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Project Number: 101083078

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

Minutes of Meeting
12th Online Management Meeting

11th June, 2024

Co-funded by the European Union

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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
Address	School of Engineering The University of Jordan Amman 11942 Jordan
Phone	+96265355000 Ext.22816
email	salaymeh@ju.edu.jo
Project Website	https://sites.ju.edu.jo/en/ict4edu/Home.aspx

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

Disclaimer

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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.	Dr. Hamad Sawalqah	Professor of computer information systems
5.	Faris Al-Smadi	Website Developer
6.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
7.	Eng. Malak Rawashdeh	Research Assistant at the School of Engineering
Irbid National University		
8.	Prof. Ahmad Al-khasawneh	Professor of computer information systems
9.	Yanal Almohammad	Research Assistant
Mutah University		
10.	Prof. Omar Maaitah	Professor
Al-Azhar University		
11.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
12.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
Heliopolis University		
13.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		
14.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
15.	Dr. Ezzeldin Edwan	Head of Scientific Research Department

Al-Istiqlal University		
16.	Dr. Fouzia Marmash	Professor at the Department of Psychology
17.	Dr. Amer Shehadeh	Professor at the Department of Psychology
Frederick University		
18.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
19.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
20.	Andreea Visan	Technician
Polytechnic Institute of Porto		
University of Padova		
21.	Prof. Michele Biasutti	Professor at FISPPA Department
22.	Prof. Marco Pavin	Professor at UniPd
23.	Dr. Concina Eleonora	Researcher at UNIPD
Other		
24.	Dr. Nancy Kanbar	External Evaluator
25.	Dr. Stefano Cobello	External Evaluator

Minutes of the Meeting

The 12th online management meeting was held on 11th of June 2024, at 15:30 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	UJ	-	All
	Task 1.2: Steering Committee			
	Task 1.3: Biannual progress reports			
	Task 1.4: Operational Staff (Financial Management)			

- Management plan is being developed.
- 3rd Progress Reports (M13-M18) are needed from WP leaders.
- Financial Statements are needed from partners along with complete supporting documents. Emails have been sent with the checklist of missing documents.
- Timesheets and joint declarations are needed for internal audit.
- 2nd Installment will be sent to Palestinian partners who have submitted complete financial statements.
- Partners are asked not to pay staff cost until the successful evaluation of each work package.

Deliverable Name	Responsibility	Due Date
3rd Progress Reports	WP leaders	30 June 2024
Financial statements	All partners	30 June 2024
Management Plan	UJ	30 June 2024

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).	PTUK	INU, MU, FredU, SCU	All
	Task 2.2: In-depth Survey on Teachers and Students Digital Competences			

	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 was sent to Prof. Michele for Publication.

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.	UB	INU, PASS, SCU	All
	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.			

- Status of tasks related for the updated and new courses for each partner can be seen on the shared sheet below, Partners need to finalize all comments shown on the sheet by the deadlines shown on the sheet: https://docs.google.com/spreadsheets/d/1Aa-GbAkKfBKf-VGsoeZVjZCN0PqdrWG62vWxcyM9ClE/edit?gid=705247821#gid=705247821
- Dr. Anisoara will develop the report of the 3 National Workshops on Curricula Development (JO, EG, PS) due on June 30 2024.

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			

- Participating partners in the ToT and the management meeting should fill out this sheet:

https://docs.google.com/spreadsheets/d/13lTxFWRsyNJZWHZc74BtlZwMbpwMrcEZ/edit?gid=662807724#gid=662807724

- ToT and Management meeting agendas are being developed by IPP and UJ.
- WP4 leader need to coordinate with Prof. Michele to start preparing for the ToT in Padova in September (ToT Syllabus and participants selection).

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			

- Partners need to update their Action Plan for ICT4EDU Labs.
- Partners need to buy signs and open their labs and prepare a report about it.

