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585760-EPP-1-2017-1-AM-EPPKA2-CBHE-JP
“CHANGE IN CLASSROOM: PROMOTING INNOVATIVE
TEACHING & LEARNING TO ENHANCE STUDENT LEARNING
EXPERIENCE IN EASTERN PARTNERSHIP COUNTRIES”, PRINTEL

Iakob Gogeabshvili Telavi State University

Operational Plan for a Teaching Staff Development Center

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Legal Entity of Public Law
Iakob Gogebashvili Telavi State University

Teaching Staff Development Center

Provision

The academic council discussed:

Protocol N 201_

Approved by the members of the council:

Protocol N 201_

Representative of the Chairman of the Board:

Telavi 201_

Article 1. General Provisions

1. Due to the fact, that the mission of Iakob Telavi State University is: „to prepare professionals at all three levels of higher education institution with modern methods oriented on teaching/learning and taking into consideration academic, cultural, social and economic factors: equipped with moral qualities, committed to the ideals of democracy and humanism; Taking into consideration the specificity of the region, creating and sharing knowledge in the field of agricultural sciences, strengthening the regional priorities - tourism and facilitating the development of education; to satisfy the educational needs of the society; internationalization of education for organizing lifelong learning activities." In order to achieve the objectives of the mission, the university has a strategic development plan. One of its goals is to develop modern and innovative learning and teaching skills in teaching staff. Therefore, one of the paramount tasks of TESAU is to strengthen education as a direction and create Teaching Staff Development Center.

2. The Teaching Staff Development Center (hereinafter - the Center) is the independent structural unit of the university of I. Gogebashvili Telavi State University (hereinafter - University);

2. The center is regulated by the “Law of Georgia on Higher Education”, by the subordinate normative acts, the Charter of the University and the present provision.

Article 2. Goals, activities and functions

1. The goal of the center is to help teaching staff fulfill goals and objectives to develop modern and Innovative teaching at TESAU, which is based on Strategic and Action plan of the university, Erasmus+ grant project (Erasmus+ CBHE Programme) change in the classroom: "PRINTEL" - 585760-EPP-1-2017-1-AM-EPPKA2-CBHE-JP " Promotion of Innovative Learning and Learning to Strengthen Students' Learning Experience in Eastern Partnership Countries")
2. Prepare/implement innovative projects and training courses for the professional development of teaching staff;
3. Develop modern innovative methods of assessing the outcomes of higher education curriculum and offer them to faculty of university;
4. Search for donor organizations within the competence of the Center and facilitate cooperation with them for the purpose of professional retraining and competence of the teaching staff;
5. Within the competence of the Center, support professors and teachers of TeSaU to implement individual, innovative projects;
6. Inform professors and teachers about the planned projects/training in the university as well in other institutions and promote their engagement;
7. Find and implement relevant projects for the development of entrepreneurial skills and commercialization of education;
8. Facilitate seminars / trainings / workshops for the purpose of sharing accumulated knowledge in the university (minimum 4 training courses per year, average number of participants - 50 professors/teachers);
9. Promote projects, make plans for effective use of accumulated university resources and submit to University / Faculty of Administration in order to develop the necessary infrastructure for implementing modern teaching / learning methods (twice a year to conduct research to identify professors' needs for training courses);

10. Support implementation of innovative projects proposed by the faculties of the university;

11. Provide effective use of library electronic and printed resources;

12. Establish efficient communication among teaching staff members;

13. Prepare annual self-assessment report of the activities carried out by the TSDC and present it to the University Administration;

14. Attract funds from the University budget for implementing scheduled projects;

Article 3. Center Structure and Leadership

1. The Center is an independent structural entity consisting of Head of the Center, Quality Assurance Manager and Secretary.

3.1 Head of the Center:

- Leads the Center according to the University and the TSDC Regulations;
- Administers the Center activities coordination;
- Delegates tasks among the Center staff;
- Presents the projects created by the Center to the University Rector for ratification;
- Submits the requests for inviting trainers to the University Rector;
- Conducts outcomes analysis of the projects implemented by the Center;
- Represents the Center to the University Management Organs and educational entities;
- Bears responsibility for bringing the Center regulatory documents (if any) into compliance with both Georgian legislation and the University Statute;

- Administers his/her other duties within his/her competence in compliance with Georgian legislation and the University Statute in order to fulfill the tasks assigned to him/her in accordance with the University administration.

3.1.1. Head of the Center is appointed and dismissed by the University Rector in accordance with the University administration authorities.

3.2. Quality Assurance Manager of the Center:

- Aimed at evaluating and self-evaluating of the activities planned by the center, quality assurance system will be formed in the Center which will be represented by quality assurance manager. The manager will be monitoring the quality and the process of planning, formation and implementing activities carried out by the Center. The manager will draw up relevant recommendations how to improve quality of the activities planned by the Center;
- Accommodates designing and monitoring evaluation tools and techniques for training-courses and projects prepared and implemented by the Center;
- Quality Assurance Manager of the Center bears accountability to the Head of the Center and the University Quality Assurance Office;
- Quality Assurance Manager of the Center is appointed and dismissed by the University Rector in accordance with the University administration authorities.

