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

Minutes of Meeting
13th Online Management Meeting

29th July, 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:

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About the Meeting:

Type of meeting	Online Management Meeting
Meeting no.	13
Date	29/07/2024
Place	Zoom video conferencing
Minutes drafted by	Eng. Maram Al-Hijaj

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Table of Contents

Participants List 4
Minutes of the Meeting 6
Work Package 1 6
Work Package 2 6
Work Package 3 7
Work Package 4 8
Work Package 5 9
Work Package 6 10
Work Package 7 10
Photos 12

Participants List

Table 1: Participants list

No.	Participant Name	Position
The University of Jordan		
1.	Prof. Ahmed Al-Salaymeh	ICT4EDU General Project Coordinator
2.	Prof. Mohammad Shraideh	Professor in the Department of Computer Science
3.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
4.	Dr. Diala Hamaidi	Associate Professor in Early Childhood Education
5.	Dr. Hamad Sawalqah	Professor of computer information systems
6.	Faris Al-Smadi	Website Developer
7.	Eng. Maram Al-Hijaj	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
13.	Prof. Bassem Abdelghany	Assistant professor at the curriculum and teaching methodology department
14.	Prof. Hadya Adel	Lecturer of Educational Psychology
Heliopolis University		
15.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
16.	Mr. Ahmed Sameh	Teaching Assistant
Palestine Technical University - Kadoorie		

17.	Dr. Mahmoud Jazzar	Professor at the Information Technology Faculty
Palestine Technical College -Deir Elbalah		
18.	Dr. Ezzeldin Edwan	Head of Scientific Research Department
Al-Istiqlal University		
19.	Dr. Fouzia Marmash	Professor at the Department of Psychology
20.	Dr. Amer Shehadeh	Professor at the Department of Psychology
21.	Dr. Ibrahim Sholi	Assistant Professor of Information System
Frederick University		
22.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
23.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
24.	Dr. Ana Barata	Professor at IPP-ISEP
University of Padova		
25.	Prof. Michele Biasutti	Professor at FISPPA Department
26.	Dr. Eleonora Concina	Researcher at UNIPD
Other		
27.	Dr. Nancy Kanbar	External Evaluator
28.	Dr. Stefano Cobello	External Evaluator

Minutes of the Meeting

The 13th online management meeting was held on 29th of July 2024, at 12:00 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	UJ	-	All
	Task 1.2: Steering Committee			
	Task 1.3: Biannual progress reports			
	Task 1.4: Operational Staff (Financial Management)			

- Partners need to send the filled template for the intermediate report.
- Partners need to send the financial statements.
- WP leaders need to send their updated progress reports covering M13-M18.

Task	Responsibility	Due Date
Financial statements	All partners	04 August 2024
Intermediate Report Template	All partners	04 August 2024
3rd Progress Reports	WP leaders	04 August 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			

- Prof. Michele is working on the publication of the research paper.

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.			

- E-learning platform presentation was given by Mr. Faris Smadi from UJ;
  - He presented the platform he constructed with all the categories for ToT materials, online courses and updated courses. He made user accounts for the teachers and showed how to edit and upload content.
- Prof. Anisoara from UB discussed the tasks of this work package:
  - Partners need to start uploading content of the online courses at least the text and the images and then meetings will be arranged with Faris regarding interactive materials.
  - Faris will upload the traditional updated courses and add open source license and the EU disclaimer but partners need to send the final versions of the teaching materials in pdf version by email.
  - Partners who have the teaching materials in Arabic need to provide summaries in English.
  - Partners will need to update the syllabi of the updated courses for ECTS. If any partner can't find a place for ECTS in their syllabi it means they are using an old version of the template and need to use the updated version.
  - For the study plans and the implementation reports, the information was collected by all partners.

- For the accreditation report, partners need to provide official letters for the accreditation of the updated courses and the new courses.

