

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
18th Online Management Meeting

9th January, 2025

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.	18
Date	09/01/2025
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.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
3.	Prof. Mahmoud Shraideh	ICT4EDU Technical Project Coordinator
4.	Mr. Faris Smadi	Website Developer
5.	Prof. Saleh Al-Sharaeh	Professor of Computer Science
6.	Dr. Diala Hamaidi	Associate Professor in Early Childhood Education
Irbid National University		
7.	Prof. Ahmad Al-khasawneh	Professor of computer information systems
8.	Yanal Almohammad	Research Assistant
Mutah University		
Al-Azhar University		
9.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
10.	Prof. Nehal Lotfy	Professor at the Educational Psychology Department
11.	Prof. Bassem Abdelghany	Assistant professor at the curriculum and teaching methodology department
Heliopolis University		
12.	Dr. Omar Ramzy	Dean of the Faculty of Business and Economics
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
Frederick University		
17.	Prof. Vasileios Makrakis	Professor at the School of Education and Social Sciences
University of Bucharest		
18.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
University of Padova		
19.	Prof. Marco Pavin	Professor at UniPd
20.	Dr. Eleonora Concina	Researcher at UNIPD

Minutes of the Meeting

The 16th online management meeting was held on 9th of January 2025, at 2:00 PM (Amman Time) and it was conducted via Zoom video conferencing.

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)			

- UJ is working on drafting the agenda for the 5th management meeting in Padova
- WP leaders need to submit progress report up until M24 (Dec 2024).

Task	Responsibility	Due Date
Submit progress reports	WP Leaders	31 st Jan 2025

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			

- The research paper was submitted to a new journal (Digital studies).

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.			

- ICT4EDU implementation surveys received +1000 responses.
- Dr. Anisoara will contact partners regarding translating the responses for open answer questions.
- WP2 leader, PTUK, can help with the statistical analysis of quantitative responses.
- This can be used to produce a new research paper.
- A survey for year-end course evaluation will be sent to partners.
- A survey for teachers has been prepared and needs to be translated.
- Partners need to update SWOT analysis reports.
- Strategies for making students more active on the e-learning website has been discussed like integrating the self-evaluation on e-learning with the course grades. This will be discussed further at the Bucharest ToT.
- Bi-lateral meetings with partners are suggested to finalize any issues with the e-learning platform.

Task	Responsibility	Due Date
Disseminating the course-end survey	All partners	Jan 17
Translating the teachers survey	PASS, SCU	TBD
Sending the updated SWOT analysis report	All partners	TBD

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			

- Bucharest ToT preparations are going smoothly.
- Status of missing reports for WP4 are shown in the table below

Training	Workshop report	Upload training materials on E-learning	Selection report	In-house training report	Deadline
	Responsibility				
ToT in Porto	Porto	Done	MU	SCU	16/01
ToT in Padova	Done	Done	MU	SCU, HU, UJ, INU, MU PASS, PTUK	16/01
ToT in Nicosia	FredU	FredU	SCU	All partners	16/01
ToT in Bucharest	Not Yet	Not Yet	AZHU, INU	Not Yet	16/01
Student training in Padova	Not Yet	Not Yet	INU, PTC, AZHU, HU, SCU	N/A	16/01

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			

- Report for “Purchase, installation of equipment and Lab operation” has been submitted.

Work Package 6

Title	Major Activities	Coordination
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[Duration]		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			

- 2nd annual quality report was sent by UNIPD
- UNIPD have contacted the external evaluators regarding the 2nd external evaluators report.

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 will send reminders regarding the dissemination events reports from partners

Task	Responsibility	Deadline
4 th issue of the newsletter	AZHU	Jan 2024

❖ **Next Meeting:** 6 Feb 2024 @ 2 PM Amman Time, 12 PM CET.

Photos



18th Online Management Meeting

You are screen sharing

File | C:\Users\ICT4EDU\OneDrive\%20-%20University%20Of%20Jordan\Desktop\M\ICT\ICT4EDU\ICT4EDU\Work\%20Packages\WP1-%20Managemen...

Draw | Ask Copilot

3 of 3

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15:30–15:45 WP6: Quality Plan
by Prof. Michele Biasutti

- ✓ 2nd annual quality reports (Due on 31st Dec 2024)
- ✓ 2nd Annual external evaluation reports (Due on 31st Jan 2024)

15:45 – 16:00 WP7: Dissemination and Exploitation
by Prof. Mohamed Farag

- ✓ 2nd year dissemination events reports from partners
- ✓ 4th issue of ICT4EDU Newsletter (M19-M24)

16:00 Closing

- ✓ Next meeting date
- ✓ Evaluation of the meeting
- ✓ Group photo

Michele Biasutti

Ahmed Al-Salaymeh

makrakis

makrakis

Lect. univ.dr. An...

Lect. univ.dr. Anișoara Dumitrache

Maram Al-Hijaj

zoom Workplace

Meeting

Faris Al-Smadi's screen

The shared content is fit to your screen. To see the original size, click "Original size" in the menu.

WhatsApp

Post Attendee - Zoom

elearning-ict4eduju.edu.jo/admin/search.php

ICT4EDU E-Learning Platform

Admin User AU

Home Dashboard My courses Site administration

Edit mode

Site administration

General Users Courses Grades Plugins Appearance Server Reports Development

Notifications
Registration
Moodle services
Feedback settings
Advanced features
Site admin presets

Analytics

Site information
Analytics settings
Analytics models

Michele Biasutti

Ahmed Al-Salaymeh

makrakis

makrakis

Lect. univ.dr. An...

