



LEONARDO DA VINCI PROGRAMME

Understand IT project

Minutes from project Meeting 4 in Rome

3.-4. May, 2012 Rome, Italy

Participants:

HiST: Thorleif Hjeltnes, Bjørn Klefstad, Magnhild Tangvik, Tor Atle Hjeltnes, Knut Arne Strand, Monica Storvik, Geir Maribu

FHK: Thomas Berger

AF: Anne Fox

BETI: Ausra Lingyte, Giedre Petraityte, Vilma Jurkeviciene

UoR: Marco Temperini, Andrea Sterbini, Maria De Marsico

CENFIM: José Fonseca, Rita Lima

NADE: Torhild Slåtto

Thursday 03/05/2012

09.00-09.10	Welcome to Rome	Marco
09.10-09.20	Plan for the meeting	Bjørn
No changes to the Schedule.		
09.20-10.00	Minutes from the M3-Copenhagen Reminder of the deliverables	Thorleif
<p>First we did a quick review on the deliverables of the project.</p> <p>Finished: WP 1 – Project analysis.</p> <p>Finished WP 2 – CCeD model adaptation.</p> <p>Finished WP 3 – CCeD working sessions.</p> <p>In progress, delayed: WP 4 - Language and cultural adaptations (guidelines).</p> <p>In progress as planned: WP 5 – All the four countries have started their pilot courses.</p> <p>In progress as planned: WP 6 – The CoP is finished. We must work on the content.</p> <p>In progress as planned: WP 7 – Evaluation. An ongoing activity.</p> <p>In progress as planned: WP 8 – The generic business plan (some minor changes).</p> <p>In progress as planned: WP 9 – Dissemination and exploitation. An ongoing activity.</p>		



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In progress as planned: WP 10 – Project administration. An ongoing activity.

We still have some challenges related to some of the WP's. Hopefully they can be solved during this partner meeting in Rome.

We want to remind everybody that it is important that the Vitae pilot courses must be run according to the Business plan for each country. The generic business model is on the agenda for this meeting and will be developed further. Every partner must consider what kind of plans they have to run the Vitae courses after the end of the project (exploitation). Who will be able to run the course after the project? This is an important part of the work for the Generic business plan.

Products and results (ref. the application):

Finished: P1, P2, P3, P4, P5, P6

In progress: P7, P8, P9, P10, P11, P12, P13, P14

So far we are in control for the different work packages and deliverables. But we still have some work to do. We also want to remind everybody that there are still some assignments to be done as described in the minutes from the Copenhagen partner meeting. We have transferred these tasks to Agreed assignments at the end of the document.

10.00-10.20

WP 5 - Vitae course Italy - Experiences from running the pilot

Marilena

We are in the beginning of the course. So far we have published 2 lectures. 21 teachers from different levels in schools are registered on the course. The most active students are master students. Italia added three new questions to the questionnaire in the beginning of the course. People in different age groups answer the questionnaire differently.

Structure: One lecture a week. Each lesson corresponds to one task in the original course.

There have been some challenges connected to the language. Not everything can be translated and we don't have the similar resources in Italian.

There have been some challenges connected to the changes in Posterious. We tried to turn the challenges into something positive showing some principles that web tools might change over time.

The course gives no ECTS so far. To register the Vitae course at the UoR will take at least two years. If we have had credits we would have given 6 ECTS.

10.20-10.40

WP 5 - Vitae course Lithuania - Exp. from the pilot

Ausra

We are also in the beginning of the course, since we have just started. 10 students are participating. Following the original course quite close with four modules and we have added an introduction module. First the course was for free, but now they have to pay for it. Blended learning.

Some parts are translated into Lithuanian and some parts are in English. The course is 1 ECTS.

10.40-11.00

Coffee Break

11.00-11.20

WP 5 - Vitae course Portugal - Exp. from the pilot

José

We are in the beginning of the course and it runs inside the CENFIM institution. We have



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three modules and have started with module 1. 100 % online. The course consists of 12 learning units. We have translated as much as possible, but we are still using some of the English resources. In our LMS (Moodle) we have implemented progress bars for the material and the exercises. We have also experienced some dropouts.

12 students are registered to the course and 5 observers from CENFIM.

We don't give credits for the pilot course.

11.20-11.40

WP 5 - Vitae course Norway - Exp. from the pilot

Geir

This course is a part of our online course portfolio. We have 3 students and are following the original learning outcomes. Our students have to pay for our course according to our business plan. This is a 100 % online course.

We have translated some of the material to Norwegian and kept some of the English parts. The same for the resources. Our students are quite good in English. We have had some challenges according to synchronising our students. It is a demanding course with a heavy workload. We see some similarities compared with the pilot course run by Anne for the Understand IT group according to the work during the course.

