Meeting Minutes, Kaunas May 10th and 11th 2007

Minutes by Lone

Welcome

By Kaunas College
By Gordon, SMO

Project status and workshop plan

All agreed that no team must be behind schedule by June 1st. All main deliveries according to the project plan must be up to date.

Main Items:

Completed course manuals
Schedule and list of pilot course modules
Lesson plans/guides for course modules
Fine tuning modules
Evaluation papers for courses
Workshops for Alkmaar (who does what)
Quality control

Status of the Danish partner (Kent):

Running the website

86123 unique visitors – since we started the project. All in all 142817 unique visitors.
1334 web files in Pools area
Daily and weekly updates

DIY videos completed with subtitles

500 handed out at conferences
Videos are available from the website

Dissemination activities

Editor of POOLS newsletter
EuroCall 2006 in Cyprus
Regional teacher meetings.
POOLS workshop at South Danish University
Teacher conference in Istanbul
Eurocall 2007 proposal accepted

Videos for content pools.

248 videos in the digital area. 54 videos in Danish, 20 of these produced by OTS, the rest used with permission form the IPR holders.

Course Book:

Author and editor
Peer review of entries from partners
Final editing
Available online in the planned five languages

Web Page Text Blender:

A Turkish version in 2007
Ongoing changes and edits
Not really a POOLS delivery, it is an extra delivery

Content development course:

Assisted Hans and Gordon with suggestions
Peer review of entries from partners
Authored modules
Co-authored delivery scenario(Anny)

Methodology Course:

Assisted Hans and Gordon with suggestions
Authored one module

Future plans:
A blended version/course at Odense Technical College (national)

General

2498 e-mails received and answered
Monitoring other teams
Peer review of quality

Scottish team(Gordon):

Digital materials:

20 Gaelic videos
20 English videos
Thematically linked
2 levels of listening comprehension
Documentaries scripted in plain language
Authentic speech interviews

Dissemination

“Scottish Island Voices” pdf
Schools, universities in Scotland (Gaelic)
ESOL networks in Scotland (SATEFL, Adult Literacy site, www.aloscotland.com)
Scottish CILT (+ English, Welsh and Northern Irish CILTs) - www.cilt.org.uk
JORUM - www.jorum.ac.uk
Heb.tv

Workshops/Training

Delivered
SMO staff – Videos & Hot Potatoes

Planned/Requested
Highland schools
Western Isles schools
National Adult Literacies Conference

Development Course

Editing
Some co-writing of units (Making video)

Methodology Course

Editing
Some co-writing of units (Using video, using mobile phone)

Clustering/ongoing partnerships

Cothrom Training Ltd
Kallin Shellfish
Craigard Day Centre
Taigh Chearsabhagh (Art on the Map)
Ceòlas
Hebridean Smokehouse
etc

The Basque Team(Maria Jo):

15 more videos completed

Difficulties with the translations in finding the correct words.
Making videos with the students related to classes taught at the college.
18 videos finished.

Hot Potatoes exercises finished

Group of students and teachers from England. All working with Hot Potatoes exercises.

Teachers and students from the college have also been working with Hot Potatoes and videos.

Dissemination:

Basque technicians.
A meeting at the school. Presentation of the project and a demonstration of the demo with Hot Potatoes.

Conference:

Suggestion to have a workshop/presentation discussing the issue of the survival of a minority language in the context of another national language (Basque and Spanish+Gaelic and English) "How to motivate for and promote minority language – using modern technology".

Question about pilot courses:

How much/many elements should be included in the pilot course? Every partner must choose which modules to pilot. Not everything from the course modules.

