

Meeting minutes

Pitesti Romania 18. and 19. May 2006

Present at the meeting are representatives from all project partners



10.00: Welcome by Kent Andersen and official welcome by project meeting host Mihai. The agenda of the project meeting is run through by Kent Andersen:

- Status of the project work so far
- Schedules
- Quality control
- Dissemination

Important topics for the meeting are discussion on how to include a focus on learners with disabilities and an analysis/conclusion of the gaps analysis.

Kent informs about the status of the project. The national office in Great Britain is very satisfied with the work and progress of the project. The project is running satisfyingly. The project needs to focus on evaluators and must keep searching for possible projects to cluster with. A suggestion is to use a questionnaire for present contacts. Each project partner must also begin to find participants of the pilot course. The questionnaire should inquire about volunteer evaluators. Project logo is ready for downloading and the project T-shirts are ready.

The project is ahead of schedule in some parts. Time schedule of video recordings is fine. The main bulk of video recordings should be finished before the interim report in October 2006.

Dissemination is going well. The project has been disseminated both within and across national borders. Dissemination through the contacts from the BP-BLTM project, TESOL, Eurocall and Efvet. The project website has so far had up to 91,000 unique visitors. The project must focus more on national dissemination as from now. Kent stresses that dissemination is an important part of the interim report. There must be a list of dissemination activities from each project partner. The list should be updated all the time.

Scottish team: At local and regional level there has been good coverage in the press (radio and newspapers). Contact has also been established with a range of educational providers, both statutory and voluntary sector, and community groups. At national level the project has received coverage from the Scottish Centre for Information on Language Teaching at Stirling University, and the team has been invited to attend a Scottish Executive sponsored conference on ICT and literacies.

Spanish team: Project included in a programme in the local TV. Colleges and other schools have been informed about the project, and also contact schools in Britain has been informed about the work of the project.

German team: Dissemination through leaflets and mail for other colleges, the ministry and the national office for EU-projects. The German team has found projects to cluster with; a project which produces teaching materials and another project called BECULT(work experience and work placement)

Basque team: Dissemination through an organization of adult education in the Basque country.

Romanian team: The University of Pitesti had a celebration where other schools were invited and the project was presented on this day. Bogdan also informs that there will be an international conference in June where the project will be presented. There is already an article about the project in the programme of the conference.

Lithuanian team: The project was presented at an international conference in Lithuania. Brochures were handed out there. Also at a national convent the project was presented. The Lithuanian team has also produced questionnaires for all vocational schools and colleges, app. 75, informing about the project and offering to be included on the project newsletter mailing list. From that it has been possible to make a list of people/schools who are genuinely interested in the project.

Danish team: Several projects have been found to cluster with. (Kent)

10.30-14.00

Presentation of the video recordings from project members. The presentation shows that there are many different and good approaches to the video recordings. The presentations gives a very good basis for inspiration and discussion in relation to the work with video recording. Kent informs that videos must be saved in Windows Media Video choosing highest quality or as .avi files (It is also acceptable to send in DVD's).

Kent suggests that each project partner contacts companies which have video material and inquire about the possibility of using their videos for teaching material. This has been done with several Danish companies.

Videos:

Scottish team:

Documentary form with a voice over.

Gordon from the Scottish team points out that he finds it important that video material for beginner's level is scripted by a language teacher and that authentic material can be used for the intermediate level.

Dutch team:

The Dutch team has been inspired by the visit from Denmark and they informed the other project partners about the learning process for them as teachers having to learn about the process of video recording. The videos from the Dutch team are fictional and the Dutch students have been involved in many parts of the process. Hans says that there is so much potential in the students, in their approach to video recording and multimedia in general. Contemporary young people record all the time with their mobiles and digital cameras. Anny points out that the video recording process also can be used for language and content integrated learning.



Anny presenting the Dutch work together with Hans

Spanish team:

The students came up with ideas for the videos. Settings are from ordinary life; food, how to get a flat, the travel agency, application forms.

German team.

No videos yet. The recording is planned for summer and autumn 2006. Ursula asks about pronunciation in relation to students in the videos who come from another country or who speak with an ethnic German accent. That is no problem. The suggestion is to put in language notes to inform the learner about this. But this must not be the case in all videos.

Basque team:

The topic of the first videos is "Jokes". Student have been involved in the planning and setting of the videos.

Romanian team:

The Romanian team has produced videos of interviews with students, national and foreign students.

Danish team:

14 videos have been recorded and finished. Still a five to go. In Denmark a team from the project college recorded and edited the videos in cooperation with the respective students in the videos. The Danish team is working on the DVD-manual for the text-blender programme.

15.00

Presentation of the results of the gaps analysis. Presented by the Romanian and Lithuanian team.

Participants in the Lithuania: 112

Participants in Romania: 165

Mihai suggests that the ECDL should be used to find out the IT competences of course participants. The project group discusses this and concludes that the use of the ECDL depends on the course participants and conditions of each country. It was concluded, however, that our project must cooperate with the EDCL, especially in relation to disabled learners.

19. May 2006

EFQM:

Products produced as planned.

The website works successfully with app. 91,000 unique visitors so far

Videos have been recorded

The work with course content begun

Notes on administrative item: Kent runs through the budget handbook of the project year again in relation to actual cost, allowance per day, indirect cost, and direct cost. There is no lower limit for depreciated items. Kent makes notes on depreciation rules, he stresses that it is important to purchase technical items as soon as possible because of depreciation rules.

Everybody must use a spread sheet for listing activities. Kent has sent everybody a spread sheet to use for this.

Kent shows the first edition of the do-it-yourself video for course ware. Kent informs about the work with the DIY-video step by step. The video will be in English with subtitles of the different project languages. The first version is already on the project website.

Group work.

The project group is divided into two groups. One group must work with ideas for the methodology course and the other group must work with the course ware course. The groups are as follows:

Methodology: Aldona, Klaus, Lone, Maria Jo, Marta, Selena, and Anny

Course ware: Bogdan, Gordon, Ursula, Adriana, Tatiana, Zita, Frans, and Hans



The Methodology group debating



Work going on in the courseware development group

Both groups are asked to remember the issue of disabled learners. It is suggested to search for free synthetic voice programmes in each country and that each project partner inquires about material and information from organizations working with for example dyslectics and deaf.

Each group presents the results of the brain storm. Selena will send out the results from the methodology group Both groups must hand in ideas and suggestions for the courses. Deadline: May 2007.

The courses will be courses without official accreditation of the participants. It is too difficult to get a certification.

17.00

Final quality control of workshop achievements

End of the day . Again a successful project meeting with many presentations, discussions and suggestions.



Ongoing work with material production