TeComp

**Strengthening Teaching Competences
in Higher Education
in Natural and Mathematical Sciences**

Co-funded by the
Erasmus+ Programme
of the European Union

TeComp consortium meeting report

online via Microsoft Teams

Wednesday, Jane 3rd , 2020

Meeting was facilitated by main project coordinator, Jelena Ignjatović. Representatives from all partner universities have been involved in the meeting *(Appendix 1 - Participants list).*

After the official introduction and opening remarks, the coordinator presented a retrospective of the implemented activities and achieved outcomes of the TeComp project so far, in order to provide a baseline for further action planning.

Implementation progress as presented at the meeting: Work package one had been fully implemented, also the first activity from Work package two, and the team has started with the activities from the following work packages: five, six and seven, and three.
The retrospective of live project meetings with achieved outcomes was presented during the meeting, for the following events:
- Kick off meeting - Niš, January 2019
- LCT meeting - Belgrade, July 2020
- CMT meeting - Granada, November 2019
- LCT meeting - Novi Sad, January 2020

Exceptional circumstances due to Covid-19 pandemic and extraordinary measures and restrictions introduced by most of the partner countries (public gathering ban, travel limitations, social distancing etc.) caused a delay in project implementation, so one of the main goals of the meeting is for partners to draft the Action plan for safe continuation of project implementation. Since the CMT meeting was planned to happen in Ostrava in June 2020, partners agreed to consider this meeting an additional CMT meeting (since all partner representatives are present) and to meet offline as planned when travel is possible.

The coordinator presented the postponed activities due to pandemic, originally planned for March, April and May 2020 and partners discussed creating an action plan for implementation of these activities in the near future online and offline. *(Appendix 2 - Action plan)*

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Partners agreed to draft educational materials, organize online teaching and learning sessions and work jointly on the educational materials afterwards so when travel is possible, they can proceed with live meetings implementation and finalize the draft materials during the planned live events. The goal of this preparatory activities is to:

- Not compromise the project implementation by being proactive and starting with the activities online
- Improve the quality of the outcomes, by having draft materials prepared before the events, and achieve much more in terms of quality during the live meetings and visits.

In the continuation of the meeting, the main coordinator presented guidelines for project reporting and documentation. (*Appendix 3 - Meeting presentation).*

The partners agreed to finalize the missing documentation (in original or copies faithful to the original) in the following weeks and send it by post to the main coordinator for the purpose of project documentation and reporting.

In addition to the project activities, partners shared they all had to develop certain digital competences due to the extraordinary measures at the Universities, and suggested and agreed to share experiences of their Universities during online teaching organized during the Covid-19 pandemic. All partners from Serbia and Albania will create and share brief reports on the used tools and experiences, according to the guidelines from the questionnaire for this purpose. *Appendix 4 - Guidelines for online teaching reports.*

Partners also discussed creating evaluation questionnaires for students and gathering their opinions from online teaching sessions. Some partners found this process to be challenging to implement, especially during the summer. This activity is postponed for further discussion.

Meeting was closed after all the topics were discussed. Project coordinator will share the meeting report draft with Appendices until Friday, June 05th. Partners will go through the documents with their staff members until June 12th, when they will adopt the final versions.

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Appendix 1

Participants list

Name	e-mail	Institution
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Appendix 2
Action plan

Activity 1: Material for PPM training courses
Involved partners: UGENT, UGR, ECUG, UNIKO, UNI, UB, UNS, UNI

	Activity steps	Responsible partner	Timeline	Comment
1.	Preparation of draft educational materials for PPM training courses	UGENT, UGR	June-September (Granada)	We wait for answer from Ghent
2.	Online knowledge transfer - 3 day online training course	UGENT to ECUG, UNIKO, UNI, UB, UNS, UNIKG	September, October	
3.	Online knowledge transfer - 3 day online training course	UGR to ECUG, UNIKO, UNI, UB, UNS, UNIKG	September	
4.	Joint online work on the draft materials	UGENT, UGR; ECUG, UNIKO, UNI, UB, UNS, UNIKG	June-September	

Activity 2: Educational materials for wider integration of ICT in teaching and learning
Involved partners: UO, UMB, ECUG, UNIKO, UNI, UB, UNS, UNI

	Activity steps	Responsible partner	Timeline	Comment
1.	Preparation of draft educational materials for ICT training courses	UO, UMB	June-September	
2.	Online knowledge transfer - 3 day online training course	UO to ECUG, UNIKO, UNI, UB, UNS, UNIKG	September	

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3.	Online knowledge transfer - 3 day online training course	UMB to ECUG, UNIKO, UNI, UB, UNS, UNIKG	June or September	
4.	Joint online work on the draft materials	UO, UMB, ECUG, UNIKO, UNI, UB, UNS, UNIKG	June-September	

Activity 3: Material for the enhancement of English proficiency of teaching staff

Involved partners: ECUG, UNIKO, UNI, UB, UNS, UNI

	Activity	Responsible partner	Timeline	Comment
1.	Preparation of draft educational materials for the enhancement of English proficiency of teaching staff	UNI	October	
2.	Joint online work on the draft materials	UNI, ECUG, UNIKO, UB, UNS, UNIKG	October	

Activity: Reports on online teaching and learning during the Covid-19 pandemic

Involved partners: All project partners

	Activity	Responsible partner	Timeline	Comment
1.	Preparing guidelines for partner institution reports	UNI	June 15th	
2.	Creating reports	UNI, ECUG, UNIKO, UB, UNS, UNIKG	July 1th	
3.	Report analysis	All involved partners	August 15th	

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Appendix 4

Guidelines for online teaching reports

For the purpose of report quality and unification of partners reports, please answer the following questions in your reports:

1. How was teaching implemented at your University (tools, guidelines, methods)?

2. To which extent are used methods and tools determined by the institution, or to which extent they were left to teachers to choose for themselves?

3. Was it difficult to adapt the courses to online teaching?

4. Has the change in the work environment affected productivity and quality of teaching?

5. What were the main challenges during this process?

6. Were there any specificity for individual courses (subjects)?

7. How is the continuation of the program planned (are there any changes for the next year)?

8. What would you single out as good practice?

9. What are the advantages / disadvantages of online teaching, learning and knowledge assessment ?

10. How are the exams being organized?

11. What would you change / do differently?

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