M E E T I N G S

MINUTES and MAIN RESULTS
of the MEETING
held on 11 September 2014 in Tenerife, Spain

In this Meeting **76 representatives from 46 partners institutions of 30 European countries** took part, including Bulgaria, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, UK, Croatia, Island, Norway, Serbia, The Former Yugoslav Republic of Macedonia, Albania.

The project meeting was conducted with the following agenda:

No	ITEM	SPEAKER	TIME
1.	Opening of the Second meeting	Prof. Dr. Candelaria Hernández Goya	9:30 – 9:35
2.	Welcome Address of the Rector of the University of La Laguna to the Meeting participants.	Rector Eduardo Domenech Vice rector of Internationalization and Research Rodrigo Trujillo Head of the Computer Engineering School Prof. Dr. Francisco Almeida,	9:35 – 9:45

		Coordinator of the ETN-FETCH Network Prof. Dr. A. Smrikarov	
3.	Introduction of the Meeting participants.	All members	9:45 – 10:00
4.	**WP1** 1. Completed tasks in the work package. 2. Discussion.	Prof. Dr A. Smrikarov	10:00 - 10:15
5.	**WP2** *1.* Presentation and discussion of the draft report reviewing existing approaches to flexible learning. ***The final version should be ready by 30.09.2014.*** *2.* Report synthesizing criteria for optimal learning experience based on findings of WP2. Presentation of current progress. ***The final version of the report should be ready by 31.12.2014*** 3. Discussion.	Mohammed Alzahrani Vladimiras Dolgopolovas	10:15 – 10:45
6.	**WP3** *1.* Presentation and discussion of the Literature review, surveys and interviews with experts. ***The final version should be ready by 30.09.2014.*** *2.* Analysis of literature review, surveys and interviews with experts. ***Report with the results of the critical analysis should be ready by 31.12.2014*** 3. Discussion.	Prof. Dr Marco Porta Prof. Dr Betim Cico	10:45 – 11:15
7.	**Coffee break**		**11:15 – 11:45**
8.	**WP4** 1. Creation of Computing Education Quality Assurance Team (CEQAT) - brief information about membership; 2. The evaluation framework in Computing Education and Training - current progress; 3. Literature review, surveys, and interviews with experts. Presentation of current progress. ***The final version should be ready by 31.12.2014*** 4. Discussion.	Prof. Dr Hilda Tellioglu	11:45 – 12:15
9.	**WP5** *1.* Best practices of digital curricula in European HEI. Presentation of current progress. ***The final version should be ready by 31.01.2015*** *2.* Assessment of emerging technological tools and resources for learning purposes. ***Started 1.01.2014. Current progress. The final version should be ready by 31.05.2015.*** 3. Discussion.	Prof. Dr Arianit Kurti	12:15 – 12:45
10.	**WP6** 1. Presentation and discussion of the Questionnaire on possible roles of social media in e-learning. Presentation of the draft version. ***The final version should be ready by 30.09.2014.*** 2. Presentation of draft report about the role of	Prof. DSc Leon Rothkrantz Prof. Dr António José Mendes	12:45 – 13:15

	social media in e-learning. 3. Discussion.		
11.	Taking a photo of all meeting participants in the Patio Canario at the hotel.		13:15 – 13:30
12.	**Buffet Lunch Restaurant at the hotel.**		**13:30 – 14:30**
11.	**WP7** 1. Analysis of the surveys for the evaluation of events and developed deliverables 2. Discussion.	Prof. Dr Dimo Dimov	14:30 – 15:00
14.	**WP8** *1.* Preparing Project exploitation plan - ***adopting final version;*** 2. Creation of a European Erasmus Network for student and lecturer exchange and practical placement in the field of Computing Education – presentation of the table with signed agreements under Erasmus+ by 31.08.2014; 3. Discussion.	Prof. Dr Mirjana Ivanovic	15:00 – 15:30
15.	**WP9** 1. Preparing Project dissemination plan; 2. Presentation of current progress; 3. Discussion.	Prof. Dr A. Smrikarov	15:30 – 15:45
16.	1. Summary report about completed work and specifying future activities; 2. Planning the next meeting; 3. Discussion.	Prof. Dr A. Smrikarov Prof. Dr Markus Helfert	15:45 – 16:00
17.	1. Clarifying some of the financial rules for project work; 2. Discussion.	Assoc. Prof. Em. Stoyanka Smrikarova	16:00 – 16:30
18.	**Work meetings of WP2, WP3, WP4, WP5**		**16:30 – 19:00**
19.	**Individual meetings the project financial manager**		**16:30 – 19:00**

The meeting was opened by Prof. Dr. Candelaria Hernández Goya, representative of the hosting University of La Laguna and main organiser of the event.

The Rector of the University of La laguna, Prof. Eduardo Domenech, welcomed the participants in the Meeting.

All participants in the meeting introduced themselves and their organisation.

The main objective of this meeting was to discuss the work plan activities, reports by WP leaders about completed work, problems, and future activities. Special attention was paid to the results of the work in WP2, which will have to finish by the end of year.