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			

- The University of Padova will collaborate with the work package leaders to develop an evaluation instrument (framework) for each work package.
- This instrument will be used by the evaluators to develop the external evaluation report for the 1st year of the project.
- This has been received by all WP leaders except **WP4** and **WP1**.
- The external evaluation report is expected to be ready by the **end of June**

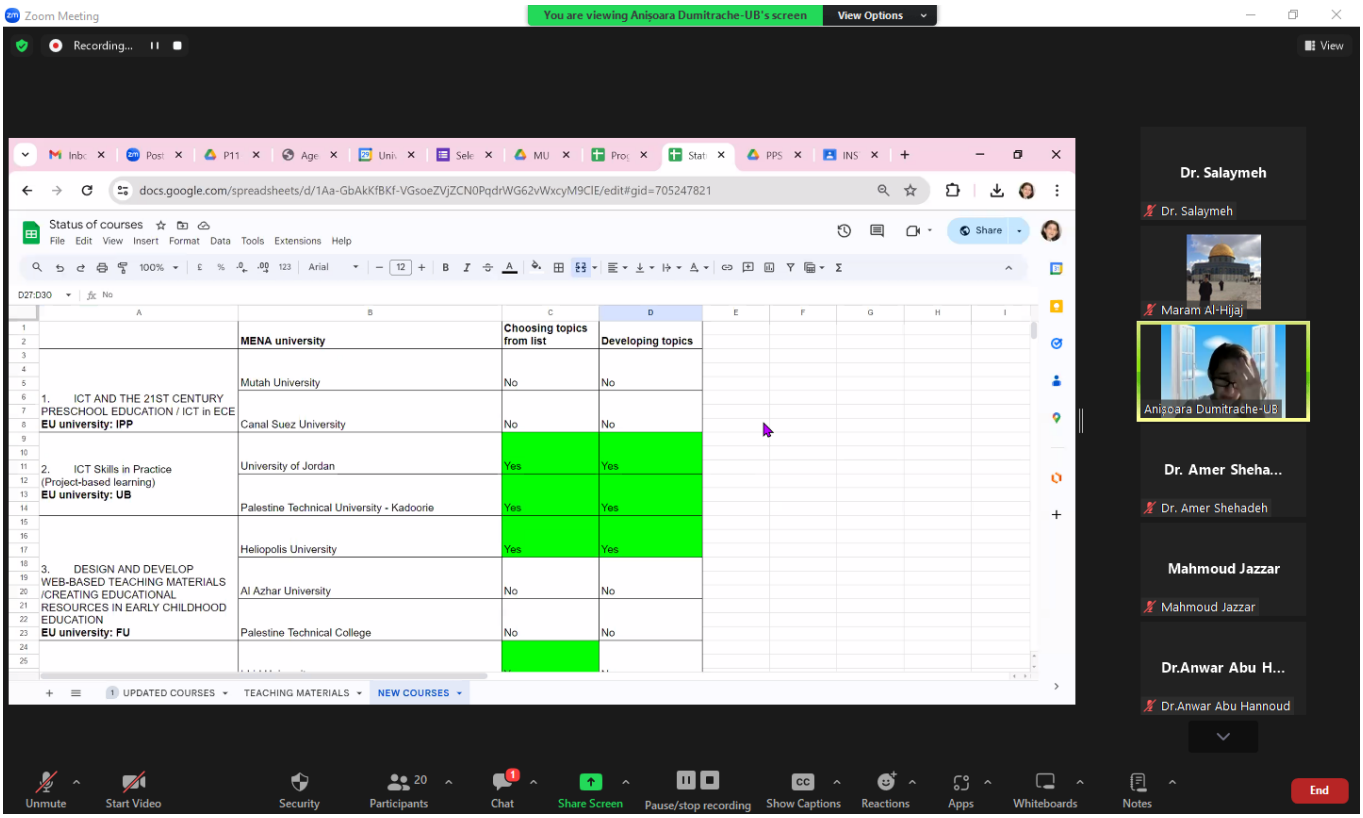
Work Package 7

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			

- All partners need to send at least one info day / dissemination activity report.
- AZHU is working on the 3rd issue of the Newsletter.

