ERASMUS+ PROGRAMME
Project Number: 101083078

ICT4EDU
Enhancing ICT Competencies of Early Childhood Educators at HEIs in MENA Countries

Minutes of Meeting
10th Online Management Meeting

24th April, 2024

ICT4EDU Partners Beneficiaries:

Beneficiary number	Beneficiary name
BE 001	University of Jordan (UJ)
BE 002	Irbid National University (INU)
BE 003	Mutah University (MU)
BE 004	Al-Azhar University (AZHU)
BE 005	Suez Canal University (SCU)
BE 006	Heliopolis University (HU)
BE 007	Palestine Technical University (PTUK)
BE 008	Palestine Technical College (PTC)
BE009	Al Istiqlal University (PASS)
BE010	Frederick University (FredU)
BE011	University of Bucharest (UB)
BE012	University of Porto (IPP)
BE013	University of Padova (UniPd)

ICT4EDU Project Coordinator:

Project Coordinator	Prof. Ahmed Al-Salaymeh
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About the Meeting:

Type of meeting	Online Management Meeting
Meeting no.	10
Date	24/04/2024
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

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Participants List

Table 1: Participants list

No.	Participant Name	Position
The University of Jordan		
1.	Prof. Ahmed Al-Salaymeh	ICT4EDU General Project Coordinator
2.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
3.	Dr. Diala Hamaidi	Associate Professor in Early Childhood Education
4.	Prof. Mohammad Al-Shraideh	Professor of Computer Science
5.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
6.	Eng. Malak Rawashdeh	Research Assistant at the School of Engineering
Irbid National University		
7.	Prof. Ahmad Al-khasawneh	Professor of computer information systems
Mutah University		
Al-Azhar University		
8.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
9.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
Heliopolis University		
10.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
11.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
12.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
13.	Dr. Fouzia Marmash	Professor at the Department of Psychology

14.	Dr. Amer Shehadeh	Professor at the Department of Psychology
Frederick University		
15.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
16.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
17.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
18.	Dr. Concina Eleonora	Researcher at UNIPD

Minutes of the Meeting

The 10th online management meeting was held on 24th of April 2024, at 15:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

Upcoming tasks were discussed as follows:

Work Package 1

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP1: Project Coordination [M1-M36]	**Task 1.1:** Kick-off Meeting **Task 1.2:** Steering Committee **Task 1.3:** Biannual progress reports **Task 1.4:** Operational Staff (Financial Management)	UJ	-	All

- Progress reports were only received for WP2.
- 1st Progress Report (M1-M6) and 2nd Progress Report (M7-M12) should be sent ASAP by the rest of the WP leaders.

Deliverable Name	Responsibility	Due Date
1st Progress Report	WP leaders	31 Mar 2024
2nd Progress Report	WP leaders	31 Mar 2024

- Partners will be provided with financial statement template to be filled for the second installment.

Work Package 2

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co- Coordinator	partners involved
WP2: Preparation [M2-M7]	**Task 2.1:** In-depth Survey on State Of art of ICT in ECE. (Curriculum Verification). **Task 2.2:** In-depth Survey on Teachers and Students Digital Competences	PTUK	INU, MU, FredU, SCU	All

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Task 2.3: In-depth Survey on available facilities and resources at EC departments				
Task 2.4: Analysis of surveys' results and elaboration of final Reports				

- Research paper is only missing the Validity and Reliability of the study from AZHU.

Work Package 3

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co- Coordinator	partners involved
WP3: Curricula Development [M7-M36]	**Task 3.1:** Definitions and Selection of Courses to be designed / Updated. **Task 3.2:** Design of new courses and restructuring of existing courses. **Task 3.3:** Regional Workshop on Curricula Development **Task 3.4:** Accreditation of the courses into study plan. **Task 3.5:** Implementation of the courses into Curricula.	UB	INU, PASS, SCU	All

- Dr. Anisoara will work with Dr. Jazzar to produce a short report about how the results in WP2 were used in choosing and updating the courses.
- For updated courses:
  o INU, SCU and PTC need to upload the final version of updated courses' outline **and** syllabus to the drive below. Deadline was on March 10.
     https://drive.google.com/drive/folders/1nkPd5uu6vNl_Spi3RR_c27EvOsPLL08k
  o Teaching materials:
     - EU partners are asked to provide sources for the courses
     - MENA Partners need to start preparing the teaching materials

Deliverable Name	Due Date
Revised courses outline & syllabus	10th March 2024
Teaching materials (PPTs)	End of April 2024
Accreditation of New Curricula (Official letters)	June 2024

