**Enhancing Quality of Technology-Enhanced Learning
at Jordanian Universities, eQTel
Baseline Analysis and Capacity Building Meeting
Princess Sumaya University for Technology
Amman, Jordan
17-18 March 2015
Minutes of Meeting**

Participants

Christine Appel	Universitat Oberta de Catalunya
Toni Martinez Aceituno	Universitat Oberta de Catalunya
Satu Hakanurmi	University of Turku
Timo Halttunen	University of Turku
Monica Fasciani	Università degli Studi "Guglielmo Marconi"
Michela Ornis	Università degli Studi "Guglielmo Marconi"
Zeynep Olcen	ENQA
Albert Basart Capmany	AQU
Buthina Al Sharu'	Ministry of Higher Education
Suha Abdelrahman	Ministry of Higher Education
Ahmad Mansour	HEAC
Lana Faouri	HEAC
Ahmad Khasawneh	Hashemite University
Bashar Hammad	Hashemite University
Hanin Hijazi	Hashemite University
Adnan Atoum	Yarmouk University
Ziad Al-Saad	Yarmouk University
Amjad Hudaib	University of Jordan
Mamoun Dmour	University of Jordan
Ahmad Khraisat	University of Jordan
Hasan Al-Shalabi	Al-Hussein Bin Talal University
Mahmoud Al-Rowad	Al-Hussein Bin Talal University
Mohammad Rafat	Association of Arab Universities
May Ibrahim	Association of Arab Universities
Mohammad Mismar	Princess Sumaya University for Technology
Lubna Al-Jazi	Princess Sumaya University for Technology
Yazan Abu Yaghi	Princess Sumaya University for Technology
Jarir Al-Nsour	Princess Sumaya University for Technology
Waseem Fayyad	Princess Sumaya University for Technology
Ehab Al-Masri	Princess Sumaya University for Technology
Ezzaldeen Issa	Princess Sumaya University for Technology
Meena Dawaher	Princess Sumaya University for Technology
Abdallah Al-Zoubi	Princess Sumaya University for Technology

Participants in the meeting were initially welcomed by Professor Mashhour Al-Refai, President of Princess Sumaya University for Technology (PSUT). In his speech, Professor Al-Refai emphasized the need to enhance and consolidate cooperation between Jordanian universities and their European counterparts. He commended the consortium members in their quest to improve the quality of technology-enhanced learning in Jordanian universities.

The welcome speech was followed by remarks made by Christine Appel, UOC, about the status of the project and the conditions that resulted in the transfer of coordination of eQTeL from UOC to PSUT and the lengthy process that was followed to realise such transfer.

🞣 Several presentations about the project, workpackages, and the methodologies to achieve its objectives were then given as follows:
1. Project's Overview: Abdallah Al-Zoubi, PSUT
2. Baseline Analysis: Jordan Report: Bashar Hammad, Hashemite University
3. Baseline Analysis: Case Finland and Horizon Report: Satu Hakanurmi and Timo Halttunen, University of Turku
4. Creation of Pilot Courses: Ahmad Khasawneh, Hashemite University and Abdallah Al-Zoubi, PSUT
5. Procedures for Degree Equivalence and Programme Recognition on Distance Education: MoHE Capacity Building: Suha Abdelrahaman, MoHE
6. Enhanced Capacity and Improved Synergies with HEAC Staff: Ahmad Mansour, HEAC
7. Sustainability Plan for Jordanian TEL Centre: Christine Appel, UOC
8. Dissemination Plan and Best Practices Manual: Monica Fasciani, University of Marconi
9. Quality and Evaluation Plan: Zeynep Olcen, ENQA
10. Financial and Administrative Reporting: Abdallah Al-Zoubi, PSUT

🞣 Following the open discussions, the following decisions were made:
• Three courses were selected as pilots for the proposed quality assurance framework. These courses are listed below, together with partners that will be responsible for designing both content and QA framework:

1. English Skills (2) led by UTU with a team from UOC, YU, and AHU.
2. Remote Lab led by PSUT with a team from UOC, HU and UoJ.
3. Renewable Energy led by HU and with a team from PSUT, USGM.

Every partner institution should nominate to the course leader the names of faculty members in the course team particularly the individual staff who will act as subject matter experts for the course within 2 weeks of the meeting. The course team should then start preparing the content and designing the material required for the course. The deadline for completing all 3 courses and to make them available for delivery is 31.12.2015. All courses should therefore be offered to students in Jordanian partner institutions in the second semester of the academic year 2015/2016. All feedback and assessment activities will be made in summer 2016 and consequently finalise the quality assurance framework for technology-enhanced learning in Jordan by 30.09.2016.

• The following committees were formed:
1. Steering Committee composed of UOC, UTU, MoHE, HU and led by PSUT
2. Dissemination Committee composed of PSUT, UoJ, AHU, and AArU and led by USGM
3. Quality Committee composed of AQU, HEAC, and YU and led by ENQA.
Though no budget has been allocated for committees and consequently no special meetings are foreseen, the committees will meet and communicate regularly either physically during other project's activities or virtually by all available electronic means.
The steering committee will be the main body of the consortium for decision making, resolving disputes and assisting the project's coordinator in managing and running the project. Decisions will be validated in consultation with all the partners" for those who will not be represented in the Steering Committee
The dissemination committee will immediately review the "dissemination plan" designed by USGM, approve and adopt as the main document for dissemination activities of the project. The

committee will also help the project's coordinator in maximising the impact and outreach of the project to the Jordanian audience and that of the Middle East at large.

