LEONARDO DA VINCI PROGRAMME

Understand IT project

Minutes from project meeting 3 in Copenhagen

13. - 14. October, 2011

Copenhagen, Denmark

Participants:

HiST: Thorleif Hjeltnes, Bjørn Klefstad, Tor Atle Hjeltnes

FHK: Thomas Berger, Marcus Feßler

AF: Anne Fox

BETI: Julita Pigulevičienė

UiR: Marco Temperini, Andrea Sterbini, Maria De Marsico

CENFIM: José Fonseca, Eduardo Rodrigues

NADE: Torhild Slåtto

Thursday 13/10/2011 09:00 – 17:00

Place: Bojesen, Vesterbrogade 4A, Copenhagen.

09:00 Welcome to Copenhagen, by Anne Fox

09:10 The Agenda for the meeting, by Bjørn Klefstad

Bjørn presented the agenda with the different sessions and the timetable for the meeting.

Marcus Feßler asked if it was possible to shift the WP 4 session til Friday. This was because they planned to make some recorded audio interviews with the project partners within the given timeslot based on the answers to the online-questionnaire. This will be done in two groups, one interview group will be lead by Marcus Feßler and the other one by Thomas Berger (only present on Friday).

WP4 changed their timeslot with WP6 (the CoP).

The minutes from the meeting is in Google Docs so everybody are able to contribute. Please check the content as we go along in the meeting.

09:20 Minutes from the meeting M2 in Lisboa, Thorleif and Bjørn

We went through the document to repeat the content of the last meeting focusing on the agreed assignments.

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	A test session of Adobe Connect	Knut Arne		Done
2	An extra CCeD-session	Tor Atle		Done
3	We are going to make a map to connect Google docs and MindMap	Thorleif		Done
4	Make a cluster of the resources for the Vitae course for each country that is going to give a pilot course	One from each country		In progress
5	Make a list (wiki) over resources we are allowed to use for our commercial purposes. Anne will send us a link to the form and the spread sheet (connected to the CoP)	Anne		Done
6	An analysis about the learning culture for each country based on the 6 key questions	Thomas		In progress
7	Make a checklist for what we have to do to be ready to give the Vitae course for each country.	Julita		Done
8	Test the example of a CoP and comment on this to UoR	Everybody		TBD
9	Make a matrix over all the dissemination activities for everybody and put it in Google docs	Torhild		Done

10:00 WP3 Vitae course design document and Business plan for Italy, by Maria and Marco

Business plan:

Possible target groups:
- to offer the Vitae course to public schools Possible.
- to offer the Vitae course to private schools Not possible.
- to offer the Vitae course as a University course or part of study program Possible.

The course is adaptable from 3 - 6 ECTS.

The business plan is based on giving 6 courses per year and 19 % profit.

16 students gives a price of 478 Euro per student.

Comments for the evaluation part. What to ask the course participants in the final survey:
- study hours we recommend.
- study hours they actually used.
- study hours they think they would have needed.
- how much are they available to work.

The Vitae course:

Online working hours represent a workload of 2,5 times the normal workload.

The course will be adopted to the study group so we need some kind of competence mapping at the beginning of the course.

Italy wants to use the CoP during the course to show what kind of possibilities it gives the students.

Challenges: the technical infrastructure in Italy and how much time the students have to spend.

See presentation and final document in Google Docs.

10:30 Coffee break

11:00 WP3 Vitae course design document and Business plan for Portugal, by Jose and Eduardo

Business plan:

We want to make to versions of the course based on two target groups .

A preliminary module, module 1 + 2 and module 3.

In Portugal we can ask for co-financing to make the course cheaper for the participants. This course will not give incomes to CENFIM.

The Vitae course:

Now 12 lectures in total. Course starting 23. April and end 30. June.

Only some parts can be translated, not everything. This assumes some requirements to English skills.

The goal is to find local resources and web tools as much as possible.