Task	Responsibility	Due Date
Send pdf files of the updated teaching materials by email to Faris and Dr. Anisoara	All partners	04 August 2024
Update the syllabi for ECTS	All partners	04 August 2024
Provide summaries for Arabic teaching materials	All partners	04 August 2024
Upload new courses to e-learning	All partners	07 August 2024
Upload updated courses to e-learning	Faris	07 August 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			

- Following the ToT in Porto:
  - Partners need to send the selection of participants report.
  - Partners need to have their in-house training where each participant will train 10 teachers and produce a report about it.
  - Students training:

Student Training	Date and Location (EU partner)	Subject
In Padova, Italy	**10th to 21st of Feb. 2025**	*To be defined*
In Nicosia, Cyprus	**May 2025** (precise date to be confirmed)	*To be defined*
In Porto, Portugal	**15th to 26th September 2025**	*To be defined*
In Bucharest, Romania	**6th to 17th of October 2025**	*To be defined*

- The number of students for each training is 1/MENA university, however, if students are unable to travel during a certain period more than 1 student can be sent to another training but in total each MENA university can send 4 students for training in EU countries. To arrange for this fill this sheet: https://docs.google.com/spreadsheets/d/192_jxaC-5_IiWl5imx5Jqswp8tkLVtSKY0b8cP1rtxE/edit?usp=sharing
- EU partners need to determine the student training topic on the same sheet.

Task	Responsibility	Deadline
Selection of participants report for Porto ToT	All partners	04 August 2024
Selection of participants report for Padova ToT	All partners	11 August 2024
In-house training following Porto ToT	All partners	September 2024
Fill info for students training on this sheet	All partners	04 August 2024

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			

- The updated final list of equipment report was re-submitted
- Partners need to buy signs and open their labs and prepare a report about it.

Task	Responsibility	Deadline
Official lab inauguration	All partners	04 August 2024

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 work packages evaluation report was sent to partners, WP leaders need to contact the external evaluator, Prof. Stefano Cobello, to discuss improvements.
- The courses evaluation report is being developed by the second external evaluator, Dr. Nancy Kanbar.

Task	Responsibility	Deadline
Discuss improvements with the WP external evaluator	WP leaders and UNIPD	07 August 2024
Courses evaluation report by Dr. Nancy	Dr. Nancy Kanbar	10 August 2024
Finalized external evaluation reports	UNIPD	15 August 2024

Work Package 7

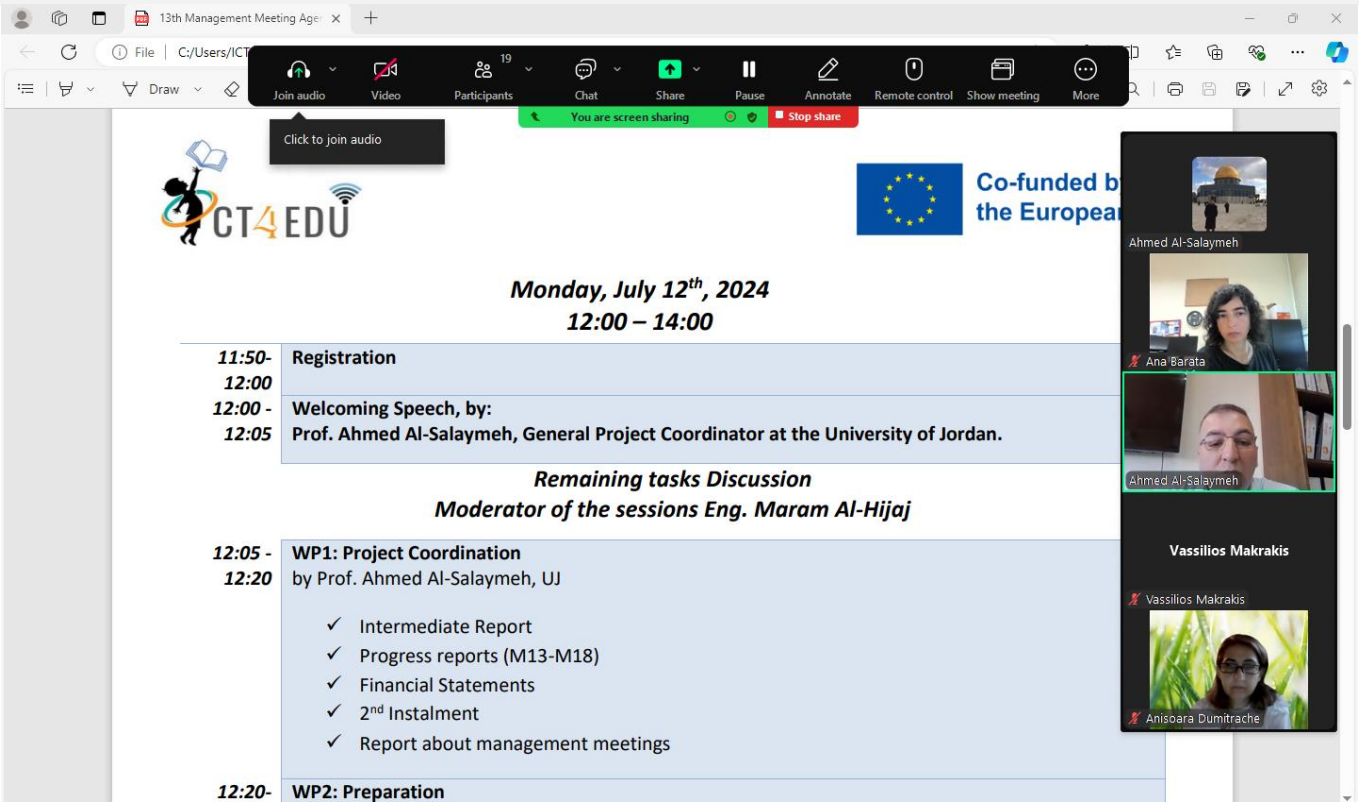
Title [Duration]	Major Activities	Coordination		
		Coordinator	Co-Coordinator	partners involved
WP7: Dissemination and Exploitation [M1-M36]	**Task 7.1:** Dissemination Committee and Dissemination plan	AZHU	PTUK, INU, UB	All
	Task 7.2: Project Website			
	Task 7.3: Promotional Materials and Dissemination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