The quality committee, on the other hand, will monitor and control the quality of the project's activities, progress and outcomes, prepare a quality plan including a set of key performance indicators (KPI), and work closely with the external evaluator to ensure that the quality of project's activities, deliverables, reports, outcomes and impact or truly of high standards and comply with the Tempus regulations, rules and mission.

• A committee, composed of Professor Abdallah Al-Zoubi, Dr Bashar Hammad, Dr Ahmad Mansour and Ms. Lana Al-Faouri will draft a report on TeL QA framework analysis in order to establish solid bases on standards, methodologies and the accreditation system in Jordan as requied in DEV2.1: "Baseline Jordanian TEL QA Framework". The report should be ready by 10 May 2015 for discussion during the Mid-Term Project Meeting in Yarmouk University.

• Another committee, composed of EU partners, will draft a report on international and European TeL state-of-the-art and good practices according to DEV2.2: International TEL State-of- Art.

• Another committee, composed of Dr Adnan Otoum, YU, Dr Bashar Hammad, HU, Dr Amjad Hudaib, UoJ and Dr Ahmad Mansour, HEAC, was formed in order to prepare, circulate, collect, analyse a survey on the state-of-the-art of technology-enhanced learning in Jordanian universities. The committee should produce a report showing the result of the survey.

All of these reports should be ready by 10 May 2015 for discussion during the Mid-Term Project Meeting in Yarmouk University.

Professor Abdallah Al-Zoubi, project coordinator, then presented the new project's website, virtual learning environment (VLE) and the internal reporting and documentation system referred to as "Administrative and Financial Reporting System" or simply AFRS, hosted by PSUT at the link http://eqtel-afrs.psut.edu.jo/login.aspx. This entire IT infrastructure was designed by Professor Abdallah Al-Zoubi, Mr Mamoun Dmour, and Mr Ahmad Khraisat from University of Jordan.

Professor Al-Zoubi then explained the functions of AFRS and proposed it is used for all administrative and financial reporting including generating timesheets, staff conventions and individual mobility grants, as well as other financial and administrative reports. AFRS should keep track of every single activity in the project and should be used by every single member of partner institutions for reporting purposes of their activities within the eQTel project.

All consortium members have agreed to the use of AFRS for reporting purposes, financial recording and tracking and all other activities related to eQTeL. No staff cost can be allocated to any member of the consortium without the use of proper reporting tools within the AFRS.

Access information including username and password will be sent directly to the consortium team members directly once the contact persons provide Mr Mamoun Dmour, the project's webmaster, with names and emails of their teams.

On the other hand, all projetes activities and outcomes will be presented on the website at http://eqtel.psut.edu.jo/Home.aspx , while the VLE at http://eqtel-vle.psut.edu.jo/moodle/ will be used for hosting the courses, scheduling lectures and recording and tracking students' feedback.

Professor Abdallah Al-Zoubi, project coordinator, nominated Professor Mike Blakemore, CV attached as external evaluator of the project. Other nominations were also welcomed from consortium members before final decision is made. The coordinator should receive such nominations no later than 10 April 2015.

Planning ahead for several important upcoming activities was carried out according to the project's work plan and budget and the following activities and dates have been decided:

1. *DEV1.1*: Mid-Term Project Meeting, Yarmouk University, 12-13 May 2015
2. *DEV5.1*: HEI's Capacity Building Training, AQU, 15-17 June 2015
3. *DEV3*.3: Quality Assurance Methodology Meeting, USGM, 20-21 July 2015
4. *DEV4.2*: Study Tours 2, UTU, 24-30 August.2015
5. *DEV2.3*: Study Tours 1, ENQA, 7-9 September 2015
6. *DEV6.1*: Sustainability Plan Meeting, UoJ, 27-29 October 2015

The objectives, purpose, possible outcomes and agenda of each visit will be prepared by the host institution and in coordination with the coordinator. Arrangements of these activities, logistics and fixing dates by host institutions should be confirmed within 2 weeks of this meeting. The number of participants by each institution in each activity should be observed according to the project's work plan and budget. The contact persons should also consult with senior management of their institutions, prepare the list of their teams and soft copy of their valid passports in order to formalise travel agendas to avoid any possible hindrances of these activities. EU partners are also encouraged to prepare the invitation letters for Jordanian partners for visa purposes two months in advance. In fact, a project template invitation letter, with eQTeL logo and name, should be prepared by each EU partner for future activities.

EU partners are kindly requested to nominate names for membership of the "Advisory Committee" of the Jordanian TEL Centre. The total number of the committee should not exceed 6, 4 from Europe and 2 from Jordan. Professor Mohammad Abu Qudais, President of the Open Arab University in Jordan and Dr Isam Ayoubi, Chief Thinker at The Thinking Company, will be invited to join the committee.

A draft of the partnership agreement had been prepared by PSUT, the coordinating institution, and circulated to EU partners for editing and reviewing before final signature. The purpose of this partnership agreement is to organise and facilitate financial and administrative matters and to provide a framework for the functioning of the partnership