❖ **Next Meeting:** 10 July 2024 at Porto.

Photos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View Options
Recording...
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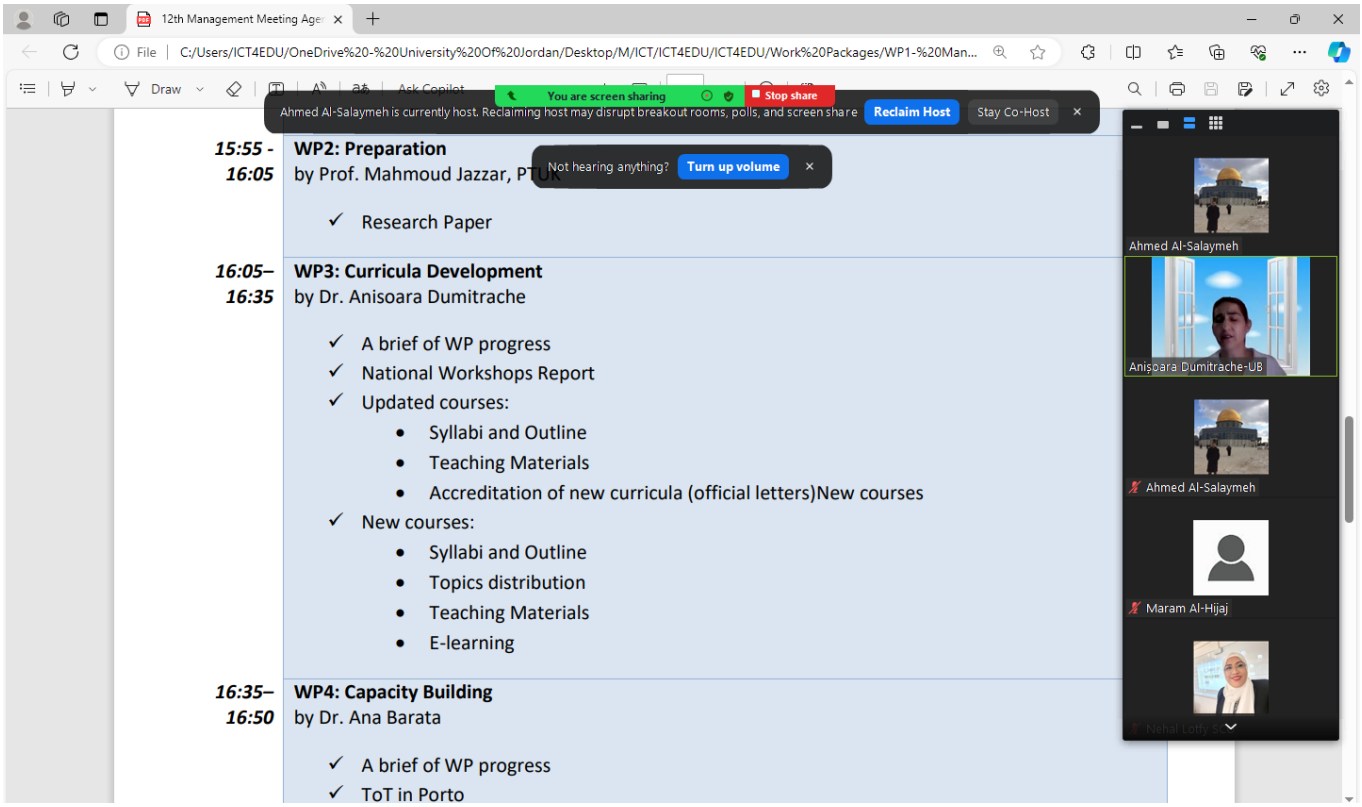
docs.google.com/spreadsheets/d/1Aa-GbAkKfBKf-VGsoeZVjZCN0PqdrWG62vWxcyM9CIE/edit#gid=705247821
Status of courses
File Edit View Insert Format Data Tools Extensions Help
Share
MENA university
Choosing topics from list
Developing topics
Mutah University
Canal Suez University
University of Jordan
Palestine Technical University - Kadoorie
Heliopolis University
Al Azhar University
Palestine Technical College
1. ICT AND THE 21ST CENTURY PRESCHOOL EDUCATION / ICT in ECE
EU university: IPP
2. ICT Skills in Practice (Project-based learning)
EU university: UB
3. DESIGN AND DEVELOP WEB-BASED TEACHING MATERIALS /CREATING EDUCATIONAL RESOURCES IN EARLY CHILDHOOD EDUCATION
EU university: FU
UPDATED COURSES
TEACHING MATERIALS
NEW COURSES
Dr. Salaymeh
Maram Al-Hijaj
Anișoara Dumitrache-UB
Dr. Amer Sheha...
Dr. Amer Shehadeh
Mahmoud Jazzar
Dr.Anwar Abu H...
Dr.Anwar Abu Hannoud
Unmute
Start Video
Security
Participants
Chat
Share Screen
Pause/stop recording
Show Captions
Reactions
Apps
Whiteboards
Notes
End


