LEONARDO DA VINCI PROGRAMME

Understand IT project

Minutes from project meeting 1 in Trondheim

13.-14. December, 2010

Trondheim, Norway

Participants: Thorleif Hjeltnes (HiST), Thomas Berger (FHK), Laurent Borgmann (FHK), Geir Maribu (HiST), Anne Fox, Julita Pigulevičienė (BETI), Marco Temperini (UiR), José Carlos Serrano Felício (CENFIM), Eduardo Manuel Freitas Rodrigues (CENFIM), Torhild Slåtto (NADE), Knut Arne Strand (HiST), Bjørn Klefstad (HiST), Monica Storvik (HiST), Magnhild Tangvik (HiST), Tor Atle Hjeltnes (HiST).

Absent: Kjersti Skjervheim (SIU), Alisa Hodzic(SIU)

Monday 13/12/2010 08:30 – 17:30

Place: E.C. Dahls gt. 2 (Statens hus), Trondheim

Welcome to HiST, by Thorleif Hjeltnes

First Thorleif presented Sør-Trøndelag University College and our location in Trondheim.
Then he introduced all the project partners and their work in earlier projects relevant for Understand IT:

- HiST / TISIP – CCeD, iQTool
- FHK – Vitae
- Baltic Education technology institute, Vitae
- Anne Fox – Vitae, Coordinator
- NADE – Vitae
- U of Rome / DIS – QUIS, etc
- CENFIM – eTutor Portal, iQTool

Further on Thorleif presented the agenda for the meeting. Here there where made some adjustments to the schedule at the end because of an early flight on Tuesday for some of the participants.

Thorleif also commented on the contracts for the project based on a model contract from Leonardo and how we are going to communicate in this project. Some of the communications have to be done in net meetings between the partner meetings. We are also going to use Google docs for the internal documentation in the project. Every registered project member has been given access to our common area in Google docs. This means that everybody is responsible for publishing their own work continuously.

At the end we looked at suggestions for some dates for the partner meetings. You will find the final dates under conclusions for day 1 in the minutes. We also looked at some dates for the CCeD sessions, but this turned out to be a bit difficult. We agreed upon a technical test 7.01.2011 (CET 13 -14) and the first session on the 21.01.2011 (CET 13 -16). The rest will be decided later on.

For further information see Understand IT-thorleif-trondheim.ppt that will be published under the partner meeting in Trondheim.

A presentation of all the project partners and participants

Everybody that were attending the meeting presented themselves and said a few words about prior experience with e-learning and participating in EU-projects.

A presentation of Understand IT, the Work packages and the Products, by Bjørn Klefstad

Project title: "Using business models and results from the Vitae, iQTool and eTutor Portal projects to increase ICT skills and competences of VET teachers, trainers, tutors and technical staff"

Leonardo da Vinci program, Transfer of innovation. Duration is 24 months: 27.09 2010 - 26.09 2012

Total Budget: EUR 359 924 EU Grant: EUR 269 940 (75%)

National agency for EU is SIU: Our contact person is Kjersti Skjervheim

We took a closer look at the background, the aim for the project, what we will do in this project and the outcomes and impact from the project.

Further on Bjørn presented the 10 different work packages. For every WP we looked at the title, the WP leader, the duration, the workload, the aims and the results.

We also appointed one person from each institution that will be the WP-leader and the one responsible for the work that is done. WP-leaders are as follows:

WP1 FHK – Laurent Borgmann

WP2 HiST - Knut Arne Strand

WP3 HiST - Tor Atle Hjeltnes

WP4 FHK - Laurent Borgmann

WP5 BETI – Julita Pigulevičienė

WP6 UiR – Marco Temperini

WP7 Anne Fox

WP8 Cenfim - José Carlos Serrano Felício

WP9 NADE – Torhild Slåtto

WP10 HiST - Thorleif Hjeltnes

During the discussion someone asked for a stripped PDF-version of the application on Google docs. This is stored under EU-Formal-documents as UnderstandITPurePDFApplication.pdf).

For further information see Understand IT-bjorn-Trondheim.ppt that will be published under the partner meeting in Trondheim.

The Vitae project (WP-1), by Anne Fox

Anne made a presentation about the Vitae project that has been run before and told us about their experience from this project.

The background for the project: We learn by interacting with other people. This points to web 2.0 technologies. VET teachers are still afraid of practising their ICT skills in the classroom. ICT is an integrated part of the life, so it should also be the case for the classroom environment.

The solution to this problem was The UNESCO teacher ICT competencies. Vitae is focusing on the middle section. This resulted in 16 learning outcomes for an ICT course in combination with a mentoring course.

