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EGREEN:
Development of Environmental Engineering Courses and Injection of Climate Change Concept For Undergraduate Curriculum

Minutes of the Fifth Local Meeting (5)

The University of Jordan

Amman-Jordan

July 4, 2017



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EGREEN Fifth Local Meeting (5)

July 4, 2017

Venue: School of Engineering

Participants list:

No.	Participant Name	Position
The University of Jordan (UJ)		
1.	Prof. Ahmed Al-Salaymeh	EGREEN Project Coordinator
2.	Prof. Mohammad Hamdan	Professor at Mechanical Engineering Department
3.	Dr. Osama Ayadi	Assistant Professor at Mechanical Engineering Department
4.	Eng. Leena Marashdeh	Research Assistant at School of Engineering
5.	Ms. Hanan Hasan	Research Assistant at School of Engineering
6.	Mr. Mamoon Dmour	Computer Programmer at Computer Center
The German-Jordanian University (GJU)		
7.	Dr. Muna Hindiye	The German-Jordanian University
Al al-Bayt University (AABU)		
8.	Dr. Moayyad Shawaqfah	Dean of Engineering College
Al-Zaytoonah University of Jordan (ZUJ)		
9.	Dr. Loai Dabbour	Vice Dean for Faculty of Engineering/ Assistant Professor at Department of Architecture
10.	Eng. Eman Abdelhafez	Dean Assistant for quality assurance at the engineering Faculty/ Lecturer in Alternative energy technology department
Mutah University (MUTAH)		
11.	Prof Omer Maaitah	Dean of the Faculty of Engineering
12.	Dr. Mohammad Almajali	Mutah University
Jordan University of Science and Technology (JUST)		
13.	Prof. Saeb A. Khresat	Jordan University of Science and Technology
14.	Prof. Suhil Kiwan	Professor at Mechanical Engineering Department
15.	Prof. Fahmi Abu-Rub	Professor at Chemical Engineering Department



Introduction

Prof. Ahmed Al-Salaymeh welcomed the partners, and gave a brief about the progress in all WP's.

WP1- Networking

1. WP1: Networking

Title	Major Activities	Coordination			Estimated Start\END Date
		Coordinator	Co-Coordinator	Other partners involved	
WP1: Networking	Task 1.1 : Elaboration of Agreement, Members List and Statute	JUST	P&B	All	15/10/2016 To 14/10/2019

The partners discussed the progress of the WP 1. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Previous Due Date	Status	New Due Date
1.	Addressing the public authorities by a formal letters to invite them join the network	UJ	June, 2017	Ongoing	July, 2017
2.	Each partner has to engage about 10 stakeholders in EGREEN network	JUST (Leader) All Partners	June 30, 2017	On going	July 15, 2017
3.	To create/publish the first list of stakeholders in EGREEN website	Project Coordinator (UJ)	28/07/2017	On going	July 28, 2017
4.	Continuous up-dating of the stakeholders database	All partners/WP Leaser	31/07/2019	Not yet	July 31, 2019

WP2- Scoping and training needs

Title	Major Activities	Coordination			Estimated Start\End Date	
		Coordinator	Co-Coordinator	partners involved		
WP2: Scoping and training needs	Task 2.1: Scoping and Market Needs Analysis <i>(To investigate the current status in the field of environmental and climate change issues, actual market demands, trends and needs as well government policies and regulations)</i>	UIBK	TU, AABU	All	1.4.2017	1.1.2017 To 1.7.2017
	Task 2.2: Scoping and Market Needs Analysis <i>(To investigate the structure for Jordanian and Syrian partner universities)</i>				1.5.2017	
	Task 2.3: Planning and Methodologies				1.7.2017	

The partners discussed the progress of the WP2, and presented the achieved progress and the deviations in the WP2.

The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Previous Due Date	Status	New Due Date
1.	Each partner has to provide us with a list of the contacted stakeholder that identifies the entities who filled the stakeholder survey. As the file name doesn't represent the identity of the stakeholders.	AABU (Leader)	April 16, 2017	On going	July 15, 2017
2.	The number of filled stakeholder questionnaires is still under the target which is 60 responses. Partners should make another round to collect responses.	AABU JUST MUTAH GJU ZUJ UJ	April 30, 2017	On going	July 15, 2017



3.	Each partner has to collect minimum 20 responses of complimentary surveys.	JO partners SY partners	-	Ongoing	July 15, 2017
4.	The surveys will be analyzed, and the final report including the three surveys analysis will be prepared	UIBK	May 31, 2017	Not yet	September, 2017