12th Management Meeting Age
C:/Users/ICT4EDU/OneDrive%20-%20University%20Of%20Jordan/Desktop/M/ICT/ICT4EDU/ICT4EDU/Work%20Packages/WP1-%20Man...
You are screen sharing
Stop share
Ahmed Al-Salaymeh is currently host. Reclaiming host may disrupt breakout rooms, polls, and screen share
Reclaim Host
Stay Co-Host
Not hearing anything?
Turn up volume
15:55 - 16:05
WP2: Preparation
by Prof. Mahmoud Jazzar, PTUK
✓ Research Paper
16:05– 16:35
WP3: Curricula Development
by Dr. Anisoara Dumitrache
✓ A brief of WP progress
✓ National Workshops Report
✓ Updated courses:
• Syllabi and Outline
• Teaching Materials
• Accreditation of new curricula (official letters)New courses
✓ New courses:
• Syllabi and Outline
• Topics distribution
• Teaching Materials
• E-learning
16:35– 16:50
WP4: Capacity Building
by Dr. Ana Barata
✓ A brief of WP progress
✓ ToT in Porto
Ahmed Al-Salaymeh
Anișoara Dumitrache-UB
Ahmed Al-Salaymeh
Maram Al-Hijaj

Zoom Meeting
You are viewing Faris Al-Smadi's screen
View Options
Recording...
Not hearing anything?
Turn up volume
E-Learning Platform
Admin User
Home
Dashboard
My courses
Site administration
Edit mode
Introduction to ICT Tools for Virtual Classrooms