Prof. Dr. Angel Smrikarov – Coordinator of the ETN FETCH reported about the WP1 activities. All tasks of in this WP are performed according to the workplan and deadlines. Regular communication is maintained with all partners as well as with the WP leaders and co-leaders. In case of problems they are resolved on time and they do not influence the implementation of main project tasks.

Mr. Mohammed Alzahrani from Heriot-Watt University and Dr. Vladimiras Dolgopolovas from Vilnius University, as a Leader and Co-Leader of WP2, presented the current WP

progress, as well as the future activities to be performed by the end of the year. They presented results of the survey for WP2 Background and Justification, the draft report summarizing the discussion at the workshop, identifying best existing practices in partner institutions, and highlighting the issues related to student experience, uniform criteria for competence and retention whilst using flexible learning. The draft report synthesizing criteria for optimal learning experience based on findings of WP2 was also presented, which analyses existing approaches, methods and processes for establishing Europe-wide criteria for optimal student retention, evaluation and competence and assess and quantify the suitability of novel approaches for delivery and assessment in CS, CE, SE and IS. The report will be distributed and will be made available to all project partners. The report will provide relevant initial findings, information and analysis which will serve as a foundation to work carried out in WP3, WP4, WP5 and WP6.

By 30.09.2014 a Report reviewing existing approaches to flexible learning has to be produced, and by 31.12.2014 – the report about Synthesizing criteria for optimal learning experience based on findings of WP2 for the European Strategic Framework for Computing Education and Training 2020 (ECFCET2020). This report will be used by WP3 as a basis for the framework. During the discussions it was recommended that WP3 leaders publish the draft report and a link to the survey results on the project web site.

Prof. Dr. Marco Porta from University of Pavia and Prof. Dr. Betim Cico from South East European University, Tetovo, as a leader and co-leader of WP3, presented the work of WP3 until that moment. The next updated draft version of the report was presented, which was based on the literature review, surveys and expert interviews about approaches, methods and processes for: 1) defining best curricula and syllabi for bachelors, masters and doctorates in CS, CE, SE and IS, as well as for their implementation in HEIs; 2) Establishing best teaching modalities (e.g. theory vs. practice, individual vs. group work, in-presence vs. distance-learning, etc.). A draft report with the results of the critical analysis of literature review, surveys and interviews with experts was also presented.

By 30.09.2014 the report has to be ready and will present all the data gathered from literature review, surveys and interviews with experts about approaches, methods and processes for: 1) Defining learning outcomes based curricula and syllabi that incorporates the enhancement of (a) creativity, (b) innovation and (c) employability skills for bachelors, masters and doctorates in CS, CE, SE and IS, and for their implementation in European higher education institutions; 2) Establishing the best teaching modalities, instructional strategies and adaptive learning using social networking tools and environments for each main computing topic. The document will also account for the main outcomes of discussions carried out, which will involve all partners participating in the WP (and also possible other partners interested in the topic). In order to facilitate the collection of responses to questionnaires and surveys, as well as to allow easy statistical processing of results, three web forms were implemented. There were quite some responses from professors, but fewer from industry and alumni.

By 31.12.2014 the report with the results of the critical analysis of literature review, surveys and interviews with experts will have to be ready, too. The report will thoroughly outline the results of the critical analysis carried out on the data gathered through literature review, surveys and interviews with experts (presented in Deliverable 3.1). The analysis will provide a reasoned categorization of collected data, highlighting the main features of each class in the investigated domains and sub-domains.

During the discussions prof. Betim Cico offered their university facilities for virtual conferences and workshops to be used by the partners for organising project events.

Prof. Dr Hilda Tellioglu from Vienna University of Technology reported about WP 4. She reflected in details what had been done up to that moment (Computing Education Quality Assurance Team (CEQAT) was created with 28 members, representative of 23 partners), the tasks that were being performed and that would have to be done. By 30.12.2014 a

survey has to be conducted and a report prepared, which will contain information about the literature review undertaken, the surveys performed, and the interviews undertaken with experts (where these interviews consider approaches, methods, and processes for evaluation of curricula and syllabi of bachelors, masters, and doctors in CS, CE, SE, and IS, and their implementation in European Higher Education Institutions). A virtual workshop will also be organised, to which apart from the project partners, other interested parties and companies outside the project will be invited. At this workshop questions not only about the curricula and syllabi will be discussed, but also about the evaluation of the methodology of teaching in computing. Using all these results CEQAT has to produce a Recommendation report for the Evaluation Framework in Computing Education and Training.

During the discussion Prof. Leon Rothkrantz mentioned that there was an existing evaluation framework for universities in Belgium and Netherlands, which he could share.

WP5 was presented by Assoc. Prof. Dr. Arianit Kurti from Linneus University as a leader of this WP. He addressed the progress of the first Deliverable on Best practices of digital curricula in European HEI, which has to be ready on 31.01.2015. This deliverable should finish with a report that presents the state of the art of current digital curricula within HEI in Europe in the Computing education field. The methodology used for producing this report will comprise a survey as a data collection instrument, and focus group discussions with partners of the consortium. Furthermore it will include a survey of different scientific and popular publications describing the advancements in this field. The progress of the second deliverable - Assessment of emerging technological tools and resources for learning purposes was also presented. It should also finish with a report and should be ready by 31.05.2015. This deliverable will provide a comprehensive assessment of emerging technological tools and resources that can be integrated into HEI learning activities utilizing a digital curriculum. The methodology for this report will be based on the analysis of the leading edge research publications regarding Open Educational Resources, e-textbooks, mobile tools, social media and the strategies for their integration within the

learning processes. Furthermore it will include the assessment of the intellectual property right issues that might emerge as a result of integrating these technologies for facilitating digital curricula.