WP3-Development of Study Plan and Curricula

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP3: Development of Study Plan and Curricula	Task 3.1: Workshop on Curricula Updating	HS-OWL	ZUJ, MUTAH,TU	All	1/9/2017	1.8.2017 To 1/4/2018
	Task 3.2: Selection of Pilot Courses and Labs				1/11/2017	
	Task 3.3: Detailed Design of Pilot Courses				1/2/2018	
	Task 3.4: Accreditation of New Curricula				1/6/2018	
	Task 3.5: New Curricula for environment Courses				15/9/2018	
	Task 3.6: Establishment of Environmental lab				15/4/2018	
	Task 3.7: Monitoring and Feedback Methodology and Reports				1/10/2018	

The partners discussed the progress of the WP3. The status and the agreed on amendments on the tasks are as follow:



No.	Task	Responsibility	Due Date	Status	New Due Date
1.	The selected courses will be approved and sent to Prof. Salman	JO Partners	Mid-March, 2017	Ongoing	June, 2017
2.	Prof. Salman will prepare a final list of 14 courses (as suggestion), including the e-learning courses and the suggested new one.	OWL-UAS	Mid-May, 2017	Not yet	End of August, 2017
3.	The selected courses will be defined and specified so they will be viewed in the next meeting in Hoexter on Sep 13-15, 2017	OWL-UAS	End of August, 2017	Not yet	End of August, 2017
4.	Each partner has to approve the selected courses by the department and/or Administration (Accreditation) after releasing the final list at Hoexter meeting. A formal letter of approval must be signed by the legal representative	JO Partners SY Partners	May, 2017	Not yet	September, 2017

WP4- Development of Online Content and Competencies

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP4: Development of Online Content and Competencies	Task 4.1: Development of e- Learning Environment.	UCP	JUST, AU	All	1/1/2018	1.12.2017 To 1/4/2018
	Task 4.2: Adaptation of e-learning Courses Content into curricula				1/4/2018	
	Task 4.3: Personalization of e-learning.				1/4/2018	

The partners discussed the action plan of WP4. The discussions result were as follow:

No.	Task	Responsibility	Due Date
1.	Decision about the type of the E-learning system will be taken in the next steering committee meeting	StC	September, 2017
2.	Prepare a demo version for MOODLE	UJ	August, 2017



WP5- Capacity Building

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP5: Capacity Building	Task 5.1: Development a Capacity Building Programme	TUHH	GJU, ABU	All	1/3/2018	1.1.2018 To 1/10/2018
	Task 5.2: Academic Visits to EU Partners				1/7/2018	
	Task 5.3: Students Visits to EU Partners				1/7/2018	
	Task 5.4: Training Workshops in environment in Jordan and Syria				1/10/2018	

The partners discussed the action plan of the WP5. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	The capacity building plan will be discussed in next steering committee meeting. The topics and the dates of training workshops will be defined.	TUHH GJU ABU	May, 2017	Second draft was submitted	September, 2017

WP6- Monitoring and Evaluation

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP6: Monitoring and Evaluation	Task 6.1: Quality Committee	GJU	TUHH	All	1/2/2017	1.11.2016 To 1/10/2019
	Task 6.2: External Evaluation				1/8/2019	
	Task 6.3: Monitoring, Evaluation Plan, and reports				15/4/2017	
	Task 6.4: Mid-Term Evaluation Report				1/4/2018	
	Task 6.5: Final Evaluation Report				1/9/2019	

The partners discussed progress in the WP6, and presented the achieved progress and the deviations in the WP6. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Prepare Quality plan	Quality Committee	April 30, 2017	Achieved	-
2.	The report template has been released. All prepared reports must be respect the template guidelines.	Quality Committee	May 31, 2017	Achieved	-

WP7-Dissemination and Sustainability

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP7: Dissemination and Sustainability	Task 7.1: Communication Plan to Disseminate Activities	ABU	ZUJ, P&B	All	1/3/2017	1.11.2016 To 1/10/2019
	Task 7.2: Info- Days "Environments and Climate Change"				1/6/2018	

The partners discussed the action plan of the WP7 as it was agreed on at the kick off meeting, and presented the achieved progress and the deviations in the WP7. The status and the agreed on amendments on the tasks are as follow:

No.	Task	Responsibility	Due Date	Status	New Due Date
1.	Prepare dissemination Strategy/ plan (report) Distribute the dissemination tasks between partners.	ABU ZUJ	May, 2017	Ongoing	
2.	Prepare sustainability Strategy (report)	ABU ZUJ	March, 2017	Ongoing	August, 2017



WP8- Management

Title	Major Activities	Coordination			Estimated Start\END Date	
		Coordinator	Co-Coordinator	Other partners involved		
WP8: Management	Task 8.1: Scientific committee	UJ	-	All	1/2/2017	15.10.2016 To 14/10/2019
	Task 8.2: Steering Committee				1/2/2017	
	Task 8.3: Operational management				14/10/2019	
	Task 8.4: EGREEN Website				1/4/2017	

No.	Task	Responsibility	Due Date
1.	Next JO local partners meeting	JO Partners	October, 2017