The timetable for the target group can be a challenge: the teacher-coach must negotiate the pace with the students, since normally they have full-time works.

Technical aspects concerning eTutors portal: What kind of features can we add from eTutors portal that gives added value to this project? Andrea and Eduardo will figure out how the CoP and the eTutors portal can be used together for the Vita course. One possibility is to transfer some functionality, structure and/or some contents mostly based on external links to technical contents.

Comments from Anne: We have 16 LO in the design document. Originally 15 + 1 new one about coaching. A tip for a resource person in Portugal can be Teresa D'Eça Almeida.

The ECTS credit system is important in Portugal and Norway. Portual is used to the UFCD credits system that is equivalent to ECTS.

Anne: You can find a helpful resource about coaching in the CoP. But you have to pay for a licence. 100 Euros per coach - It is called coachMaster tool.

See presentation and final document in Google Docs.

11:30 WP3 Vitae course design document and Business plan for Lithuania, by Julita

The Business plan and the Vitae course:

We will be loyal to the original course and make a short course.This is related to the price that is a very important factor in Lithuania. The course will be 6 weeks 7,5 hours work each week.

A blended course - face to face meeting in combination with Skype.

The price is 60 Euro for one student for a blended course. 45-50 Euro for a online course.

The future plan is to give the Vitae course pedagogical points.

Challenges: Technical aspects - LMS system and CoP. What activities will be organised here? Can we do somethings in common? The difference in timetable is a challenge here. A solution can be local communities first in the CoP before we do something in common.

Thorleif: Is it possible to find funding other places than just having course fees?
- Course fees.
- University funding.
- Program for ICT (e.g. budget for further teacher training).
- ECTS when the students pass the exam (kick back funding).
- Cofunding - payment by the government.

See presentation and final document in Google Docs.

12:00 WP3 Vitae course design document and Business plan for Norway, by Bjørn and Thorleif

Business plan:

The business model where presented with these main topics:

Business idea, Personal information, Product/service, Market, Marketing and sales activities, Budget and economy, The need for capital and financing, course organisation and administration, Attachments.

Torhild: We should also add Course designers to the market. They are also important course attendants.

The Vitae course is already in place in the Norwegian portal for selling courses (itfag.hist.no). So it is already open for course participants to enroll.

The course will be run twice a year.

The Vitae course:

We want to adapt our Vitae course to the Norwegian model for online courses.

Based on this model we already have a lot of knowledge about our target group.

The pilot course will be 12 lessons and 6 ECTS. It will be run during 12 weeks in spring 2012.

Challenges: There is a lot of work to do for the preparations, but the practicalities are in place.

See presentation and final document in Google Docs.

After a discussion we agreed upon a date for finishing the Vitae design document and the Business plan etc: **10. November.**

12:30 Lunch

14:00 WP5 - Vitae courses, by Julita

First we looked at a summary of what we have done so far concerning the preparations for running the Vitae courses. Things we have to do:
- Prepare the courses before running the courses.
- Formal approval of the course.
- Marketing and recruitment.
- Prepare the LMS (local Moodle) in each country and CoP (in local language or English).
- Involve the administration and teachers.
- A common pretest for the teacher-students and evaluation survey for all the countries for teacher-students and teacher-trainer. Done in English by the end of November. Make a document in Google Docs called "Evaluation of the Vitae pilot course" as input to the pretest.

Things we need for the general business model:
- Who payed the course fee?
- What was your motivation for following this course? etc.

14.45 WP6 - A CoP for VET teachers, by Andrea

The CoP is based on Elgg and contains a lot of tools (http://understandit.di.uniroma1.it/).

We got a demonstration of the user interface and functionality:
- A social community where you can communicate with your friends.
- Contains a timeline for each document to see how it has developed.
- You can share your content with others on a detailed level.
- Can get notifications based on people or groups.
- Everybody will get a user after this meeting for the CoP in UnderstandIT.
- A coachmaster (structured coaching - online version of the GROW coaching model) is also implemented. Link to the product: http://www.bobgriffiths.com/Coachmaster.html .

