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ERASMUS+ PRINTeL Project

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

MINUTES OF THE 3TH COORDINATION MEETING

14 November 2019

Venue: Ilia State University (ISU)

Venue: Tbilisi, ISU, Building T Conference Hall,
Kakutsa Cholokashvili Ave, 3/5

Agenda is attached to this document

Attendees: 19 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 3th Coordination Meeting started according to the defined schedule at 12.00 o'clock, November 14, 2019 after the final session of PRINTeL Project Dissemination Conference. Armen Budaghyan, Head of the PRINTeL Project took the opening speech at the meeting. He expressed his gratitude to all partner HEIs participants for active commitment in the conference works and productive collaboration.

Mr. Budaghyan presented the work-plan of activities within the frames of the Project Work Packages (WPs) foreseen by the end of 2019 and in 2020. The work-plan had been introduced to the coordinators and members of partner HEIs in advance.

Right after the introduction, the participants launched discussions on the work-plan units in accordance with WPs.

The activities implemented within the WP.1. - *Strengthening TSDCs in PC HEIs, 1.6. Establishment of electronic T&L infrastructure by 9 PC HEIs*, as well as the existing issues were presented. Firstly, the Head of the Project closely introduced the process of equipment acquisition. He noted that the major part of the envisaged equipment has been already purchased (as everyone was aware), which was a rather difficult and tough process taking also into account the numerous bureaucratic impediments. In any case, the equipment is already there at 9 PC HEIs' disposal and installation works are being conducted. The participants went on to say that works on furnishing interactive T&L classrooms in HEIs are

being conducted, which will be completed by 31 January, 2020. It was stated that the works on interactive classroom operations at partner HEIs are expected to be accomplished by 28 February, 2020.

Mr. Budaghyan also considered the matter of 2nd phase of equipment purchase, which is to be made by the partner HEIs due to the requirements. It was noted that the detailed technical characteristics of the equipment and the relevant amount of money will be provided to the coordinators to initiate the process of purchase by HEIs.

Later Mr. Budaghyan introduced the timetable and plan of activities foreseen by **WP.2. - Capacity building of teaching staff**. It was observed that regular training of teachers are already introduced and carried out in HEIs and are expected to be held from October to December 2020. The Head of the Project found it necessary to organize these training, recruit teachers and provide the attendance lists certifying their training participation, as well as to make a satisfaction survey for each trainee and appropriate reports based on the mentioned survey analysis for the period of October-December 2019. After fulfilling these tasks from 15 to 25 December 2019 the coordinators have to submit the mentioned documents to the Project Coordination Team. The Head of the Project noted that the trainers will be paid by HEIs, whereas the Project will cover the training organization and implementation costs.

According to the **Activity 2.5 - Evaluation of students' feedback & follow-up by PC HEIs**, it is also envisaged to carry out training of students from January to February 2020 based on the revised learning programs at regular basis. The Head of Project mentioned that it is very important to get ready for these training with all responsibility since they are the main goal of the Project, i.e. to change teaching approaches in the classroom. To assess the effectiveness of these training it is necessary to conduct survey on 01-31 January, 2020 among students on new methods of teaching and learning by PC HEIs Institutional Task Forces (TF).

In this regard, the preparation of reports on advantages and disadvantages based on survey analysis, as well as provision of recommendations for improvements by 01-20 February, 2020 were emphasized. For introduction of innovative and technology-enhanced new training in HEIs, it is important to disseminate these reports among internal beneficiaries by 20-28 February, 2020.

Afterwards Mr. Budaghyan started introducing and considering the separate activities within the Project's **WP.3. - Creating Virtual Academy of T&L (VATL)**. Thus, according to the **Activity 3.3 - Acquisition of software, hardware & studios for VATL support by PC HEIs**, it is planned to establish 9 classrooms with audio-visual lecturing capabilities in partner HEIs from November 2019 to February 2020. The meeting participants mentioned that works on appropriate classroom selection and their furnishing have already started. The terms of the purchased equipment installation is set from 01.12.2019 to 31.01.2020, whereas the final deadline of the above-mentioned classrooms operation is 28 February, 2020.

