REPORT FROM THE 4TH COORDINATION MEETING
HELD IN ZAGREB ON JANUARY 23, 2009

Present:

University of Zagreb:	Zoran Bekić, University Computing Centre, **project coordinator**, Sandra Kučina Softić, Tona Perišić, University Computing Centre;
University of Rijeka:	Marta Žuvić Butorac, Zoran Nebić, Damir Meničanin;
University of Dubrovnik:	Lucijana Leoni, Ivana Jurković;
Ministry of Science, Education and Sports:	Anica Hunjet;
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:	Rita Diranzo;
University of Edinburgh:	Stephen Vickers;
University of Porto:	Margarida Amaral
Estonian E-university:	Enne Tammeoru
University of Leuven:	Wim Van Petegem
CARNet:	Jasna Tingle

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The 4th Coordinating meeting was held on January 23, 2008 from 9.30 a.m. to 14.30 p.m. at the University Computing Centre – Srce, Zagreb, Josipa Marohnića 5.

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Agenda:

1. Financial aspects of the project & project budget
2. Project results and end of project – progress reports
3. Future activity plan and other organizational issues
4. Other issues and general discussion
5. Visit to the E-learning Centre of the University of Zagreb

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Z. Bekić welcomed all members of the EQIBELT consortium participating at the last consortium meeting and presented the meeting agenda. Previous to the meeting organized was public

presentation of the project results held on January 22, 2009. He thanked all EU consortium members for participating in the workshop and giving interesting and very much appreciated lectures.

Ad. 1

P. Gabko gave the overall overview of the project budget and financial aspects of the project. He reminded all consortium members that project is ending on January 30, 2009 and all respective documentation and requests for reimbursement should be submitted to him by then.
He explained in details presented financial tables and to each consortium member explained his part and financial status and expenses. Each consortium members should asked for overheads and also presented documentation on co-financing.

Ad. 2

Z. Bekić gave overall overview of the planned outcomes and activities:
- ❖ **Activities performed by Croatian members**:
  - ♦ 14 study visits (all reports written, all documentation on the project's web pages)
  - ♦ 6 workshops (reports written in English and Croatian, all documentation on the web pages)
  - ♦ 5 lectures and panels with distinguished participants (available via web streaming)
  - ♦ 6 issues of project newsletter published (each circulation 3000 copies)
  - ♦ published workshop 2006 proceedings and workshop 2007-2008 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 established of Office for e-learning
  - ♦ University of Zagreb E-learning Centre has staff trained and ready for operations
  - ♦ University of Zagreb and University of Rijeka have e-learning platforms

- ❖ **Activities performed by the project management**:
  - ♦ 4 consortium meetings
  - ♦ 4 inter-university meeting
  - ♦ 2+2 reports to EC
  - ♦ 4 monitoring visits (TUW>UniDu, TUW&UniZG@TUW, TUW, VU,UoP,UoL>UniRi, UoEd>UniZG)
  - ♦ purchase of the equipment for project management (UniZG)

  - ♦ purchase of the equipment for e-learning centre (UniZG, UniRI, UniDU)
  - ♦ purchase of literature on e-learning (UniZG, UniRI)
  - ♦ financial & organizational issues (TUW <->partners)
  - ♦ survey -usage of e-learning at Hr universities (UniZGx2, UniRix1)

- ❖ **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 (14 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 at UniDu, still not operational at UniRi
♦ real new resources allocated to support centres at University of Rijeka and University of Dubrovnik by their university (1 person per university)
♦ no real new resources allocated to support centre at University of Zagreb

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

University of Zagreb is in process of implementation of e-learning based on University e-learning Strategy. University Office for e-learning and E-learning Center at Srce are monitoring the process of implementation and foster its development at the faculties of the University of Zagreb. E-learning centre at University of Zagreb still has only three full time employed persons which were re-allocated from Srce resources. New real allocated resources haven't been approved yet.

Common university e-learning platform– MERLIN (merlin.srce.hr) is available to all University institutions and 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. At the moment at the platform present are more than 200 course and 4400 students.

Introductory course on e-learning platform MERLIN is available and very popular. So far more than 115 teachers completed this course.

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 (so far 11 afternoons).

Another survey on the situation on e-learning at university institutions (2008) from the institution's management point of view has been conducted successfully and is to be published in a day or two. On the recommendation and proposal of Committee for E-learning Senate has accepted University act (rules) on prize for best on-line course in October 2008. First prizes will be granted at the end of academic year 2008/2009.
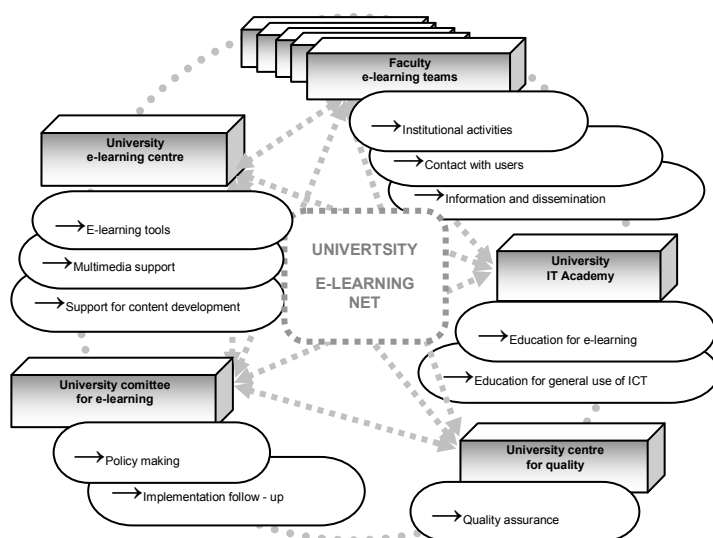
➢ **M. Žuvić Butorac presented University of Rijeka progress report.**