This looks like an impressing system that really contains a lot of functionality.

Andrea need a person to help him translate the last part of the text for the CoP from each country.

Spamming must be reported to Andrea and he will throw them out of the CoP.

The CoP is ready for use. You can start to fill inn content now.

How we should start to use it was described in the presentation.

15:30 Coffee Break

16:00 WP9 – Dissemination and exploitation, by Torhild

First a presentation of what kind of activities we put in the application or have decided to do.

The General Business model must be published in businessmodelgenerator.com (register at menu topic "Hub").

Develop a support service for the publication in GMB. The ambition here will scale according to how satisfied we are with the result. Anne has already made something here that can be a start for such a service. We will decide later on if this will be developed further.

Afterwards Torhild summed up what we have done so far.

An article in Denmark and one in Norway. A couple of publications in Italy. Please report all kind of activities to Torhild as soon as possible.

We have to update the webpage for the project because it has been the same for to long time at the moment . How can we draw attention to it ? (twitter, blog with reference to the project, CoP). All partners should present UnderstandIT at there own webpages and send the link to Torhild. Spin off effect to the CoP to dissemination activities.

We should make a pamflet for the UnderstandIT.

We will participate in 2 national conferences (Lithuania and Norway-Thorleif Nade conference).

We need publication through papers and presentations (Anne in IATEFL 2012, Somebody in EDEN 2012).

Are we allowed to travel to non partner countries? We have to check.

Should we make a book to present the results from the project. This might give us a problem concerning the resources. So we have to see at the end of the project. For now a book is out of the question because of the funding.

16:30 WP7 - Evaluation, by Anne Fox

Everything looks quite OK at the moment. We are on track.

This project group is working very well and consists of wonderful partners.

The internal communication will change from CCeD-sessions that has been working very well to something else, maybe a group in the CoP can replace this.

The adaptability of Google Docs is questionable.

What about the coordination of the Vitae course. Are we still going to use Google Docs?

We can still use Adobe Connect if we need to.

Remember the survey for this project meeting.

16.50 Conclusions for day 1, by Thorleif

Things are working well at the moment. Nice presentations and nice work from the different work package leaders. Keep up the good work.

We have some challenges but we will do the best of things at all times.

Friday 14/10/2011 09:00 – 12:00

Place: Bojesen, Vestergade 4A, Copenhagen .

09:00 WP4 - Language and cultural adaptions, by Thomas and Marcus

First a presentation to remind us what this workpackage is about:
- Analysis.
- Documentation of local decisions.
- Cultural adaption guidelines.

Now Thomas and Marcus are working with the analysis of the teacher trainer questionnaire.

Product of WP 4: "The Language and Cultural Guideline A package for Vitae courses in four different languages".

Section 1: Language Package
This part of the guideline will be available in the four languages of the countries where the pilot courses will take place. Languages: IT, PO, NO, IT

Content:

- VITAE Learning outcomes

- Parts of the VITAE course

Section 2: Cultural Adaption Guideline
The cultural adaption guideline which raises the awareness of the importance of cultural adoptions and shows good practise examples (at least) from the participating partners, where pilot courses will take place. Language: English

Working hours for course participants:
- In Denmark the course have to be given during normal working hours.
- In Norway it is flexible working hours for online courses.
- In Germany you have to pay for working hours in the weekends.

The session ended in some interviews with four of the project partners that are going to run Vitae courses.

10:00 Coffee break

10:20 WP8 - A generic Business model, by José

First we looked at the aims for this WP:
- Develop a business model.
- Evaluate the model.
- Examples of models that has been working well.

There are some differences between the different countries that makes it impossible to find a unique and universal model.

The work with this WP starts at this moment.

Two ideas:
- Guidelines for generating the business model.
- Some models to identify the best model application .

Discussion:

The GBM should highlight similarities and differences between the countries.

