members from BSU, YSU, NPUA and GTU representatives in order to elaborate a software solution for the VATL portal by 24 December 2018.

After P. Solovyov's presentation A. Budaghyan informed the audience on the ***Activity 6.2 Project first E-newsletter*** and the tasks set within it. Describing the *Activity 6.2,* A. Budaghyan mentioned that biannual electronic newsletters on the project news, events, achievements and success stories would be produced and made available on PRINTeL website to the wide academic communities in- and outside of the consortium. The lead co-partners for the Work Package 6, the representatives of BrSTU and FHJ partner HEIs, **Natallia Chetyrbock** and **Ingrid Kienberger**, were appointed as responsible persons for elaboration of the project 1st E-newsletter by **17 September 2018**. The lead partner representatives from BrSTU and FHJ, taking into consideration the mentioned demands, agreed on presenting the required materials within the determined deadlines.

Afterwards, A. Budaghyan presented and explained the tasks within the ***Activity 6.3 Press conferences and interviews,*** where he informed in detail about several important points. He mentioned that press conferences and press-releases, as well as interviews in mass media, articles in specialised press would be arranged by PC and EU partners to raise the awareness of general public on the project and its results. Visibility of PRINTeL in the social media (Facebook, YouTube, etc.) should be insured. It was suggested to appoint a responsible person per PC HEI (preferably the contact person) by 2 July to carry out the task by 17 September 2018. The contact persons from lead partner HEIs, BrSTU and FHJ, took overall responsibility for this dissemination activity of WP.6.

The present participants approved the outlined activities and their corresponding timelines/deadlines.

Finally, Project coordinator A. Budaghyan informed about the following **current issues concerning the management of the project:**

- − PRINTeL Website;
- − Dissemination plans: planned dissemination activities by PC partners for September, 2018 - September, 2020 (the deadline was set on 17th of September, 2018);
- − Equipment: procurement, tendering (project/national level), tax exemption (certificates by EACEA and EU delegations, supporting documents), name and quantity, tax clearing;

- Staff Costs: payment modalities, proportion by categories, prior authorization by coordinator, supporting documents (JDs and TSHs, contracts, pay slips, tangible outputs);
- Travel Costs: collection of original ITRs, supporting documents;
- Communication: current issues.

The following nuances relating to the abovementioned issues were discussed after the presentation:

- K. Darakhvelidze, ISU institutional coordinator, asked about the ways and modalities designed for the payment of Staff Costs of the Project. Additionally, she inquired when the Staff Costs would be paid.

- A. Budaghyan mentioned that the Project Management Team (PMT) adopted a principle for the Staff Costs payment. According to the latter, the Staff Costs would be paid only after the completion of the hole Work Package (or its main part).

- In addition to the description and clarification of the staff cost payment issues A. Budaghyan informed about the following details:
  - Prior authorization by the project coordinator is needed for the payment of any Staff Costs by project partner institution;
  - Special reporting/payment periods are set for the Staff Costs (see the Table-2 underneath);
  - Proportions by Staff Cots Categories established for the project must be kept (see the Table-3 underneath);
  - Appropriate supporting documents for Staff Costs should be provided and maintained by contact persons, e.g. Joint Declarations, Time-Sheets, official employment contracts, pay slips, and most important - tangible outputs/outcomes;
  - Throughout the project a performance based payment will be applied.

- Project Coordinator A. Budaghyan presented and particularly highlighted the importance of consideration of the period and categories for staff cost payments:

__Table-2__

Number of the period	Periods	Percentage of total staff cost %
1st period	01 Feb 2018 – 28 Dec 2018	25
2nd period	03 Jan 2019 – 30 Dec 2019	35
3rd period	03 Jan 2020 – 14 Oct 2020	40
Total	**3 periods**	**100**

Table-3

Category	Share in Percentage, %
Manager	Max 20
Teacher/Trainer/Researcher	Min 55
Technician	Max 20
Administrative staff	Max 5

The Coordination Meeting ended with Project Coordinator A. Budaghyan's closing remarks.

In order to productively incorporate the discussion results and suggestions identified at the Study Visit & Information Seminar in Barcelona and Workshop-Training in Porto, A. Budaghyan mentioned that all the materials, e.g. presentations, handouts, discussion results, and other contributions, would be available at the Project website www.PRINTeL.ysu.am (or www.printel.am) for further usage and dissemination.

Project Coordinator A. Budaghyan also addressed the importance of effective project communication encouraging the participants to regularly share the information to be published on the website of the project, i.e. any information on the activities related to the project (meetings, interview, publication, etc.), as well as any materials related to the topics of the PRINTeL Project.

The meeting finished at 16:00 according to the initially announced Programme.