

REPORT FROM THE 3RD COORDINATION MEETING HELD IN ZAGREB ON APRIL 4, 2008

Present:

University of Zagreb: Zoran Bekić, University Computing Centre, **project coordinator**,
Sandra Kučina Softić, University Computing Centre;

University of Rijeka: Marta Žuvić Butorac;

University of Dubrovnik: Lucijana Leoni;

Ministry of Science, Education and Sports: Luka Juroš;

Vienna University of Technology: Peter Gabko, **project grantholder and contractor**

Lifelong Learning Institute Dipoli at Helsinki University of Technology: Anna-Kaarina Kairamo,

University of Vienna: Jan Thomas;

Valencia University of Technology: Carlos Ripoll Soler.

Not present representatives from:

University of Edinburgh
University of Porto
Estonian E-university
University of Leuven
CARNet

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The 3rd Coordinating meeting was held on April 4, 2008 from 2 p.m. to 6.30 p.m. at the University Computing Centre – Srce, Zagreb, Josipa Marohnića 5.

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Agenda:

1. Evaluation of the project progress
2. Financial aspects of the project & project budget
3. Future activity plan and other organizational issues
4. Other issues and general discussion

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Z. Bekić welcomed all members of the EQIBELT consortium participating at the meeting and presented the meeting agenda. Previous to the meeting fifth project workshop was held for a two and a half days (April 2-4, 2008) on topic of e-learning support centers. He thanked present EU consortium members for participating in the workshop and giving interesting and very much appreciated lectures.

Ad. 1

Z. Bekić gave the overall overview of the planned outcomes and activities. He reminded of the project objectives and expected results written in the project application. At the moment we are in the second third of the project. Also he reminded all consortium members that project got the extension from EC till January 31, 2009. Notice about project extension was sent to all consortium members by e-mail from project contractor P. Gabko. Project extension will enable HR consortium members to perform all planned activities of which some are in delay.

❖ **Activities performed by Croatian members:**

- ◆ 9 study visits (all reports written, all documentation on the project's web pages)
- ◆ 5 workshops (reports written in English and Croatian, all documentation on the web pages)
- ◆ 4 lectures and panels with distinguished participants (available via web streaming)
- ◆ 4 issues of project newsletter published (each circulation 3000 copies)
- ◆ published workshop 2006 proceedings
- ◆ regularly updated web pages
- ◆ information about project on the web pages elearningeuropa.info
- ◆ Vision Strategy teams appointed at the University of Rijeka, University of Dubrovnik and University of Zagreb
- ◆ University of Rijeka and University of Zagreb adopted strategy on e-learning
- ◆ University of Dubrovnik adopted mission and vision on e-learning
- ◆ University of Zagreb established e-learning centre, University of Dubrovnik has consensus for establishment of Office for e-learning
- ◆ University of Zagreb E-learning Centre has staff trained and ready for operations

❖ **Activities performed by the project management:**

- ◆ 3 consortium meetings
- ◆ 3 inter-university meeting
- ◆ 2+2 reports to EC
- ◆ 2 monitoring visits (TUWien ⇒ UniDU; TUWien&UniZG @ TUWien)
- ◆ purchase of the equipment for project management (UniZG)
- ◆ purchase of the equipment for e-learning centre (UniRI, UniDU)
- ◆ purchase of literature on e-learning (UniZG, UniRI)
- ◆ financial & organizational issues (TUW <->partners)
- ◆ survey on usage of e-learning performed at University of Zagreb

❖ **Overall Project Status and Achievements:**

- ◆ a series of high-quality knowledge transfer & experience / knowledge exchange events with 40-50+ participants
- ◆ good knowledge overflow EU > CRO (10 study visits)
- ◆ good promotion of e-learning and dissemination of information on e-learning and EQIBELT project
- ◆ 'political' support from university managements
- ◆ strategic documents completed at UniZG and UniRI, under development at UniDU
- ◆ university e-learning centre established at UniZG, still not operational at UniRI and UniDU
- ◆ no real new resources allocated to support centres by universities or the Ministry

➤ **Progress report of University of Zagreb was presented by Z. Bekić.**

University of Zagreb management supports implementation of e-learning and activities performed within the EQIBELT project. University e-learning Strategy was developed in period February – June 2007 and approved by Senate in June 2007 after public debate. E-learning centre at University of Zagreb has been established within University Computing Centre –Srce with three full time employed persons which were re-allocated from Srce resources.

E-learning Centre has the authority of the central university office (to monitor and foster the implementation of the E-learning Strategy). Also at University of Zagreb there is a permanent university Committee for E-learning which was appointed by Rector. Official e-learning contact persons were appointed at each of 33 university institutions (vice dean for teaching and e-learning coordinator).

Common university e-learning platform have been established – MERLIN (based on Moodle) which is available to all University institutions but also to individual teachers. E-learning Centre provides support to teachers and students implementing e-learning and has also developed some materials for usage of MERLIN for its users.

Introductory course on e-learning platform MERLIN is ready to start and already available is online course on the basics of e-learning.

Centre is working on maintaining and development of university network for e-learning (coordinators, support teams, experts, teachers, students). Evening on e-learning (popodne@ceu) has been organized every third Monday each month.

Survey on the situation on e-learning at university institutions from the institution's management point of view has been conducted successfully and published.

Another survey on universities institutions plans for the implementation of e-learning has been conducted in December 2007, published and approved by Senate in March 2008.

