



**Enhancing Quality of Technology-Enhanced Learning  
at Jordanian Universities, EQTel  
Princess Sumaya University for Technology  
Amman, Jordan  
Minutes of Meeting  
10 August 2016**

A meeting was held at PSUT on 10 August 2016 by Scientific Committee of EQTeL with the following participants:

- Abdallah Al Zoubi, PSUT, Jordan
- Yazan Abu Yaghi, PSUT, Jordan
- Lubna Al-Jazi, PSUT, Jordan
- Meena Al Dawaher, PSUT, Jordan
- Jarir Al-Nsour, PSUT, Jordan
- Mohammad Al-Zboun, MOHE, Jordan
- May Wahbeh, AArU, Jordan
- Adnan Al Atoum, YU, Jordan
- Amneh Rawashdeh, YU, Jordan
- Bashar Hammad, HU, Jordan
- Majed Abu Jaber, JU, Jordan
- Mamoun Al-Dmour, JU, Jordan
- Hamza Massad, HEAC, Jordan

**Agenda**

• **Progress and Reporting**

- Report on the Delivery of 3 Pilot Courses.
- Capacity Building Programme, Hamza Massad
- Reports on Training, Hamza Massad
- Best Practices Manual for Jordan TEL, Mohammad Rafat
- Joint ENQA-MoHE Manual, Majed Abu Jaber
- Re-Distribution of staff Cost Budget amongst Jordanian Partners, Yazan Abu Yaghi

○ **Report on the Delivery of 3 Pilot Courses**

Dr. Adnan Al- Atoum discussed with the committee about the report on DEV3.1:” Creation of 3 Pilot Courses”, and asked all universities to adopt the same procedures and tools to collect the data to add it to DEV3.1 the part of the final report. Dr. Adnan suggested to colleagues to send him the data for analysis and addition to the report or alternatively each university itself will analysis their data. Dr. Al- Atoum highlighted the forms of course and staff evaluation and evaluation of student marks that Yarmouk University designed.



○ **Capacity Building Programme**

Dr. Hamza Massad and Dr. Bashar Hammad discussed their work on DEV5.1: “Capacity Building Programme” and a report is under processing. They consulted with UOC and AQU for this purpose and the first draft will be ready by the first of August. Dr. Massad highlighted that HEAC will arrange for a training at HEAC on December.

Dr. Hamza Massad will send the report to PSUT.

○ **Best Practices Manual for Jordan TEL**

Ms. May Wahbeh from AArU attended the meeting as representative of Dr. Mohammad Rafat. Dr. Abdallah discussed with Ms. Wahbeh that the AArU must share the experience of AArU activities in and out of Jordan to get benefit in our project. Ms. Wahbeh emphasize that AArU will arrange dissemination plan between the partner universities and prepare a set of activity at AArU and will do Best Practices Manual) banners, brochures, document each activity including students and employees’ activities, meetings, workshops, etc.).

○ **Joint ENQA-MoHE Manual**

Dr. Majed Abu Jaber from UoJ and Dr. Mohammad Al-Zboun from MoHE agreed to prepare the Joint ENQA-MoHE Manual by 15 September 2016. Dr. Al-Zoubi asked Dr. Abu Jaber and Dr. Al-Zboun to take into consideration to add some important points when they design the manual, such as procedures of recognition and certificates equivalency of online degrees received from universities abroad.

○ **Re-Distribution of Staff Cost Budget amongst Jordanian Partners**

Mr. Yazan Abu Yaghi, financial manager of the project, discussed the new instructions sent by the EACEA regarding the required documents that must be provided to the finance department. Mr. Abu Yaghi highlighted that the share of each partner will be payed according to accomplishment of the work related to each partner, and if there was any dereliction or negligence from any partner, the financial committee will meet and investigate the situation.