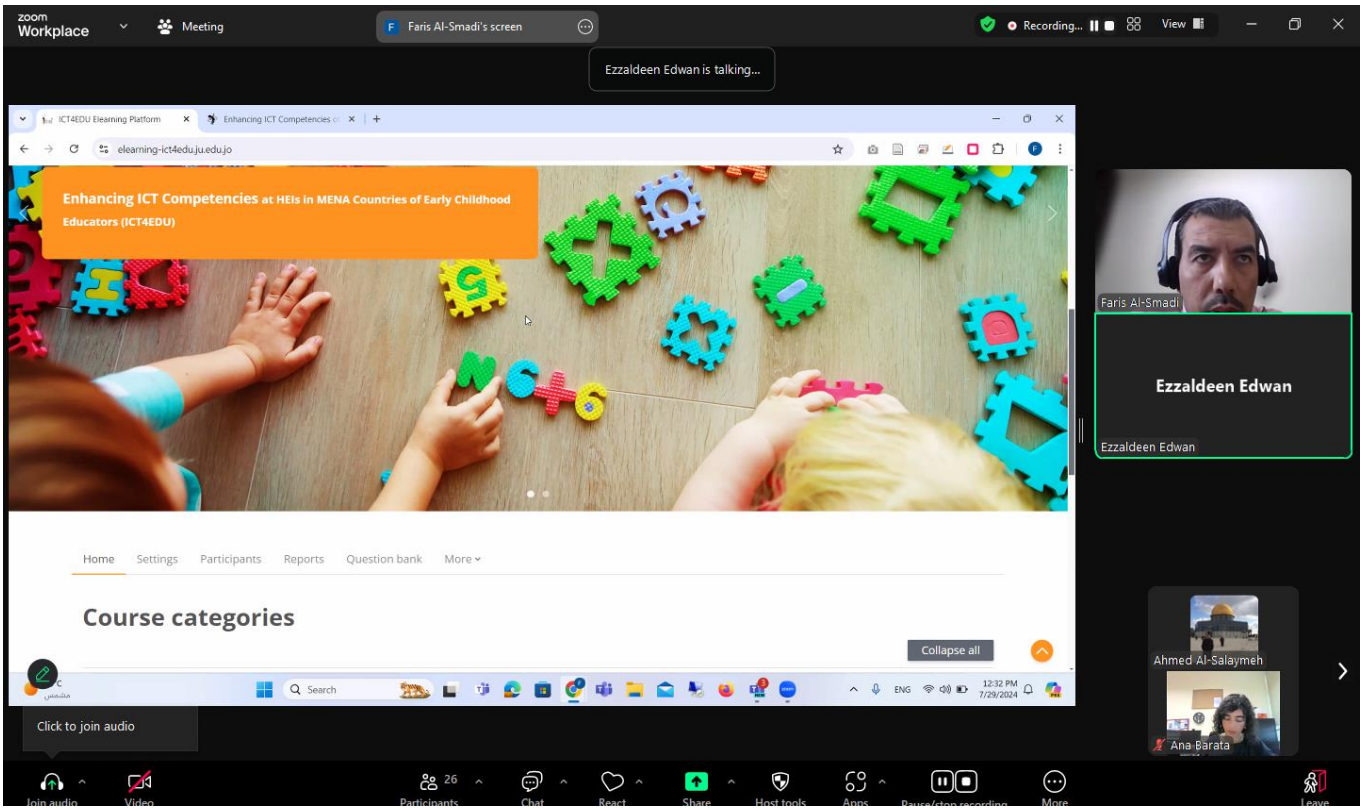
- Only MU hasn't sent dissemination activities reports.