Anne presented the target groups for the course, described the course post competencies and looked at a description of the background knowledge. Further on she presented a three layer cake model as you can see in the figure focusing on the train the trainer's course.

The train the trainer's course where based on EBL - experienced based learning and involved a virtual CoP.
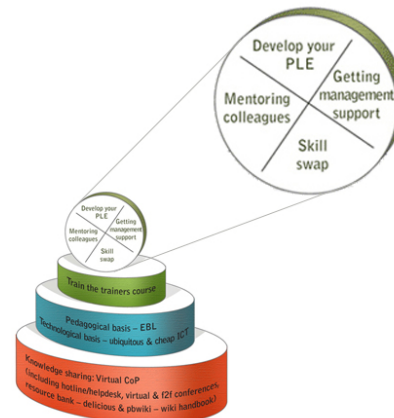
When they offered this course in Denmark it was a blended version of e-learning and on campus teaching. The schedule was as follows: 2 weeks online, 2 days face to face, 5 weeks online.

The mentoring part of the course got a little lost and there were too much focus on the ICT-tools. Maybe it will be a good idea for the future to change from mentoring to coaching.

The Vitae course is a 30 hour course describing a lot of different learning activities. This means that there is not so much written text or other lessons existing. We are talking about a collection of activities more than lessons. The actual course is available and online in English, Danish, German, and Lithuanian. What the courses contains might vary a little from country to country.

For further information see The Vitae fact sheet that will be published under WP1.

FHK will be responsible for making a common layout / template for all the Fact sheets in WP1 by the 15th of January.

Introduction to The CCeD model (WP2 & 3), by Tor Atle Hjeltnes

A presentation of the CCeD-model.

First he started with a presentation of ConCurrent Design. Then he continued to talk about ConCurrent e-learning Design and finished off his presentation with Distributed ConCurrent e-learning Design which we are going to use in this project.

For further information see presentation about CCeD-model that will be published under WP2.

WP4 Language and Cultural adaptations, by Thomas Berger and Laurent Borgmann

Thomas Berger made a presentation that was focusing more on the cultural adaptations than the language. This is a very important element that should not be forgotten. It is especially important in our project concerning CoP's. A CoP will only work for special cultures within an organisation. If you have hierarchical and top down organisations, they will seldom use web 2.0 technologies with success. One of the key elements for success for a CoP is that you have more flat and bottom up organisations.

Laurent Borgmann presented an example of a VITAE-course. During his presentation he raised the question: Who are the digital natives? Are they under 26 years? He also told us that mentoring is a very important part of the VITAE-courses. This is because a group of people usually has the necessary ICT-skills together. So if they work together they can learn from each other and develop the skills for the entire group.

Another topic was how are we going to deal with the translation part in Understand IT? Should the course material be in English and the CoP be in English. Otherwise it will be a struggle to get a lot of activity in the CoP. So the running of the courses and the communication part might be in the native

language for each country. This means we have to use some kind of tool to make contributions in the CoP translated it in to English. How do we do this? Can we use Google translate in some way? We will come back to this question in the CCeD-sessions.

For Laurent it was important that both the project participants and the course participants should be able to learn something from running a Vitae course. That was a big part of the motivation for participating in such projects.

For further information see presentation about Language and cultural adaptations that will be published under WP4.

WP5 Vitae Courses, by Julita Pigulevičienė

A presentation of the VET teacher training courses by Julita Piguleviciene.
The language barrier is very important. We should develop a CoP for everybody so that the students can collaborate. This means it has to be in English. The students are the VET teachers. How can we get students to participate in our VET courses? We will discuss this further in the CCeD sessions.

For further information see presentation about running the VITAE-courses that will be published under WP5.

WP6 A CoP for VET teachers, Marco Temperini

Marco raised a lot of important questions in his presentation.

> What do we want to put in the CoP and why?

> Should we describe a use case for our CoP?

> How do we create a CoP that will stay alive even after the project has finished?

> What kind of numbers (of users) is a success?

> What kind of topics do we think will be discussed in such a CoP?

A pilot of the CoP is very important. First we have to develop a prototype and then test it before we implement the final version. Marco also showed an example of a CoP to show the rest what we could expect or what is possible.