While considering the works on the **Activity 3.6 - Operationalization of the VATL by EU and PC partners**, the point of **3.6.2 - Production & publication of course materials for the VATL repository by EU and PC partners in their subject areas** was much emphasized. It was stated that 5 EU partner universities should prepare one TOT course which will be placed in VATL portal to serve as an example for PC HEIs. 96 trainers having been trained in the mentioned EU HEIs are each to develop one course and place it in VATL portal. The deadline for this activity was December 2019, however, taking into account certain objective reasons related to the purchase and installation of necessary equipment, three additional months are foreseen with a new deadline of March 31, 2020. In this regard, responding to participants' questions, the Head of the Project assured the provision of E-Guide for VATL, i.e. technical information on VATL usage - loading courses including related videos in VATL, as planned beforehand.

After these discussions, the activities on **WP.4. - Raising Awareness on Innovative T&L** were talked over. Mr. Budaghyan paid special attention to the implementation of the **Activity of Adoption of incentive policies and award programs for innovative T&L at PC HEIs**. It was indicated that regulations should be worked out in PC HEIs with a deadline from November 2019 to February 2020.

The Head of the Project mentioned that standards and procedures in this direction should be developed in HEIs from 01 November to 31 December 2019, as well as from 01 to 30 January 2020. It was mentioned that the EU partner Porto University has already provided an example of regulations which has already been handed to coordinators to organize works in this direction. The inclusion of the criteria in institutional policies for teaching staff job promotion to recognize and stimulate staff engagement in innovative teaching practices (01-28 February, 2020) was also emphasized. The Head of the Project referred to the fact that all the mentioned regulations and procedures have to be approved by the scientific councils of HEIs. The attendees also emphasized the importance of these regulations to promote the teachers involvement and commitment in above mentioned processes.

The Project **WP.6. - Dissemination & Exploitation** was also considered. In accordance with the **Activity 6.2. - Preparation and publication of 5 brochures on innovative and technology-enhanced T&L methods and pedagogical approaches by EU HEIs**, the following is envisaged:

- Active Learning with special focus on Technology Enhanced Collaborative Learning by KU Leuven
- Active learning & ICT-enhanced teaching: M-learning & gamification by UB
- Video as a Learning tool for teachers & students: Video Lecturing & promoting Interaction in the Classroom by U.PORTO
- Active Learning in the Flipped Classroom by LiU
- Hybrid/Blended Teaching & Learning by FHJ

The Head of the Project mentioned that works in this direction have already been initiated, the relevant work-groups have been established with the involvement of members from EU

partner HEIs and trained participants from PC HEIs. Mr. Budaghyan informed that only one work-group involving Porto University members hasn't been founded yet, and since the representative from Porto University was not present, it was decided to settle the question by e-mail correspondence. Prof. Joan Tomas Pujola from UB and Prof. Janerik Lundquist, Coordinator from LiU confirmed the information provided by Mr. Budaghyan that the works have already started but extra time is needed to complete the brochure development. Mr. Budaghyan noted that once a brochure is prepared it can be provided as a sample brochure to all groups. He added that the mentioned manual can be presented for publication by end of June 2020. Thus, February 28, 2020 was set as a deadline for the works.

Later the Head of the Project introduced the works on the Activity 6.3. on organization of Project dissemination activities in PC HEIs. He noted that in spite of the established deadlines, Project's internal dissemination activities haven't been sufficiently carried out in HEIs. He also reminded that 30 November 2019 is the deadline of organization of one internal dissemination meeting with participation of teachers and students by PC HEIs. The attendees also agreed to promote this, since the widebroad activities carried out within the Project are not highlighted enough in partner HEIs.

Further Mr. Budaghyan considered the **Activity 6.3.2. - *Publication at least 1 article about PRINTeL in local and/or regional press by PC HEIs***, announcing that the representatives from three partner HEIs of Belarus have already published certain articles and materials. He also noted that the trained PC HEIs members have to issue at least one article in accordance with the WP timetable.

The attendees concluded to follow the terms of the timetable while discussing the Activity 6.5.

Then a discussion started on the **Activity 6.4 - *Organization of Information seminar/Workshop and Coordination meeting in BSU***. The Head of the Project defined the dates of March 24-25, 2020 of the mentioned Conference-workshop due to the Project's timetable. The most part of the coordinators admitted the dates were not convenient for them. After a long discussion it was decided that the Project Management Team will develop a Doodle form to be sent to all coordinators to clarify the dates of the workshop.

The attendees expressed their deep appreciation for a detailed and precise plan, as well as noted that the revised timetable and considerations made will assist in organization of works timely and properly.

At the end of the Coordination meeting all the participants acknowledged the PRINTel Project Management Team for a high-quality Conference-workshop organization.