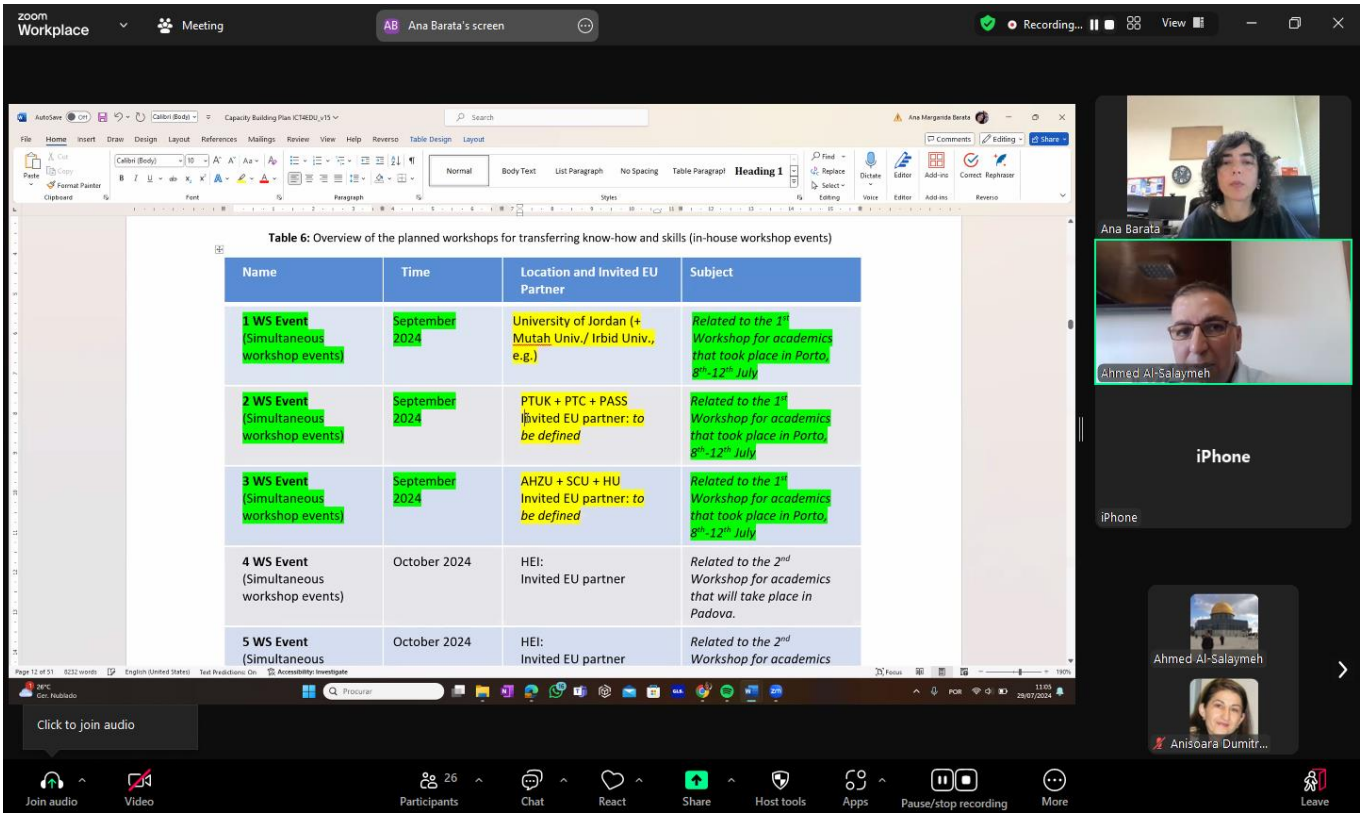
Task	Responsibility	Deadline
Dissemination activity/info day report	Partners who did not send one yet	05 August 2024