M. Žuvić Butorac presented final results of the project. During the project period, the work has been organised through university working group, which consisted of 10-12 members (variation in number throughout the project, academics aprox 70%, support staff aprox 30%); the group has held 8 formal meetings throughout project period (in between online consultations). University of Rijeka participated in all project activities, including visits to EU partners (with reports and discussions), active participation in all EQIBELT events, organisation of 6th Eqibelt workshop in Rijeka titled "course development in e-learning environment", organisation of 2 interuniversity meetings and writing contributions for project Newsletters.

The achieved results could be summarized as follows:

➢ Formal documents approved from the university bodies:
❖ Strategy for e-learning implementation on UNIRI (October 2006)
❖ Action plans 2008 (December 2007) and 2009 (December 2008) with accompanying budget (aprox 13.500 Euro per year, one FTE person)
❖ Elaborate on establishing university e-learning centre
❖ Recommendations for development of e-learning content (to be formalized as University legal document in February 2009) – document contents:
▪ classification of e-courses by implementation levels (0,A,B,C)
▪ types of contents suitable for e-learning
▪ recommendations for content organization and delivery
▪ copyright issues
▪ recommendations for reviewing an e-course
❖ E-learning committee appointed by Senate (Dec 2008) – committee responsible for policy making and strategy follow-up; important part of e-learning net
❖ Survey results acad. year 2007/08 – results served as starting point for benchmarking of e-learning indicators

➤ <u>Pilot project</u>: the pilot project consisted of organizing and delivery of education for e-learning implementation in teaching practice. It was realized in cooperation with CEU Zagreb (technical support). Results in 2008.g. 80 attendees; currently 81 active e-courses on Merlin with 2823 e-students. The pilot project results are re-implemented in a way that education is organized and offered to academics as regular lifelong learning educational programme delivered by IT Academy of University (project results are sustainable).

➤ <u>Establishment of e-learning centre</u>: facilities (infrastructure, equipment) on Faculty of Engineering (hardware equipment obtained from EQIBELT project budget in 2008), one FTE person employed in January 2009. At present there is intensive work going on in setting up the platform and services for e-learning (should be finalized in February/March 2009).

➤ <u>Establishment of University e-learning net</u>: the participation in EQIBELT project stimulated the organization and development of university e-learning net, which could be presented by following picture.

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

University of Dubrovnik participated in all project activities, including visits to EU partners (with reports and discussions), active participation in all EQIBELT events, organisation of:

- 1st Policy Workshop on Creating University E-Learning Vision and Strategy, Dubrovnik, March 3-5, 2006
- 3rd Interuniversity meeting, January 23, 2008
- Monitoring visit from project contractor to the University of Dubrovnik, November 14-15, 2007,

and writing reports and contributions for project Newsletters.

The achieved results could be summarized as follows:

- <u>Document "Mission and vision of e-learning at the University of Dubrovnik"</u> accepted by university Senate.
- <u>Pilot project</u> was related to development of e-learning course for teacher training - "E-learning technologies in language teaching and learning". All teachers from the Language Centre of the University of Dubrovnik participated in the pilot project, and a course within this pilot project was developed and supported in collaboration with experts from the Department for Information Sciences at the Faculty of Philosophy University of Zagreb. Outcome of a pilot project is the online course "E-learning technologies in language teaching and learning" which will be reused for language teachers training and a number of online university language courses.

- Establishment of e-learning centre: facilities (infrastructure, equipment) at University (hardware equipment and server obtained from EQIBELT project budget in 2008), one FTE person employed in June 2008. LMS Moodle was installed for DUEL (Dubrovnik University E-Learning, used at the University of Dubrovnik). About 20 active courses at all departments and 350 users, January 2009. Office's operational procedures and rules, service level agreements with users are planned to be developed through spring semester 2009.
- Promotion of e-learning and dissemination of information on e-learning and EQIBELT project through public presentations at the University.
- Literature on e-learning was purchased.
- Regular workshops on e-learning are being organized.

Ad. 3

It is decided that note-books with project identity card will be printed for the dissemination of the project information, 500 copies to each university (UniZG, UniDU, UniRi).

P. Gabko also stated that one of the project activities which were not performed yet is business plan of e-learning centre. Each university participating at the project should prepare e-learning centre business plan. As annex to business plan list of e-learning courses on e-learning platform should be added with short description of the course.

University of Zagreb and Vienna University of Technology have to prepare yet final project report. Deadline for submitting of Final Report is March 31, 2009.

Ad. 4

P. Gabko said that based on his experience in project management this was one of the most successful projects he has worked on.

Z. Bekić thanked all consortium members for participation in the project, their involvement and readiness to support all performed activities and tasks. He emphasized that all study visits were at the highest level or organization and quality.

All consortium members stated that they we satisfied with project in general and achievements which were achieved. Also they expressed their willingness to participate in the future joint prjects.

Ad. 5

All consortium members visited premises of University of Zagreb E-learning Centre where they were introduced with e-learning platform Merlin and activities of E-learning Centre. Afterwards Z. Bekić took all consortium members to sight-seeing of University Computing Centre.

Minutes prepared and composed by: S. Kučina
Zagreb, February 6, 2009