

ERASMUS+ PROGRAMME
Project Number: 101083078

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

Minutes of Meeting
6th Online Management Meeting

23rd November, 2023

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.	6
Date	23/11/2023
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. Diala Hamaidi	Associate Professor in Early Childhood Education
3.	Dr. Yousef Arouri	Associate Professor in Educational Learning Technologies
4.	Dr. Hamad Alawalqah	Assistant Professor in the Department of Computer Information Systems
5.	Dr. Yazan Alshamaileh	Assistant Professor at King Abdullah II School for Information Technology
6.	Eng. Maram Al-Hijaj	Research Assistant at the School of Engineering
Irbid National University		
7.	Dr. Mohammad Mhawish	Professor at the Science and information technology Faculty
Mutah University		
8.	Prof. Omer Maaith	Professor at the Civil Engineering Department
Al-Azhar University		
9.	Prof. Mohamed Farag	Professor at the Faculty of Science
Suez Canal University		
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
15.	Dr. Ibrahim Sholi	Assistant Professor of Information System
Frederick University		
University of Bucharest		
16.	Dr. Anisoara Dumitrache	Lecturer at the Faculty of Psychology and Educational Sciences
Polytechnic Institute of Porto		
University of Padova		
17.	Prof. Michele Biasutti	Professor at FISPPA Department
18.	Prof. Marco Pavin	Professor at UniPd
19.	Dr. Concina Eleonora	Researcher at UNIPD

Minutes of the Meeting

The 6th online management meeting was held on 23rd of November 2023, 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)			

- STC and TSC regulations to be signed by partners from the Steering Committee and Technical and Scientific Committee Representatives who did not sign them yet.
- The first transfer for SCU and FredU is being processed by UJ.
- PTC is currently closed due to the Zionist aggression on Gaza, How to proceed will be discussed with EU.
- Regarding the 3rd Management meeting at AZHU in Egypt, Dr. Mohamed confirmed it still can be held on the previously agreed date which is 12th-14th Feb, 2023 (First day is for the national workshop). We need the following:
 - Participants for Invitation letters.
 - Passports from partners for security approval.

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			
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- PTUK is currently writing a paper about the conducted surveys.
- Partners who want to participate in the paper should contact Dr. Mahmoud Jazzar.

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.			

- It was agreed that the updated course documents (outline and syllabi) will be submitted every 2 weeks for one course only from each university.
- Evaluation template by UB was submitted for feedback.
 - Deadline to receive feedback was Friday at Noon (24th of November) or **Monday (27th of November)** at noon at the latest.
 - Updated template will be circulated to EU universities, this template will be used by EU universities to evaluate the updated courses from their partner MENA universities as such:

University	EU Partner
Heliopolis University	FU
Irbid National University	FU
Suez Canal University	FU
Mutah University	IPP
Palestine Technical College	IPP
Al-Azhar University	UB
AL Istiqlal University	UB
Palestine Technical University Kadoorie	UniPD
The University of Jordan	UniPD

- The timeline for updating courses suggested by UB and agreed on by partners is as follows:

	November	December	January	February
1st pack of courses	24-Nov			
Evaluation by EU partners	29-Nov			
Evaluation by FU for ESD and SDG		7-Dec		
Revision of 1st pack		14-Dec		
2nd pack of courses		8-Dec		
Evaluation by EU partners		13-Dec		
Evaluation by FU for ESD and SDG		22-Dec		
Revision of 2nd pack			5-Jan	
3rd pack of courses		22-Dec		
Evaluation by EU partners			5-Jan	
Evaluation by FU for ESD and SDG			12-Jan	
Revision of 3rd pack			19-Jan	
4th pack of courses			10-Jan	
Evaluation by EU partners			15-Jan	
Evaluation by FU for ESD and SDG			24-Jan	
Revision of 4th pack			29-Jan	
5th pack of courses			24-Jan	
Evaluation by partners			29-Jan	
Evaluation by FU for ESD and SDG				7-Feb
Revision of 5th pack				14-Feb

- Contact info is still missing from some partners for peer reviewing:

<https://docs.google.com/spreadsheets/d/19W17B-GJC4HPQJl2yOPv6HBuf0tPAOeT/edit#gid=1984560588>

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			

- Jordanian partners purchased the equipment.
- UJ found a suitable lab.

- Palestinian partners (beside PTC) are in the process of purchasing but experiencing difficulties due to higher prices and electricity/network cut-off due to the circumstances in the region.
- Non-attending Egyptian partners need to update about this.
- The 1st ICT Lab biannual report template prepared by FredU which was previously sent to partners must be submitted by the **15th of December, 2023** at the latest to Prof. Makrakis.

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			

- Prof. Michele has prepared the first draft for the call for external evaluator after previously having a meeting with Prof. Ahmed Al-Salaymeh and Prof. Makrakis to discuss this.
- First draft for the call was circulated for feedback along the draft of the subcontracting proposal. Deadline for receiving comments is on **Monday (27th of November)**.
- UNIPD is preparing the quality report for the first year

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			

- Prof. Mohamed has circulated the updated 1st issue of the newsletter for feedback.