Our CoP for this project must be based on an open source system. During this presentation we looked at and discussed different kinds of possible technologies:

> Del og Bruk (based on Ning)

> FOSwiki

> MediaWiki (open source)

> Moodle (is probably not usable for developing the CoP we need)

> Drupal (is the technology mentioned in the application)

Here we are talking about building a common CoP for all the four countries that is going to run the VITAE-courses. Because of this we need a standardised version of the Vitae courses so that everything that is put in a CoP will mean the same thing in every country. We have to remember that initially we have a lot of differences between each country. Alternatively is it possible to build a local CoP for each country and some kind of front end system that translates parts of the content? What about writing the contribution in your own language and some automatic translation to English? This means that we expect everybody to be able to read English.
Marco needs someone to test the system around August 2011.

For further information see presentation about the CoP that will be published under WP6.

WP7 Evaluation, by Anne Fox

Anne told everybody that each work package leader must give to her a detailed version of the outcomes from their WP. After receiving this material Anne will make a plan for the evaluation part of this project.

WP1 and WP7, iQTool, by Geir Maribu

Geir presented and commented on the Fact sheet for IQTools.

The first package from iQTool contains an e-learning module about the QAS where teachers can evaluate their learning activities and resources by questionnaires. The QAS is a plug in to a Learning management system. The project tested both Moodle and Ilias. In the end Ilias was chosen. The QAS is connected to Ilias so this means that we have to use Ilias to be able to use the QAS from this package. Further on there were some discussions about different experiences with Ilias. There were some good and some bad experiences. Moodle seems to be a better LMS for an active teacher who wants to make a lot of changes to his course from semester to semester. Based on this Moodle is a possible LMS system for our Understand IT.

The second package from the iQTool project can be used for the Understand IT project and can be run as a standalone module (Flash-based).

For further information see The iQTool fact sheet that will be published under WP1.

WP9 Dissemination and Exploitation, by Torhild Slåtto

Torhild presented some ideas for dissemination. She has a lot of contacts and presented the following possibilities for conferences we can choose between.

Papers presented on conferences:

> European Distance e-learning Network conference (EDEN 2012 - our own session) (President Morten Flate Paulsen)
>
> Online Educa Berlin (can have our own session or workshop),
>
> European Association In Education (September 2011)
>
> Others: EADTU, EIDL, ICDI, IATEFL (GB)

Writing articles in journals:

> EURODL paper based
>
> Seminar.net

Newsletters through our respective networks

The public part of our web page

There exist a lot of possibilities. Torhild will make a list for Understand IT.

WP9 The eTutor Portal, by Eduardo Manuel Freitas Rodrigues

Eduardo presented the eTutor Portal and told us that it consists mainly of links to other webpages and their content. So there is not so much content directly in the eTutor Portal. It collects its information from other places.

Eduardo also pointed out that the eTutor Portal is based on Google search API to find the information in the portal, and this technology is no longer available. Based on this Eduardo recommended to use Moodle or Google search.

For further information see the eTutor Portal fact sheet that will be published under WP1.

Comments from the project management:

The original idea was to use the eTutor Portal for the project in two different ways:

a) *As a place to put the results from the project*
b) *As a resource when we are giving the VITAE-courses*

Since some technology is missing and upgrading the eTutor Portal is not a part of this project, we have to find alternative solutions. There does not exist any money to make a new version of the eTutor Portal. How can this be solved?

Conclusions for Day 1

Now we know each other a little better after working together for a day.

We know more about the projects that Understand IT is based upon, after the presentations

We have agreed upon the dates for the partner meetings in Understand IT

Trondheim	13.-14.12.2010
Lisbon	30.-31.05.2011
Copenhagen	13.-14.10.2011
Rome	End of May 2012 (date will be decided later)

Place: E.C. Dahls gt 2 (The CCD room), Trondheim

WP2 CCeD-model adaptation, by Knut Arne Strand, Tor Atle Hjeltnes and Monica Storvik

This part took place in the CCD-room so that the participants would get hands on experience with the room and the equipment. The session in the CCD-room also include breaks, snacks, food etc.

Knut Arne presented the CCD-room and was focusing on three different topics concerning adaptation:

Technical adaptation

Content adaptation
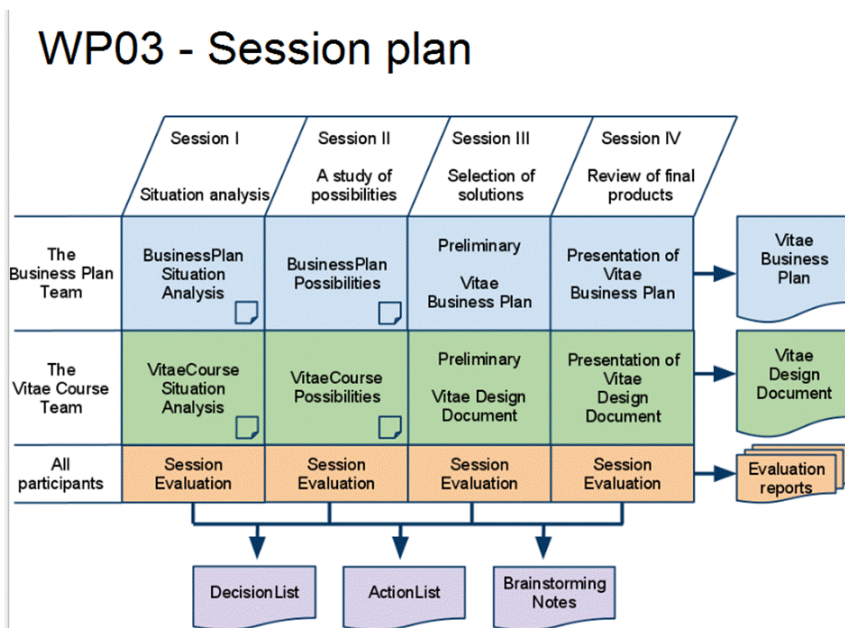
Practical conditions

We have a great challenge in front of us when we are going from the CCD-room to the distributed version online. There are a lot of people and technology that are going to work together.

For our project we will have a common conference room and two other rooms in the video conference system for each of the two groups. One room for the business model group and one room for the VITAE-course group.

Part of the session where used to do practical work to learn more about the CCeD-method.

Knut Arne also presented a session plan for the four sessions we are going to do.

For further information see presentation about CCeD-model adaptation that will be published under WP2.

Information from the Norwegian National Agency (SIU), by Thorleif Hjeltnes

Thorleif gave a presentation given to us by SIU and it was focusing on project administration and project economy from Leonardo and SIU's point of view. It gave us a lot of input on how they want us to organise these things for our project.

During the discussion under the presentation the following questions were raised:

Ask SIU about the travel costs and what is included in subsistence

Ask SIU about the table for subsistence for different categories of people

Ask SIU about subcontracting if it is not already in the contract. How do we do it?

Thorleif is taking care of these issues.

For further information see presentation from SIU that will be published under WP10.

Project administration (WP 10), by Thorleif Hjeltnes and Magnhild Tangvik

HiST is the project administrator and here Thorleif made a presentation about how we want to organise this project. Some of the topics that where mentioned was:

The Contract between HiST and the project partners and partner representatives

How we want you to document and report your costs

Communication within the project

Date and place for the next partner meeting is Lisbon 30.-31.05.2011

We agreed upon that we don't need a net meeting before the technical test 7.01.2011.

There were some discussion about when the webpage for the project can be ready. We agreed upon to make something like the Quis webpage, http://www2.tisip.no/quis/index.php, (demonstrated in the meeting) and it should be ready at the 15.th of January 2011.

For further information see presentation about Project administration that will be published under WP10.

Evaluation of the meeting:

Anne Fox had already put an evaluation survey in Google docs. We want to remind everybody to answer this survey as quick as possible.

We also did an oral evaluation round the table at the end of the meeting. Here are some of the remarks:

More hours in the CCeD-room would have been a good thing

The meeting was well organised

Someone has made a lot of preparations here before the meeting

Otherwise a lot of other positive remarks

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	Understand IT-thorleif-trondheim.ppt	Bjørn Klefstad	15.th January	Done
2	Understand IT-bjorn-Trondheim.ppt	Bjørn Klefstad	15.th January	Done
3	The Vitae fact sheet (use the template)	Anne Fox	30.th January	In progress
4	CCeD-model.ppt	Tor Atle Hjeltnes	15.th January	In progress
5	Language and cultural adaptations.ppt	Laurent Borgmann	15.th January	In progress
6	Running the VITAE-courses.ppt	Julita Pigulevičienė	15.th January	In progress
7	CoP.ppt	Marco Temperini	15.th January	Done
8	A plan for the evaluation part of this project	Anne Fox	30.th January	In progress
9	The iQTool fact sheet (use the template)	Geir Maribu	30.th January	In progress
10	A list of possibilities for dissemination and exploitation for the Understand IT project	Torhild Slåtto	30.th January	In progress
11	The eTutor Portal fact sheet (use the template)	Eduardo Manuel Freitas Rodrigues	30.th January	In progress
12	CCeD-model adaptation	Knut Arne Strand	15.th January	Done
13	SIU – project administration	Thorleif Hjeltnes	15.th January	In progress
14	HiST-project administration	Thorleif Hjeltnes	15.th January	In progress
15	Make a template for the fact sheet for WP1	Laurent Borgmann	15.th January	In progress

Referee:

Bjørn Klefstad

03.01.2011