Lect. univ.dr. Anișoara...

Mahmoud Jazzar

Mahmoud Jazzar

Faris Al-Smadi

Marco Pavin

Marco Pavin

Join audio

Video

Participants 21

Chat

React

Share

Apps

Record

More

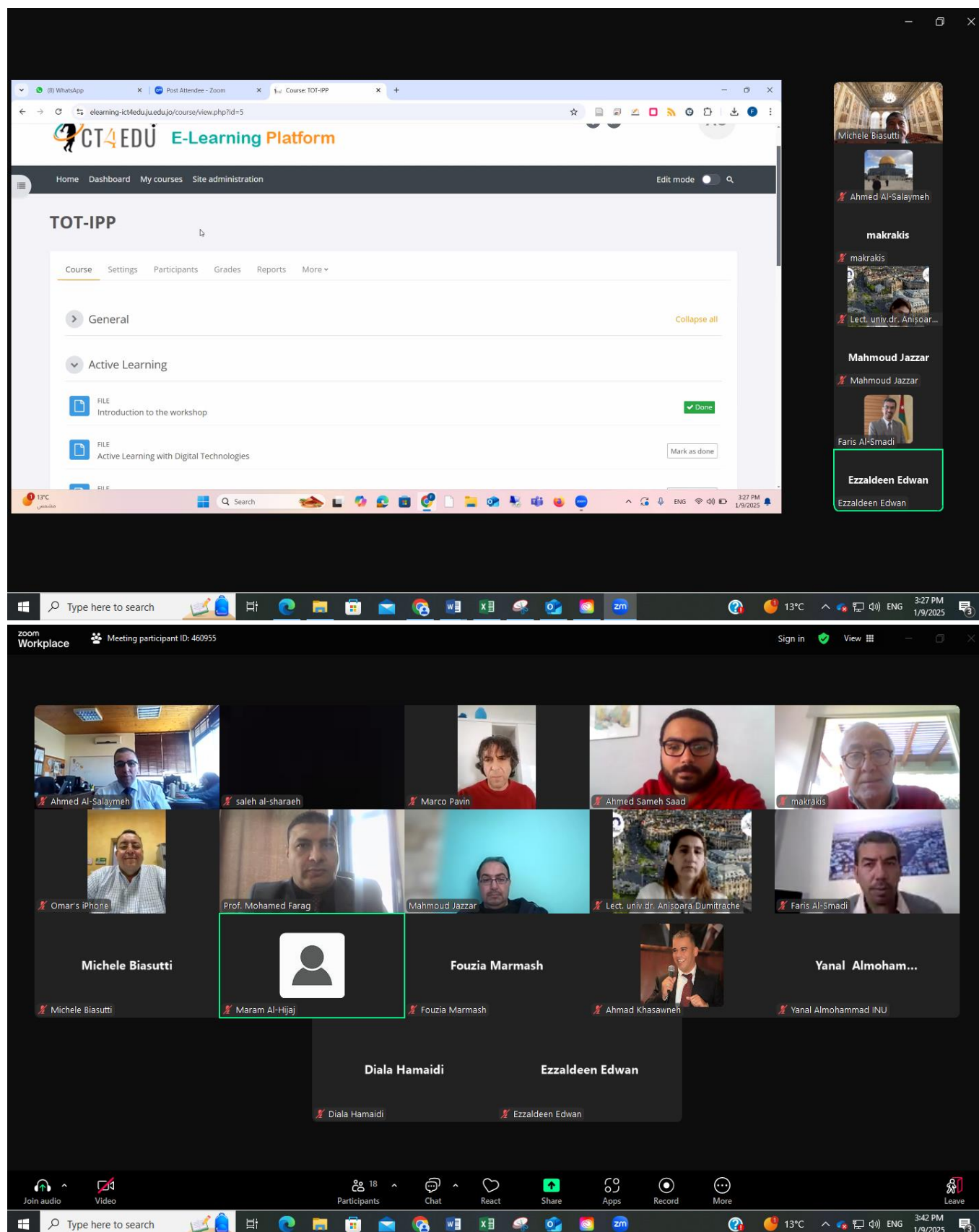
Leave

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13°C

ENG

3:06 PM 1/9/2025



The screenshot displays a Zoom meeting interface. The top portion shows a web browser window with the URL `elearning-ict4edu.ju.edu.jo/course/view.php?id=5`. The page title is "TOT-IPP" and it features a navigation menu with "Course", "Settings", "Participants", "Grades", "Reports", and "More". Under the "General" tab, there are two file uploads: "Introduction to the workshop" (marked as "Done") and "Active Learning with Digital Technologies" (with a "Mark as done" button). The bottom portion of the screenshot shows the Zoom meeting grid with 18 participants. The participants are arranged in a grid, with some names visible: Michele Biasutti, Ahmed Al-Salaymeh, Marco Pavin, Ahmed Sameh Saad, makrakis, Omar's iPhone, Prof. Mohamed Farag, Mahmoud Jazzar, Lect. univ.dr. Anisoara Dumitrache, Faris Al-Smadi, Maram Al-Hijaj, Fouzia Marmash, Ahmad Khasawneh, Yanal Almohammad INU, Diala Hamaidi, and Ezzaldeen Edwan. The Zoom toolbar at the bottom includes options for Join audio, Video, Participants, Chat, React, Share, Apps, Record, and More.