Photos

REC

WP3 - Updating Courses

- Documents to be used in the updating process of the courses were sent to partners:
 - The course syllabus
 - The course outline
- Deadline for the first draft: 24th Nov

University	EU Partner
Heliopolis University	FU
Irbid National University	FU
Suez Canal University	FU
Mutah University	IPP
Palestine Technical College	IPP
Al-Azhar University	UB
AL Istiqlal University	UB
Palestine Technical University Kadoorie	UniPD
The University of Jordan	UniPD

Ahmed Al-Saleemah's screen

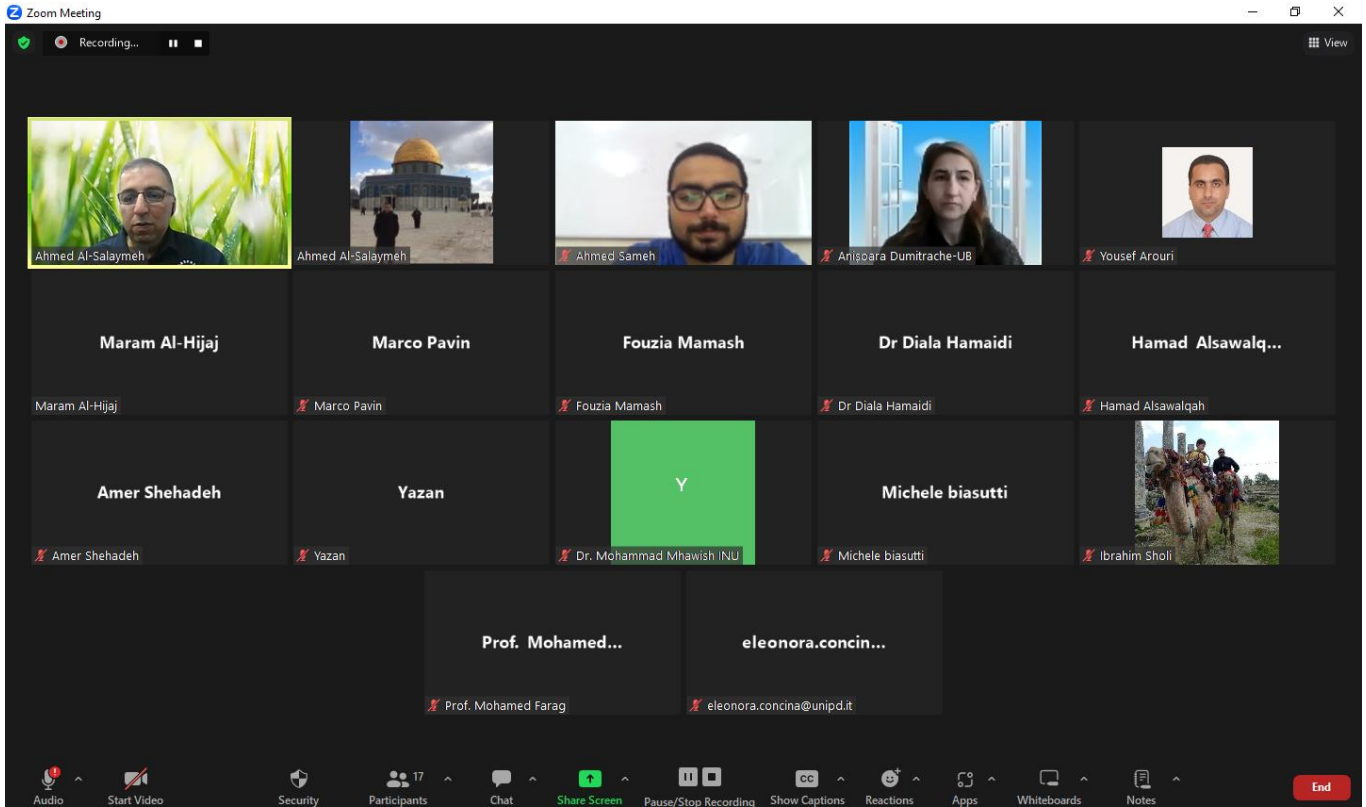
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REC

Timeline.xlsx - Excel

	November	December	January	February
1				
2				
3	1st pack of courses	24-Nov		
4	Evaluation by EU partners	29-Nov		
5	Evaluation by FU for ESD and SDG		7-Dec	
6	Revision of 1st pack		14-Dec	
7				
8	2nd pack of courses		8-Dec	
9	Evaluation by EU partners		13-Dec	
10	Evaluation by FU for ESD and SDG		22-Dec	
11	Revision of 2nd pack			5-Jan
12				
13	3rd pack of courses		22-Dec	
14	Evaluation by EU partners			5-Jan
15	Evaluation by FU for ESD and SDG			12-Jan
16	Revision of 2nd pack			19-Feb
17				
18	4th pack of courses			10-Jan
19	Evaluation by FU partners			15-Jan

TimelineCourseUpdate

A screenshot of a Zoom meeting interface. The top bar shows 'Zoom Meeting' and 'Recording...'. The main area displays a grid of 17 participants. The first row includes Ahmed Al-Salaymeh (video on), Ahmed Al-Salaymeh (video off), Ahmed Sameh (video on), Anisbara Dumitrache-UB (video on), and Yousef Aroui (video on). The second row includes Maram Al-Hijaj (video off), Marco Pavin (video off), Fouzia Mamash (video off), Dr. Diala Hamaidi (video off), and Hamad Alsawalqah (video off). The third row includes Amer Shehadeh (video off), Yazan (video off), a green placeholder for Dr. Mohammad Mhawish INU, Michele biasutti (video off), and Ibrahim Sholi (video on). The bottom row shows Prof. Mohamed Farag (video off) and eleonora.concina@unipd.it (video off). The bottom toolbar contains icons for Audio, Start Video, Security, Participants (17), Chat, Share Screen, Pause/Stop Recording, Show Captions, Reactions, Apps, Whiteboards, Notes, and an End button.