- For new courses:
  - Names of team members that will work on the new courses need to be filled on this sheet: https://docs.google.com/spreadsheets/d/1k1m2miEM6HnaA7I_KKoZOJMN9ggS-bVVnFEaDoudVa8/edit?usp=drive_web&ouid=102576708104717159987
  - Syllabus of the new courses need to be filled by responsible partners (Syllabus and outline for the fourth course), the links of the syllabus can be found in the table below:

Course	Responsibility	Syllabus
Course 1 EU University: IPP	MU & SCU	https://drive.google.com/drive/u/0/folders/1PhmidqSh7l2w9DX3CkykLZAr4olro5bA
Course 2 EU University: UB	UJ & PTUK	https://drive.google.com/drive/u/0/folders/13aue10BdrvkF6bfFkiKNzOyaP3araVXz
Course 3 EU University: FU	HU, AZHU & PTC	https://drive.google.com/drive/u/0/folders/1Xn8abxbxulavsE11Yq4Sx86SW7YbkKDw
Course 4 EU University: UNIPD	INU & PASS	https://drive.google.com/drive/u/0/folders/1osMzfM8HLKN4o6ApaVYpEryHZHGp8gVv

  - Responsible partners of each course need to choose the topics that they will work on in the course, **deadline: Friday, Mar 29.**

Course	Responsibility	Topics
Course 1 EU University: IPP	MU & SCU	https://docs.google.com/document/d/1oyPXUBN41Z_wUfvnkv0geQKPg89Jhv6x/edit
Course 2 EU University: UB	UJ & PTUK	https://docs.google.com/document/d/1lUIcWOVbULnJj0yNUQtLTtIdqYUqmZET/edit
Course 3 EU University: FU	HU, AZHU & PTC	https://docs.google.com/document/d/1haNzdbbP8fIDAXmUGkwi8oMDNFkI6-RK/edit?rtpof=true
Course 4 EU University: UNIPD	INU & PASS	https://docs.google.com/document/d/1FQXHFLQIwxWGflQM3CgNLd74GROJCodm/edit

- For the national workshops:

Deliverable	Responsibility	Due Date
Report on Egypt National Workshop	AZHU, HU, SCU	31 Mar 2024 (Sunday)
Palestine National Workshop	PASS, PTUK, PTC	Apr-May
Jordan National Workshop	UJ, MU, INU	Apr-May

- Palestinian partners and Jordanian partners each should meet locally to set a date for the national workshop and begin preparing for it. The possibility of having the Palestinian National Workshop online due to the circumstances in the region was discussed.

Work Package 4

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP4: Capacity Building and Training Workshops (Teacher/Technician Staff and Students) [M12-M36]	**Task 4.1:** Elaboration of Capacity Building Plan and Selection Criteria.	IPP	HU, PTC, MU	All
	Task 4.2: Academic and Technician Visits to EU Partners			
	Task 4.3: Students Visits to EU Partners			
	Task 4.4: Academic workshops for transferring knowhow and skills			

- The capacity building is ready to be submitted.
- Partners are asked to fill in this sheet with information of participants in the 4th Management Meeting (10-12 Jul):
  https://docs.google.com/spreadsheets/d/13lTxFWRsyNJZWHZc74BtlZwMbpwMrcEZ/edit?rtpof=true#gid=1278770863
- Partners are asked to send the participants list in the Workshop for Academic Staff (8-12 Jul) based on the selection criteria.
- **Deadline** for both: Sunday, Mar 31.

Work Package 5

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP5: Development of the ICT Lab to Support the New Curriculum [M12-M24]	**Task 5.1:** Final List of Equipment	FredU	AZHU, PASS, UJ	All
	Task 5.2: Purchase, installation of equipment and Lab operation			

- MU & INU Need to send the Action Plan for ICT4EDU Labs ASAP.

Work Package 6

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP6: Quality Control and Monitoring [M2-M36]	**Task 6.1:** Quality Committee	UniPd	UJ, HU, PTC	All
	Task 6.2: Quality and Monitoring Plan			
	Task 6.3: Quality and Monitoring Reports			
	Task 6.4: External Evaluation			

- 2 External evaluators have been hired to utilize their different expertise in project evaluation and curriculum evaluation.
- The first year external evaluator report should be submitted in 2 months.

Work Package 7

Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP7: Dissemination and Exploitation [M1-M36]	**Task 7.1:** Dissemination Committee and Dissemination plan	AZHU	PTUK, INU, UB	All
	Task 7.2: Project Website			
	Task 7.3: Promotional Materials and Dissemination days			
	Task 7.4: E-Learning platform			
	Task 7.5: Final Conference			

- AZHU needs to follow-up with partners to have info days and workshop to disseminate the project and report on them.

Deliverable	Responsibility	Due Date
Sustainability Plan	AZHU	30 Jun 2025

❖ **Next Meeting:** 17 April 2024 (13:30 CET/15:30 Jordan time).

Photos

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