We have to show the areas you have to consider for the business model.

Based on the book about business models they talk about patterns. Are we able to make a pattern for a Vitae course?

We have to explain how we can use CCeD to generate a business model.

We can arrange online sessions between BETI, CENFIM and HiST to bring this work forward.

We should focus on: The canvas model, the four models - differences and similarities .

11:00 WP10 - Project administration, by Thorleif

Summing up important things concerning the project administration part.

- Amendments: This concerns Portugal and Germany and is OK. Minor changes within the budget (amendments). The total figures are the same. We must report according to the new figures in the budget.
- The interim report: We looked at the content of the report to show everybody what we have to report. **Important changes: eTutor portal, the use of Google docs instead of MindMap (Mindjet Connect), the extra Vitae course, extra CCeD session.**
- Some of the products have been evaluated both in online meetings and face to face meetings.
- We need a list showing the dissemination activities.
- Subcontracting must be checked for Germany and Portugal (the size and the signatures).

WP starting and ending points:
- We are on track according to the plan. For now it looks good.
- All the final documents for the Business plan and the Vitae course design document must be stored in **S4 Review of the final products.**
- Everybody agreed upon the orientation of the status for the deliverables.

Economy status per 30.06.11. HiST have used a lot of their budget because of a lot of work in the beginning of the project. The rest is as we expect and according to the plan.

An indexfinger from Magnhild about the interim report and the reporting period

- No costs outside the reporting period
- The next financial report 01.07.11-26.09.11
- **Deadline 26.10.11**
- Remember the checklist
- Text for the interim report
- Products

All input for the interim report must be sent to HiST latest the 10th of November.

The partner meeting in Rome (M4) will be the 3rd and 4th of May 2012. Marco will be the host for this meeting.

11:40 Evaluation of this meeting and AOB, by all partners
Comments around the table:

Good things:
- Things have been working well.
- We have followed the agenda for the meeting.

Bad things:
- Nothing.

Improvements:
- Nothing.

12:00 End of meeting.

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	Make a cluster of the resources for the Vitae course for each country that is going to give a pilot course and make translations (learning outcomes + course material)	Geir-Norway Eduardo-PT Maria-Italy Vilma-LT	15. January 2012	In progress
2	Test the example of a CoP and comment on this to the UoR	Geir Jorge Andrea Edvinas Marcus	30. December	Done
3	A common pretest for the teacher-students and evaluation	Anne and Julita	30.	Done

	survey for all the countries for teacher-students and teacher-trainer. Make a document in Google Docs		November	
4	A person from each country running a pilot course to localise the CoP (translation)	Torhild-Norway Andrea-Italy Edvinas-LT Jorge-PT	30. December	Done
5	The General Business model must be published in businessmodelgenerator.com	Torhild		TBD
6	Make a pamflet for the UnderstandIT (Norwegian and English)	Torhild and Thorleif	5. November	Done
7	Are we allowed to travel to non partner countries	Thorleif	21. October	Done
8	Send out the new budget (amendments) in an e-mail	Magnhild		Done
9	**All input** for the interim report must be sent to HiST latest **10. November**	WP-leaders	**10. November**	Done
10	The interim report 26. November (is in Google Docs)	Thorleif	26. November	Done
11	The final documents for the Business plan and the Vitae course design document must be stored in CCeD-session S4 Review of the final products	Everybody	10. November	Done
12	Put the IQTool modules in the CoP	Geir	15. January	Done
13	A suggestion for the structure and materials of the General Business plan	Jose	30. December	Done
14	Make a document to explain the migration of the eTutors portal content to the CoP plattform	Eduardo and Andrea	10. November	TBD
15	Fill in the survey for this project meeting.	Everybody	ASAP	Done
16	Arrange an online session between BETI, CENFIM and HiST to bring the work with the general business model forward.	Jose, Tor Atle, Julita	31. January	Done

Referee:

Bjørn Klefstad

14.10.2011