➤ **M. Žuvić Butorac presented University of Rijeka progress report.**

At the University of Rijeka working group for e-learning has held four meetings since last coordination meetings. In progress is implementation of the action plan for the Strategy of e-learning. University of Rijeka has developed their pilot project on development of the educational programme on e-learning for academics titled "How to use e-learning in HE teaching practice?" Programme has three modules:

- ❖ Why e-learning and how it can improve my teaching practice?
- ❖ Multimedia tools
- ❖ How to create my e-course using Moodle?

Each module consists of face to face teaching and online teaching – blended learning. Attendees of the programme are academics and teaching assistants with heterogeneous background in e-learning and ICT skills. From November 2007 till March 2008 52 person have completed the programme. After completing the programme attendees evaluate teachers, content, programme and its organization and support. Online part of the programme is on e-learning platform MERLIN and teachers and attendees are supported by University of Zagreb E-learning Centre. Cooperation between two universities in this pilot project has been very successful.

According to the e-learning action plan at the University of Rijeka, E-learning center will be officially established in the autumn this year.

At the present, working team at the University of Rijeka is working on definition of minimal set of technical and methodological standards for e-learning.

Additional equipment from the re-allocated money in the project has been purchased.

➤ **Progress report of University of Dubrovnik was presented by L. Leoni.**

First steps in e-learning have started to develop at University of Dubrovnik. Big change in attitude started after the monitoring visit from project coordinator P. Gabko in November 2007. P. Gabko had a meeting with the rector and emphasized the importance of the project and planned activities and delays that this University is facing.

University of Dubrovnik has started with pilot project on development of e-learning course for teacher's training titled "E-learning technologies in language teaching and learning". Within this project e-learning platform based on Moodle has been established at University of Dubrovnik by staff from IT support at the University of Dubrovnik in collaboration with the team from the Faculty of Humanities and Social Sciences from the University of Zagreb.

In March Senate approved Mission and vision of e-learning and development of e-learning for the University of Dubrovnik. Strategy is the next goal.

Purchased equipment has been installed in the PC-classroom and server has been purchased for installation of the e-learning platform.

Establishment of Office for e-learning is in the process and after establishment Office will give workshops on e-learning and provide support to their users.



Representative from the Ministry of Science, Education and Sport Mr. Luka Juroš have participated at meeting instead of Mrs. Anica Hunjet. On behalf of the Ministry he stated that they are impressed with the efforts and performed achievements by HR consortium members. Ministry is following the project progress and supports it. Some financial and human resource questions were raised, but unfortunately mr. Juroš is just replacing official representative from the Ministry on the project and couldn't give more information.

Ad. 3

Peter Gabko reported on financial aspects of the project & project budget:

- ◆ 20.000 euros planned for education at ELA is cancelled by EC and EC approved of the re-allocation of this amount for additional purchase of the equipment
- ◆ 20.256,27 euros were left after performed project activities which can be spent for additional mobility
- ◆ first installment have been spent (210.000 euros)
- ◆ at the moment paid with the invoice is 233.676,89 euros

P. Gabko suggests that four more study visits should be performed in order to spend the money expected for mobility. So far 9+1 study visits has been scheduled and performed (last is in April 10-12, 2008) and originally in project were planned 14 study visits.

P. Gabko announced that he has agreed with L. Leoni on additional activity on project. This activity will be performed within the pilot project of the University of Dubrovnik and consists of 30 hours face to face workshop given at the University of Dubrovnik by experts from the Department for Information Sciences from the University of Zagreb Faculty of Humanities and Social Sciences who developed and will support the e-course during the pilot project. The 30 hours workshop is a face to face part of the modules of the e-course developed in a form of blended learning. Attendees of the programme will be language teachers of the University of Dubrovnik. Outcomes of the pilot project will be language academic e-courses.

Consortium members from Lifelong Learning Institute Dipoli at Helsinki University of Technology and University of Edinburgh haven't asked for any reimbursement of the money yet.

Ad. 4

Last workshop is planned in Rijeka in autumn 2008 (possibly end of September or early October). Preliminary title of the workshop is "Course development in e-learning environment – different issues".

Last consortium meeting is proposed to be in Dubrovnik by the end of this year. Concrete dates will be scheduled later.

Contractor raised the question of four more study visits, as it was initially planned in project proposal, Z.Bekic reminded that number of study visits was reduced in budget plan proposed by him in year 2006, but this budget plan was never practically accepted by Contractor. M. Žuvić-Butorac suggested that additional study visits should be planned differently than previous. She suggested that one or two person visit EU consortium member institution for a week or two and participates in every day life of their support centre. After discussion it was concluded that HR consortium members would consider this possibility, will try to reach a joint decision and after project coordinator will contact EU consortium member institutions. In meantime EU consortium member should give the project coordinator information if they are willing to conduct such study visit and host one or two representatives from HR consortium member universities at their premises for proposed period of time. Raised was the issue of additional costs of EU consortium members hosting these visits and financing these costs from the project budget. In this context P. Gabko stated that unfortunately, however, it will not be possible to increase personnel costs of EU partners as there is a fixed percentage from the overall budget for this item in our TEMPUS project.

L. Leoni stressed out the progress that was made at the University of Dubrovnik in last few months and expressed her expectation from the pilot project with Faculty of Humanities and Social Sciences in Zagreb. Project coordinator Z. Bekić expressed his opinion that shape and goals of the pilot project, based on the information available, are different than previously discussed at project meetings and partially out of the scope of the EQIBELT project. The Dubrovnik's pilot project is mainly aimed to strength the Center for foreign languages and not to develop and test the abilities of E-learning center in Dubrovnik. This Coordinator's view was rejected by L. Leoni and commented by P. Gabko in a way that pilot project is acceptable for him as Contractor and can be approved by him on behalf of the EC.

Minutes prepared and composed by: S. Kučina
Zagreb, April 21, 2008