

MINUTES

from the fourth inter-university meeting of Croatian universities
within the framework of EQIBELT project
held at September 26, 2008 at University of Rijeka

Present:

University of Zagreb University Computing Centre:	Zoran Bekić, project coordinator , Sandra Kučina Softić, Tona Perišić, Vedran Mušica
University of Rijeka:	Marta Žuvić Butorac, Zoran Nebić
University of Dubrovnik:	Lucijana Leoni
Vienna University of Technology:	Peter Gabko, project grantholder

Meeting was held from 5 p.m. to 6.40 p.m.

Agenda:

1. Introduction
2. Progress report from Croatian universities participating at the Project
3. Overall project progress and project budget
4. Discussion on project progress and activities to be done
5. Conclusions

Ad. 1.

Z. Bekić greeted HR consortium members and all present at the meeting. He welcomed also P. Gabko, project coordinator, who has joint meeting. He summarized project achievements since last consortium meeting in April.

Activities performed:

- published 5th issue of project newsletter
- held 6th, last, project workshop
- performed two more study visits (University of Leuven and Valencia University of Technology)
- organized monitoring visit from EU consortium members to University of Rijeka
- University of Zagreb presented EQIBELT project and e-learning progress in Croatia to Rector's Conference in July – result were conclusions from the Rector's conference with recommendations regarding e-learning. Rector's Conference also recommended that new positions for university

development shouldn't be interpreted only and exclusively as academic positions but also as positions for development of the infrastructure (IT-support, e-learning support, etc).

Ad.2.

University of Zagreb:

S. Kučina Softić presented results of E-learning Centre in Zagreb. Center has, since his opening, organized regular monthly gatherings of users (popodne@ceu). In May Center started with course on how to use e-learning platform Merlin. Participants of the course are teaching staff from the academic community and course was very well received. University of Zagreb purchased equipment for computer classroom. Also in September Center started once again with survey on e-learning at the University of Zagreb. Members from the University of Zagreb's project team have successfully presented project and implementation of e-learning at their premises at some international conferences.

Prof. Jeff Haywood from the University of Edinburgh is coming for a monitoring visit to the University of Zagreb in December and S. Kučina Softić is going to study visit to University of Edinburgh in October.

University of Dubrovnik:

L. Leoni reported on the news from Dubrovnik, stating that the most relevant is employment of the person responsible for administration of their e-learning platform. Their future plans are to establish monthly workshop for 12 people on using e-learning platform and e-learning. More and more people are interested in e-learning. Although E-learning Committee was established, new one with different members will be proposed. It is expected that University Strategy on E-learning will be finished soon and presented at Senate in November. University of Dubrovnik still didn't purchase any literature and there is money left to buy some more equipment. Pilot project is fully implemented as an e-course with 100-150 participants.

University of Rijeka

M. Žuvić-Butorac presented University of Rijeka progress. So far all project objectives have been achieved (vision, strategy, action plan, pilot project) successfully. Now in progress is the activity on e-learning implementation and realization of action plan – waiting for the subgroup to reach the document on standards and recommendations for e-course development, which is the basis for e-course award and e-course development project funding realization. At university management level promises are made that a new person for e-learning centre as well as e-learning centre elaborate will be approved on the Senate in October 2008.

Z. Nebić preformed study visit to Valencia University of Technology in July.

Ad.3.

Overall project progress was presented by P. Gabko, project coordinator

P. Gabko thanked for the invitation to join inter-university meeting. As project is heading to its end it is important to keep constant communication and awareness of project progress between HR consortium members and project coordinator.

Second installment of project budget was received.

Project activities performed:

- 3 coordination meetings
- 4 inter-university meeting
- 6 workshops
- 5 issues of project newsletter

- all pilot projects developed and in progress
- 13 study visits
- 2 monitoring visits

Project activities yet to be realized:

- E-learning centre business plan (with activities, services and budget, human resources) should be provided in English for the project report's purposes. P. Gabko promised to send some examples of business plans.

- Survey on the state of E-learning in Croatia – Zagreb did the survey among Faculty management in 2007 and is repeating the survey now. Zagreb will provide the questionnaire to UNIDU and UNIRI to perform the same survey, and then the comparison will be possible. Also suggested was that a smaller survey should be sent to all faculties of the Croatian Universities in order to get a broader view on e-learning in Croatia and to fulfill defined project activity.

- University of Dubrovnik still have about 5.000 Euros to spend on equipment and University of Zagreb still about 3.000 Euros.

- Project budget:

- P. Gabko provided approximate situation as not all the data have been updated. About 26.000 Euro is not assigned to specific activities.
- Amount of 10.000 Euros can be transferred for equipment purchase; rest could be spent on mobility's.
- Ministry of Science, Education and Sport had not asked for reimbursement of any costs since the beginning of the project. It is important that Mrs. Hunjet, representative of Ministry, writes to project contractor as soon as possible and states is Ministry is going to claim any money from the project or their amount can be transferred to the others.
- There is a possibility for additional study visits. L. Leoni will try to organize additional study visit to the University of Vienna.

S. Kučina Softić stated some of activities yet to be performed:

- Last number of the **project newsletter** should be printed in December. In this issue it is plan to publish:

- reflections from all project partners on project achievements
- conclusions from the 6th workshop.

All suggestions regarding topics are welcome.

- Last **Consortium Meeting** should be held in December or January (preferably in January).

It is suggested to join this event with the Rector's Conference meeting as a good opportunity to present project results to University managements. Preferred place for meeting is Dubrovnik but decision will be reached in accordance to the Rector's Conference schedule.

It is important to set the date as soon as possible and notify consortium members.

- **Proceeding** on last three workshops will be printed

- **Leaflet on E-learning** is in progress and will be printed in due time.

Prepared by: S. Kučina Softić