The assessment will be a report that will be graded. The students said it was a lot of work to do, but also that they learned a lot. To get more students we probably have to get the government to pay for it and offer it for free to the teachers. This is a tradition for further education of VET teachers in Norway.

The course is 6 ECTS

11.40-12.30

WP4 – Language and Cultural adaptations

Thomas

Examples of good practices from running the Vitae courses, using the cultural adaptation guidelines.
Planned upcoming activities.

State of the art for WP 4. The guidelines now exist in version 2. It will include good practise examples and a language pack. A resource for the future teacher trainers. To change the learning culture in an organisation gives us some challenges that we have to handle. And these guidelines will help to do this.

The next steps (Questionnaire, guidelines). A questionnaire was handed out on paper and we discussed the content. Based on this document we could share some of the experience from the different pilot courses for the four different countries. We had a fruitful discussion and could see some interesting similarities and differences. Keywords: share lesson plans, workload for teachers, ICT resistance, translation and bandwidth, number of participants. We should look at MOOC – massive open online courses to address the workload problem. We are going to make some resources about coaching in the guidelines and have planned a pilot course in September 2012 for peer-coaching-online.

Dissemination. We should use social media for dissemination to do as we preach. So we have made a plan for this work.

12.30-14.00

Lunch

14.00-15.00

WP8 – A generic business model

Rita

Input from the national implementation of Vitae courses



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There has been a change in this WP. For now we have 4 BP, one for each country. We need to use our own experience to make some guidelines/tool for someone else to make their own BP. The tool will contain: Index, Introductory notes, Blocks (9), Results (9 input blocks, similar cases, 9 output blocks) and can be generated as a booklet.

This means that we will make an online web application based on Osterwalder where new institutions can identify best fit by several parameters from the Cases of running the Vitae courses in LI, NO, IT and PT. This is a way to make a Pattern tailored for the Vitae course. This work will give us a better understanding among ourselves of how the BP works.

A web application will be a useful tool for new institutions for making their own BP. We got a demonstration of how such a tool (the web application) can be made. CENFIM plan to have this tool ready at the 15th of June. Each partner has to put their contribution into this tool based on their experience with running the Vitae courses and their BP.

There are some challenges related to dissemination (the tool is now based on MS tools which need licenses).

15.00-15.30

WP6 - A CoP for VET teachers - Activities in the CoP

Marco/Andrea

First we looked at a short summary of the status today with the CoP.

The functionality is in place. We have done some technical improvements based on requests from the Vitae pilots.

We have made an IQ Tool addition to the CoP and are working with to see if it is possible to start an application like iQTool by clicking on a logo.

The slowness of the CoP is due to the Google translate app, running in the background, this should be switched on / off on demand.

We would like to see more activities in the CoP. We expect this to happen as the Vitae courses are run. We must use English for discussions internally. We can use the lounge or Vitae course discussion group in the CoP. The feedback that is made is under implementation. We need to put some good examples in the CoP to initialise the activity among the students. Someone must get some kind of responsibility to do so. Anne suggested taking the responsibility. Anne must coordinate this work with Lithuania. Teachers should make their contributions to the CoP at the end of the course. We should stick to English for these contributions.

Both Italy and Lithuania is running their course inside the CoP.

15.30-16.00

WP9 – Dissemination and Exploitation

Torhild

We have to keep focus on this WP to keep up the activity. We have some successful publications and some publications have been refused. We looked at what we have promised in the application to remind everybody what we should do. Torhild showed us the curve of frustration. Some results are still under development.

We have to important tasks:

- We have to do something about meetings with relevant authorities.
- How are we going to spread the generic business model?

We have also promised to make a support service connected to the BP. Torhild needs the groups help to answer these two important questions. Especially about the other countries



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than Norway. Who should know about our support service? How to reach out to our target group? Italy, Lithuania and Portugal will make a list over organisations for their countries for dissemination. Lithuania will make a report summing up the experiences of the pilot courses after all the courses have been run.

For the CoP it will also be possible disseminate something – Andrea.
The guidelines for cultural adaption can also be disseminated – Thomas.

We could make a video about the Business plan – Geir.

16.00-16.15	Coffee Break	
16.15-16.45	WP 7 – Evaluation	Anne
<p>The quality is under control so far. We have some deviations that have been communicated to the manager. We seem to be on target and on budget. We have to focus on communication between the partners as we go along in the project. We are doing a lot of amazing work we must share with each other. To get some ideas for what to evaluate, Anne will look at the Scaling Framework by Microsoft. The evaluation can be done using a subset of the SFM.</p> <p>Remember to fill in the questionnaire for this meeting</p>		
16.45-17.15	Conclusions for Day 1	Thorleif
<p>Things are more or less going as expected. Some challenges we will work further on tomorrow. Other interesting new things have appeared (ex. a module on coaching). We looked at some important sum up points for the different WP's.</p> <p>We expect that we will be able to wrap up the project as planned. If someone of the partners thinks that they need more time, please let us know as fast as possible.</p> <p>We have to make a decision about the IPR. Will it/ can it be a CC licence in the same way as for the Vitae course?</p>		
19.30	Evening Program / Dinners	All partners