Spanish team (Selina):

Materials produced

Crossword for the methodology course book
The course book has been translated into Spanish
17 videos
Edited videos
Text for videos are prepared

Dissemination:

EFVET 2006 Cyprus
Transnational Meetings
CECE training programmes
CECE annual congres in Granada
CECE Webpage
Article in a national magaszine

Online educational conference “Online Educa Madrid”

Lithuanian team(Aldona):

Materials for:

The POOLS website
Project Blog entries:

Clusters (1)
Dissemination (3)
Conference (2)

Dissemination:

International conference
Online conference ”Application of ICT in education” (Presentation and article)
Seminar “Language projects and their role in promoting linguistic diversity in European countries (presentation)
International conference” Languages in Lithuania: achievements and aspirations (presentation and article for conference materials)
International conference “Automation, energy information technologies” (article published in conference materials)

Videos:

22 videos online
20 with transcriptions both in Lithuanian and English

Course Book:

One entry written for the course book

Content development:

One entry

Methodology course:

One entry: Task based learning

DIY-video:

Subtitles translated into Lithuanian

German team (Klaus and Ursula):

Materials:

DIY video translated
Translation of course book into German
Videos: behind schedule, quality of the first videos was not good enough
7-8 videos are ready. To get the rest of the videos ready Klaus and Ursula will do the videos with their own classes.
Discussion and brainstorm on how to manage with the rest of videos. For example let student hand in self-made videos, accept student language as it, with or without grammatical mistakes. Authentic language is never 100 per cent grammatically correct.
Try to include another college to do the rest of the videos.

Dissemination:

EuroCAll meeting
EFVET conference
University Forums. Article in the next newsletter.

Dutch team (Anny and Hans):

Experiences from the Holland:

Student motivation:

Student motivation for making the videos: it is important to consider how to present the task of making a video. The purpose and descriptors must be clear for the students. The Dutch team expect to deliver all products and tasks for the project. This has been possible because of the help of the students. Students have helped translate text for the videos. The students needed to know that this was a real job, for a real customer " the POOLS project". The reward for the students was to see their work online on the POOLS website immediately after handing in the work.

Anny: Competence based programmes in teaching of foreign languages, connection and integration between content-related elements and language elements with a high degree of learner autonomy

where students are given the opportunity to make decisions on content and process for an exercise – provided they meet the levels and descriptors set out in the exercise requirements. (Content and language integrated learning). Anny brought and showed a video with an example of this.

Course materials:

the videos example with student work will be included in the course materials.

Romanian team (Bogdan and Mihai):

Dissemination:

Monthly meeting for language teachers 14.02.07
DRIIE: international project meeting 19.03.07
Gaps analysis: Romanian School Inspectorates (42 counties and 370 respondents vocational highschools) 10.11.06-15.12.06
International conference in Targoviste. 04.11.06
International symposium

Videos:

12 videos ready in edited version.
Translated subtitles, summaries, cultural and language notes added to these videos.
6 more videos for the following part of the scenarios waiting to be edited.

Development course:

Translation ready.
Contribution to the course book
Matching
Webquest

Ongoing activities in Romania:

Preparing documents for the accreditation procedures (course programmes, educational curricula)

Documentation submitted to the National Agency – beginning of June 2007

Clustering:

Two vocational high schools want to cooperate on the basis of the POOLS project materials.

New master degree (didactics) submitted for approval. Includes elements from the POOLS project.

Development and programme descriptions of in-service courses.

Present status:

The team is late with the contribution for the methodology course. They would like a brainstorm and discussion on the issue of the availability of computers; many computers, a few computers, one computer, no computer.

Videos will all be ready for 1. June 2007.

Status Conclusions

Kent:
Read all emails and check all items, so that nothing is missing. Everything should be ready for piloting now.

Conclusions day one:

Kent suggests changes in the workshop plan. Kent suggests that groups work with different parts of the course modules. The groups must work out a guideline for each module and discuss links etc.etc.

Kent suggests that we include a guideline for running the different courses. This is because a colleague from Denmark has looked at the materials and has found that there is a need for a guideline with details which can help the course deliverer to plan the course for other teachers. So a guideline for each course module. This guideline will of course be revised after the first pilot courses. An exemplary lesson plan could be a good idea. We keep the format from the course module descriptions.

For the methodology course we need a group to discuss the issue of computer availability.

Final work day one

Group work: Evaluation document, interim and description of module: computer availability.