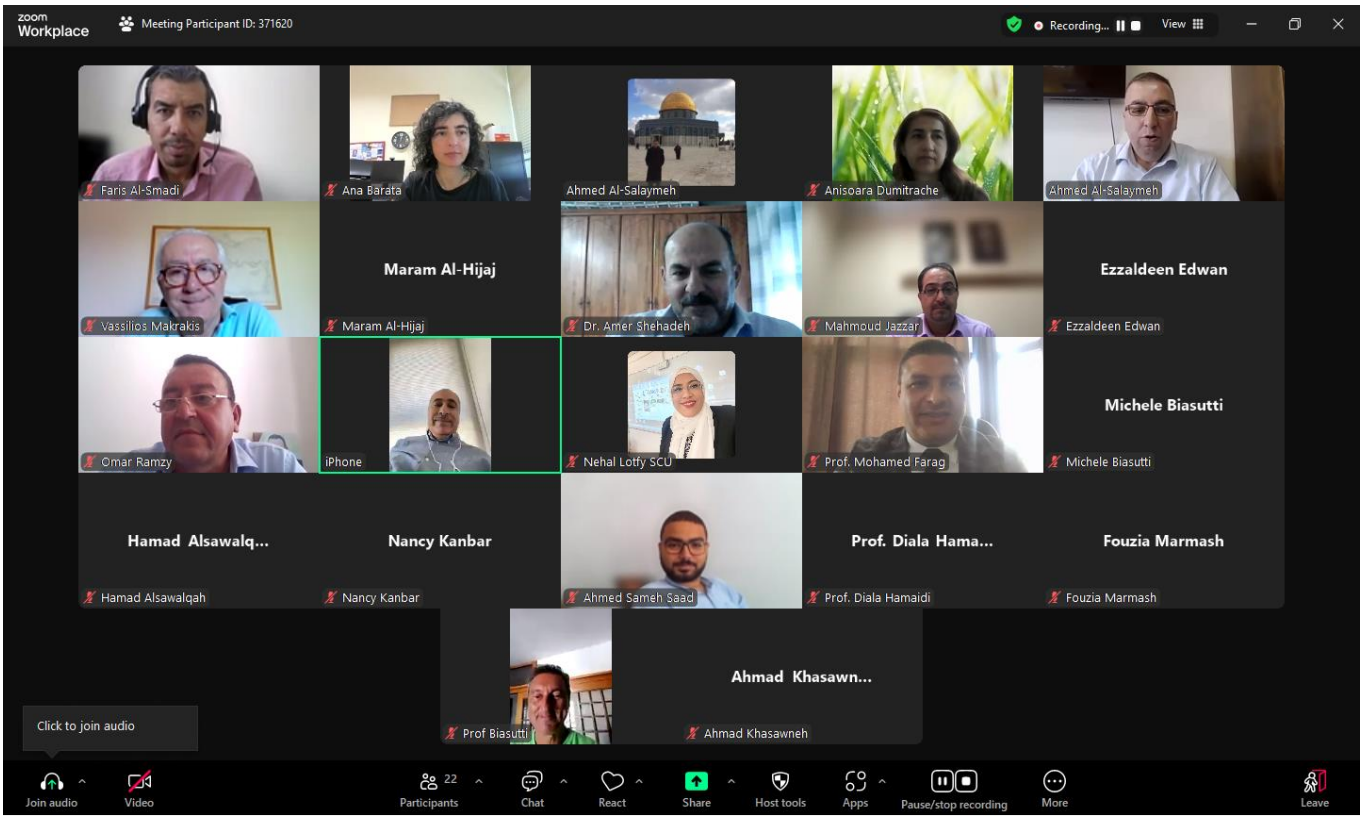
- **Next Meeting:** 26 August 2024 @ 12 PM Amman Time, 11 AM CET.