During the discussions Prof. Leon Rothkrantz shared that many universities in the Netherlands had MOOCs, which finished with a certificate. The results of the exams are recognised by some big companies like Philips.

Prof. DSc Leon Rothkrantz reported the results of WP6 implementation and the draft of the Questionnaire on possible roles of social media in e-learning. The data from the questionnaire will be analysed and discussed at a special Workshop of WP6 participants. This workshop will also analyse the online discussions about teaching and learning. The final version of the questionnaire should be ready by 30.09.2014. The report of this deliverable should include Literature review and will describe the state of the art of the role of social media in e-learning. The next step is to research activities taking place at partner Universities. This research will be implemented as a survey-study. Colleagues at different partner Universities will complete a questionnaire. The following topics will be surveyed in this questionnaire:

- the familiarity of colleagues and partner universities with social media and the role of social media in e-learning
- the experience of colleagues and the partner Universities with e-learning using social media
- the opinion of the colleagues regarding social media in e-learning
- the willingness of colleagues/partner universities to take part in experiments involving social media in e-learning
- ideas about possible use of social media in e-learning

The data from the questionnaire will be analysed and discussed at a special Workshop of WP6 participants. This workshop will also analyse the online discussions about teaching and learning. A draft report about the role of social media in e-learning was also

presented. One of the main goals of WP6 is to research how social media can be used to improve the quality of teaching and learning. All the discussions of students via social media can be analysed to reveal the way students capture the learning material. At special conference sessions during the e-learning conference, researchers will present new didactical models developed around this new way of teaching and learning utilising social networks. There was such a session at the e-learning conference, which was held on the following day.

During the discussions Leon Rothkrantz and Antonio Mendes suggested to do some experiments with students. Prof. Betim Cico proposed to develop a joint Master degree programme including students from different universities.

Prof. Dr. Dimo Dimov presented the current progress in WP7, namely results of the analysis of the surveys for the evaluation of events and developed deliverables. The following has been achieved so far: Quality Assurance Plan, WP7 workplan and QA tool were created; Evaluation Board (EB) was set up; Two Virtual Meetings of the EB were conducted; 3 Permanent Evaluation Committees were set up. The following events and deliverables were evaluated: 1st and 2nd EB virtual meetings, Project WEB site, CompSysTech'14 conference WEB site, First Project meeting, CompSysTech'14 conference. Results of the evaluation were presented. WP7 leaders appealed that more partners get involved in the evaluation project deliverables.

During the discussions Stoyanka Smrikarova pointed out that indeed very few partners had filled in the online evaluation forms and more people from all partner institutions would have to participate in the evaluation.

Prof. Dr. Mirjana Ivanovic presented WP6 Exploitation of Project Results. The Project exploitation plan was prepared, so the emphasis of the presentation was on the Creation of a European Erasmus Network for student and lecturer exchange and practical placement in the field of Computing Education. The current version of the table with signed agreements under Erasmus+ by 31.08.2014 was presented. Some partners were missing from the table, so WP6 leaders appealed that they got more active.

Prof. Dr Angel Smrikarov familiarised the audience with the objective and tasks of WP9 - dissemination of project results. The Coordinator of the ETN presented a detailed report about the completed work and marked the forthcoming activities.

Dr. Markus Helferd presented a short information for the next meeting and CompSysTech'15 conference in Dublin City University.

Mrs. Smrikarova as manager of the ETN FETCH gave some detailed explanations about financial rules for project work. She emphasized on the following points: all original supporting documents must be kept in the partners' accounting departments, since the coordinator transfers the grant and the partners spend it. Only verified copies should be sent to the coordinator! The documents must be kept for at least 5 years after the project end, i.e. until 30.10.2021. Not only the coordinator, but every partner can be a subject of an audit ordered by the Commission!

Some issues related to the Progress report were also discussed.
The Reported Period is 01.10.2013 – 31.03.2015. This is 18 months, which means that activities for the first half of the project have to be reported.

The following **DEADLINES** were adopted by all partners:

26.09.2014 – deadline for reporting travel costs to Ruse and Staff costs for the period until 30.06.2014.

31.10.2014 – deadline for reporting travel costs to Tenerife and Staff costs for the period 01.07.2014 - 30.09.2014

19.12.2014 – deadline for reporting Staff costs for the period 01.10.2014 - 19.12.2014, i.e. till the end of the year

02.03.2015 - deadline for reporting Staff costs for the period 01.01.2015 - 28.02.2015

31.03.2015 - deadline for reporting Staff costs for the period 01.03.2015 - 31.03.2015

The above deadlines are compulsory for all partners!