3.3. The Secretary of the Center

- Assists Head of the Center and Quality Assurance Manager of the Center in order to correctly coordinate the Center functioning;
- Fulfills the tasks assigned by Head of the Center and Quality Assurance Manager of the Center proceeding from the goals to be achieved within the Center competence limits ;
- Fulfills a variety of administrative and clerical duties in accordance with the legislation;
- The Secretary of the Center is appointed and dismissed by the University Rector in accordance with the University administration authorities.

Article 4. Final Provisions

1. The TSDC presents the Annual Report of Implemented Activities to the following: the University Rector, Head of Administration, Academic Council, Representative Council and Quality Assurance Office;
2. Amendments and additions to the Regulation are made accordingly to the legal framework;
3. The University Representative Council is in charge of declaring the liquidation of the Center;
4. The Regulation is valid from the moment of its approval.

Note: Certificates will be given to the trainees upon successful completion of the course.

**Appendix. Planned training courses at Teaching Staff Development
Center at TESAU (2019)**

Appendix. Planned training courses in 2019.

Title of the training course	Trainer	Dates of Course	Brief description of the training course and ECTS - credits	Goals	Outcomes	Target audience	Prerequisites of attending training course	Texts and technical equipment	Maximum number of participants	Training course fee
Blended/Hybrid learning	Tamar Mikeladze	January 20-February 10	the role of the teacher in online courses, online learning environment and portfolios, multimedia production, operating with online project management tools	Introduce modern and innovative learning method according to the teachers' need analysis	Trainees will have understanding of this new approach and its importance; be able to define what this approach encompasses; be able to apply in practice the acquired knowledge	Teachers, lecturers	Knowledge of English and IT skills	Internet access, tablets, PCs, laptops, Software	25	N/A
Videos as a learning tool for teachers and students	Ana Gigauri, ShalvaTchkadua	Application and Statement of Purpose to be submitted	Using videos as a tool in teaching process by teaching	Provide trainees with skills of making and effectively	Trainees will be able to make a video of their own and use it effectively as	Lecturers	No prerequisites needed; Selection of trainees will be based on statement of	Hardware requirement list: • Computer with Windows 7 and above (32	30	N/A

		from: 20.12.2018- 08.01.2019; Dates of training: 16.03.2019 -29.03.2019	staff; video making know-how and techniques (2 ECTS).	using their own videos in the classroom	a means of learning		purpose	and 64 bit) Mac OSX 10.6 and above ● Processor (min): Intel i3 2.5GHz ● Memory 2GB RAM Storage available (min): 5Gb		
Active learning in the Flipped Classroom	Ia Jimshitashvili	Application and Statement of Purpose to be submitted from: 20.12.2018- 08.01.2019; Dates of training: 04.02.2019 -15.02.2019	practical use of audio and video material as part of the teaching process, in teaching process (2 ECTS).	to develop skills in teaching staff to create own audio and video materials and use effectively in the classroom.	Trainees will be able to use audio-video materials, to create them and use them effectively in teaching.	lecturers	No prerequisites needed; Selection of trainees will be based on statement of purpose	Hardware requirement list: ● Computer with Windows 7 and above (32 and 64 bit) Mac OSX 10.6 and above ● Processor (min): Intel i3 2.5GHz ● Memory 2GB RAM	30	N/A

								<ul style="list-style-type: none"> • Microsoft PowerPoint 2003 and above (only if recording presentations) 		
Active Learning: Technology Enhanced Collaborative Learning	Nino Dzamukashvili	Application and Statement of Purpose to be submitted from 22.12.2018-10.01.2019 Date of training: 18.03.2019-31.03.2019	Active learning with students' increased involvement in the leaning process with special focus on technology enhanced collaborative learning (2 ECTS)	Stimulate deeper learning process through active learning, encourage trainees to use technology more widely for greater efficiency	The trainees will be able to get better familiarized with and adapted to active learning by employing modern technology enhanced collaborative learning	Lecturers	No prerequisites needed. Selection of trainees will be based on statement of purpose	Internet access, laptops, PCs, tablets, software.	25-30	N/A
Active Learning and ICT-enhanced teaching: M-learning and gamification	Maya Gonashvili	Application and Statement of Purpose to be submitted from 24.12.2018-	Applying active learning and ICT enhanced teaching (including: gamification,	Develop trainees' abilities of using active learning technologies and of creating and	Trainees will be able to effectively use active learning methods and technology as part of	Lecturers	Selection of trainees will be based on statement of purpose	Internet access, laptops, Mobile; PCs, tablets, software.	20	N/A

		<p>13.01.2019 Date of training: 15.02.2019- 28.02.2019</p>	<p>sli.do, pecha- kucha, kahoot,etc) by academic teaching staff and also using other audio/video materials as part of teaching process, in teaching process (2 ECTS).</p>	<p>applying effectively in the classroom of their own learning material.</p>	<p>teaching process.</p>					
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