Photos


Join audio
Video
Participants
Chat
Share
Pause
Annotate
Remote control
Show meeting
More
Click to join audio
You are screen sharing
Stop share
Monday, July 12th, 2024
12:00 – 14:00
11:50-12:00 Registration
12:00 - 12:05 Welcoming Speech, by:
Prof. Ahmed Al-Salaymeh, General Project Coordinator at the University of Jordan.
Remaining tasks Discussion
Moderator of the sessions Eng. Maram Al-Hijaj
12:05 - 12:20 WP1: Project Coordination
by Prof. Ahmed Al-Salaymeh, UJ
✓ Intermediate Report
✓ Progress reports (M13-M18)
✓ Financial Statements
✓ 2nd Instalment
✓ Report about management meetings
12:20- WP2: Preparation
Ahmed Al-Salaymeh
Ana Barata
Vassilios Makrakis
Anisoara Dumitrache


zoom Workplace
Meeting
Faris Al-Smadi's screen
Ezzaldeen Edwan is talking...
Recording...
View
Enhancing ICT Competencies at HEIs in MENA Countries of Early Childhood Educators (ICT4EDU)
Home
Settings
Participants
Reports
Question bank
More
Course categories
Collapse all
Faris Al-Smadi
Ezzaldeen Edwan
Ahmed Al-Salaymeh
Ana Barata
Click to join audio


Meeting
Ana Barata's screen
Recording...
View
Table 6: Overview of the planned workshops for transferring know-how and skills (in-house workshop events)
Name
Time
Location and Invited EU Partner
Subject
1 WS Event (Simultaneous workshop events)
September 2024
University of Jordan (+ Mutah Univ./ Irbid Univ., e.g.)
Related to the 1st Workshop for academics that took place in Porto, 8th-12th July
2 WS Event (Simultaneous workshop events)
September 2024
PTUK + PTC + PASS Invited EU partner: to be defined
Related to the 1st Workshop for academics that took place in Porto, 8th-12th July
3 WS Event (Simultaneous workshop events)
September 2024
AHZU + SCU + HU Invited EU partner: to be defined
Related to the 1st Workshop for academics that took place in Porto, 8th-12th July
4 WS Event (Simultaneous workshop events)
October 2024
HEI: Invited EU partner
Related to the 2nd Workshop for academics that will take place in Padova.
5 WS Event (Simultaneous
October 2024
HEI: Invited EU partner
Related to the 2nd Workshop for academics
Ana Barata
Ahmed Al-Salaymeh
iPhone
iPhone
Ahmed Al-Salaymeh
Anisoara Dumitr...
Click to join audio
Join audio
Video
Participants
26
Chat
React
Share
Host tools
Apps
Pause/stop recording
More
Leave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Recording...
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Faris Al-Smadi
Ana Barata
Ahmed Al-Salaymeh
Anisoara Dumitrache
Ahmed Al-Salaymeh
Vassilios Makrakis
Maram Al-Hijaj
Maram Al-Hijaj
Dr. Amer Shehadeh
Mahmoud Jazzar
Ezzaldeen Edwan
Ezzaldeen Edwan
Omar Ramzy
iPhone
Nehal Lotfy SCU
Prof. Mohamed Farag
Michele Biasutti
Michele Biasutti
Hamad Alsawalq...
Hamad Alsawalqah
Nancy Kanbar
Nancy Kanbar
Ahmed Sameh Saad
Prof. Diala Hama...
Prof. Diala Hamaidi
Fouzia Marmash
Fouzia Marmash
Prof Biasutti
Ahmad Khasawn...
Ahmad Khasawneh
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