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Project Meeting 4

Friday 04/05/2012

09.00-11.00	2 parallel sessions	
	The Vitae, CoP & Social media workshop Marcus / Thomas	The development of the Generic Business Plan for the Vitae Courses José
The result from the group work was shortly presented to everybody.		
11.00-11.15	Coffee Break	



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11.15-12.00	WP 10 - Project administration <ul style="list-style-type: none"> • The deliverables • Economy • Online meetings • Input to final report 	Thorleif/ Magnhild
<p>Economy by Magnhild</p> <p>The interim report is accepted and the final report is coming up. The deadline for sending the final report to SIU is 26.11.12.</p> <p>All costs after 26.09.12 are not eligible and must be paid by each institution.</p> <p>We have to fill in a complicated excel sheet with a lot of information to keep track of everything. So it is very important for you to follow the routines for reporting information to Magnhild.</p> <p>The third payment (20 %) will come when the final report is approved.</p> <p>There are still 2 more reports about economy: 30.06.12 and 26.09.12. Beware of the deadlines for the reports.</p> <p>Thorleif summed up important things concerning the project administration part.</p>		
12.00-12.30	<ul style="list-style-type: none"> • Evaluation of this meeting and AOB 	All partners
<p>Comments around the table about the project in total:</p> <p>Good things:</p> <ul style="list-style-type: none"> • The progress has been as expected in the project. • The project partners are working quite well together • Rome is a nice place to be and the hosts are excellent • We have really had some nice progress during this meeting with the BP • We have learned a lot of new things (CCeD, BP, Vitae) and it is nice to see that everybody is putting a lot of effort into the project. • We have different background and culture but we are still able to work together in a fruitful and successful way. <p>Bad things:</p> <ul style="list-style-type: none"> • Nothing intelligent to say. We are on track. • It is possible to improve the communication between the sessions and the online meetings <p>Improvements:</p> <ul style="list-style-type: none"> • Nothing. 		
12.30-14.00	Lunch	



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Agreed assignments

All documents should be published in our common area in Google docs in the WP where it belongs.

Nr	Assignment	Responsible	Deadline	Status
1	Upload the finished products in ADAM	Bjørn	30. May	TBD
2	Update the information on the webpages	Svend AH	30. May	TBD
3	Dissemination through social media	Thomas	26. Sept.	TBD
4	Dissemination/exploitation WP 9	Torhild	26. Sept.	TBD
5	To increase the dissemination every country should make a list over organisations	Julita José Marilena	30. May	TBD
6	Finish the Vitae pilot courses in each country	Julita	15. July	TBD
7	“A package of Vitae courses in four languages” “Guidelines for cultural adaption” WP 4	Julita Marcus	15. August	TBD
8	Put some good examples/resources in the CoP	Anne	30. May	TBD
9	A Video to present how to use the generic BP	Geir technical exp.	30. August	TBD
10	A report summing up the experiences of the pilot courses. WP 5	Julita	30. August	TBD
11	The first version of the generic business model WP 8 <ul style="list-style-type: none"> • Introduction (Tor Atle) • Description of the nine blocks (Monica) • Fill all the nine blocks with relevant business plan information in the back office programme http://www.cenfim.pt/bpuit/edit_block.aspx Italy Marco Portugal José/Rita Lithuania Ausra Norway Thorleif • Main responsibility of editing blocks when all partners have filled in their contribution Block 1 and 2 Portugal Block 3 and 4 Italy Block 5 and 6 Lithuania Block 7, 8 and 9 Norway 	José Rita Tor Atle Monica Ausra Thorleif Marco	15. June	TBD
12	Making the quality evaluation report WP 7	Anne	26. Sept.	TBD
13	Making the final report. WP 10	Thorleif	26. Nov.	TBD



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14	We have to make decisions about IPR both for the Vitae course and the CCD-model	Thorleif	26. Sept	TBD
15	To report the economic status	Magnhild and the partners	30. June and 26. Sept	TBD
16	The first online Adobe Connect meeting 10.00 CET. Adobe is available from 09.30 CET	Knut Arne	5. June	TBD
17	The General Business model must be published in businessmodelgenerator.com	Torhild	26.Sept	TBD
18	Make a document to explain the migration of the eTutors portal content to the CoP platform	Eduardo and Andrea	10. Nov	TBD
19	Fill in the survey for this project meeting. https://docs.google.com/spreadsheet/viewform?formkey=dFdkYXBYUmNNR2l6QWtRbkJFdTN5dmc6MA#gid=0	Everybody	ASAP	TBD

Referee:

Bjørn Klefstad

15.05.2012