H5P
Settings
Attempts report
More
Mark as done
Definition: ICT (Information and Communication Technology) tools are technologies used to facilitate and manage online education. They include software and hardware that support communication, information sharing, and resource management in a virtual learning environment
Importance: ICT tools enhance teaching and learning by providing platforms for communication, collaboration
Benefits: Increased accessibility, flexibility in learning, and the ability to track and assess student
Anişoara Dumitr...
Ahmed Al-Salaymeh
Faris Al-Smadi
Prof Biasutti
Ezzaldeen Edwan
Maram Al-Hijaj
Audio
Start Video
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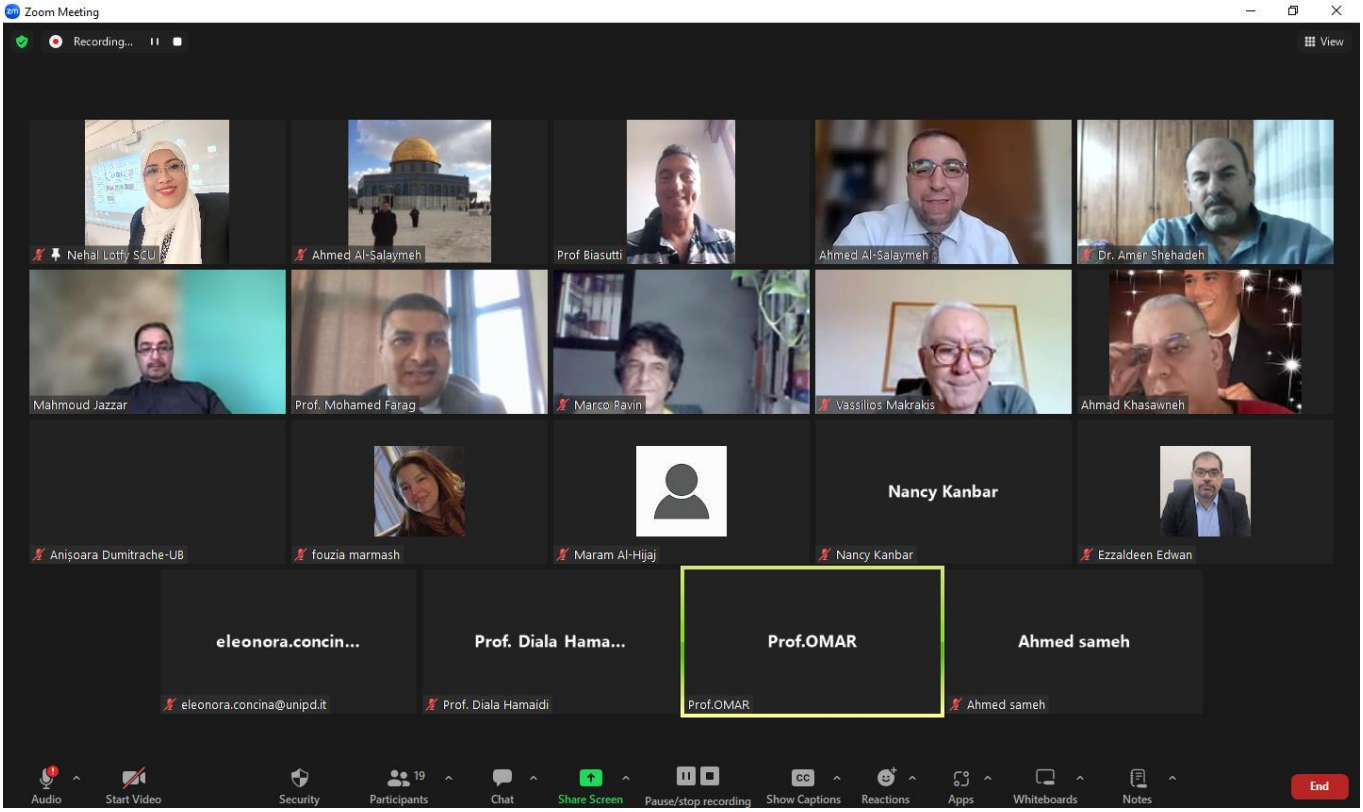
End


Zoom Meeting
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Prof Biasutti
Ahmed Al-Salaymeh
Dr. Amer Shehadeh
Mahmoud Jazzar
Prof. Mohamed Farag
Marco Pavin
Vassilios Makrakis
Ahmad Khasawneh
Anişoara Dumitrache-UB
fouzia marmash
Maram Al-Hijaj
Nancy Kanbar
Nancy Kanbar
Ezzaldeen Edwan
eleonora.concin...
eleonora.concina@unipd.it
Prof. Diala Hama...
Prof. Diala Hamaidi
Prof.OMAR
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