Evaluation document

Hans volunteers to work with an evaluation document. Should be ready for the second project meeting day.

17.30: End of day one.

11. May 2007

Evaluation documents for course participants

Hans: Presentation of the suggestion for the evaluation documents for course participants:

Approach:

Experiences
Goal
Threats
Questions

General template: the same for all courses

Areas covered:

Personal questions
About the content of the course
About the teacher
Open questions

Kent: Goes through the plan for the rest of the day

We need to finish:

Methodology course descriptions plus guidelines.
Translations must be finished by the time each partner offers the courses. All the modules must be translated by 1. September 2007

We must have a plan for the conference. Who does what?

Group work: feed back for the course modules. (2 hours)

Deadline for final corrections for course descriptions including the guidelines: 20. May 2007.
Corrections and guidelines must be sent to Gordon, Hans or Kent. All complete by 1. June 2007.

All videos must be ready by 1. June 2007.

Conference planning

Meeting days for the conference:

Conference days: 27. and 28. September 2007. Thursday and Friday.
Wednesday and Saturday are included as project working days.
Travel days are Tuesday 26. September and Saturday September 29th or Sunday 30th .
The last day to use project money is the 30. September.

Workshop titles for the conference:

Each partner plans and describes the content of the workshop which they are responsible for. A good and detailed description must be handed in to the Dutch team.

There will be a personal assistant for each workshop.

45 minutes for each workshop. Every team runs the workshop twice over the two day conference.
Definition of a workshop: it is “show and tell” conference, where you show examples and results.

Scotland: "Scottish Island Voices: Multimedia Learning in a Multilingual Community"
Denmark: Content and Language integrated learning with TBL(Lone)+ WPTB in action(Kent)
Germany: Weblogs in language teaching.
Spain:
Basque Country: How to express emotions in Basque using video and Hot Potatoes exercises.
Romania: Computer Assisted teaching of literature.
Holland: Creation of video material as support in the language learning proces.

Evaluation form: last corrections (Hans)

Anny writes the introduction for the evaluation.

Dear Participant,
In order to help with;
a) monitoring the nature and type of interest in our courses
c) ensuring that we can improve the service offered where appropriate

we would be grateful if you could take a minute to fill in
1. Form A – Workshop Evaluation Form (anonymous)
2. Form B a few personal details (anonymous)

Personal questions can be added as a flexible unit.
Question of age: Under 25
26-35
36-45
46-55

“trainer” the word to use for the course deliverer
A list of optional courses must be in the evaluation, but also room for suggestions.

Plan for pilot courses(Kent):

Scottish team: video and Hot pot courses. By the end of June or first part of August.
Basque team: Primer+Hot potatoes “matching”. By the end of July.
Spanish team: Video and/or Web page, how to construct a simple webpage. By June/July.
Lithuanian team: Using video (ready made) and Hot Potatoes (exercises) for greetings in Lithuania. Hot potatoes primer+all exercises+TBL. By the end of May/June.
Videomaking, video podcast, converting VHS into DVD, making subtitles: June 2007
Recording and preparing Audio for online exercises. Podcast. September 2007.
Getting started with a Digital Portfolio. Creating materials with the mobile phone. June 2007.
German team: Hot potatoes course and weblog. By the end of June or early September.
Dutch team: ?? The team has not decided yet.
Romanian team: Will do all the modules in June and July 2007. Core and optional modules to be delivered after the pilot in June and July.
Danish team: Offers the full programme, blended learning, two times with 8 lessons in June. Hot Pot, text blender, methodology. Participants are from all colleges on Funen and in Jutland, including our own college.

Quality control, EFQM(Kent):

Conclusions after a walk through of milestones:
Website it running satisfyingly
Clustering effective
Digital recordings. Still a few missing from Germany, Romania, and the Basque country. They will be delivered by 1. June 2007.
Course module descriptions fully finished by 1. June, so that the pilot courses can start.
Dissemination.(activities have already been discussed and presented by each partner)