



**Enhancing Quality of Technology-Enhanced Learning
at Jordanian Universities, eQtel
Quality Assurance Methodology
Università degli Studi Guglielmo Marconi
Rome, Italy
21-22 July 2015
Minutes of Meeting**

Participants

Suha Abdelrahman	Ministry of Higher Education
Ahmad Mansour	Higher Education Accreditation Commission
Amal Tarawneh	Higher Education Accreditation Commission
Moahmoud Al-Rawad	Al-Hussein bin Talal University
Adel Al -Khatab	Al-Hussein bin Talal University
Ali Al-Radwan	University of Jordan
Mamoun Dmour	University of Jordan
Adnan Otoum	Yarmouk University
Ahmad Khasawneh	Hashemite University
Bashar Hammad	Hashemite University
Mohammad Ashshi	Princess Sumaya University for Technology
Ehab Al-Masri	Princess Sumaya University for Technology
Abdallah Al-Zoubi	Princess Sumaya University for Technology

Participants were welcomed by Arturo Lavalle, Head of the R&D Department at Marconi University.

1. The meeting commenced with a talk on virtual courses and lab design and development by Matteo Martini, Associate Profesor of General Physics at USGM. The talk focused on the processes within the framework of USGM design and development procedures. He went through all the pedagogical and technological aspects related to the construction of Engeneering lectures and virtual labs and detailed the general edu-technological framework, instructional design models, best practices and sample cases.

2. Ms Laura Brandi, Multimedia Educational and Creative Production Department then talked about USGM 's distance education system, and online teaching/learning process.

3. Mr Arturo Lavalle, Head of International Projects, R&D Office provided insights on USGM experience on quality practices in research and internationalisation. The main focus was to explain how USGM Internationalisation proces takes place and the QA standard procedures applied.

4. Within this context, Mr Jacques Naggar, Head of Procedures Quality Development department talked specifically about USGM accreditation process with the US education system and the QA standards followed based on the requests of Accrediting Council for Independent Colleges and Schools (ACICS) that is one of the most respected and longest established national accreditor of academic institutions in the United States and .recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA).

5. An overview of the monitoring visit of the Erasmus+ national office team in Jordan to PSUT on 7 June 2015 was then given by the coordinator and the feedback report was discussed.. The importance of all Jordanian partners to attend such monitoring visits was emphasized by the coordinator as was signalled as a weak point in the feedback report. Other weak points were also



outlined such as weak participation of partners in project's activities, low EU partners' participation on meetings taking place in European partner institutions, delay in activities to be implemented due to changing coordination and the concept and structure of the TEL centre. Some strong point were highlighted in terms of quality of the project structure and activities.

6. Partenrs have also discused the necessity to re-structure the list of workpackage leaders to ensure more involvements of partners, and anonymous decision has been made to change WP leader as follows:

No.	Workpackage	Leader Now	Leader Suggested
1	Management	UOC	PSUT
2	Baseline Analysis for a Jordanian TEL QA Framework	PSUT	HU
3	Piloting TEL Courses	TURKU	TURKU
4	Degree Equivalence and Programme Recognition on Distance Education	PSUT	MoHE
5	Capacity Building and Improved Synergies with HEAC Development of QA TEL and Distance Learning	ENQA	HEAC
6	Sustainability Plan for TEL Centre	PSUT	UOC
7	Dissemination	USGM	USGM
8	Quality and Evaluation	ENQA	ENQA

In addition, the remaining planned activities were presented by the project's coordinator as follows in order to prepare partners to ready themselves for short and long term involvement.

No.	Title	DEV	Place	Date
1	Quality Assurance Methodology Meeting	3.3	Rome	20-23 July 2015
2	Study Tours 2 (Training for Ministry)	4.2	Turku	23-30 August 2015
3	Study Tours 1 (Jordan TeL QA Framework)	2.3	Brussels	7-9 September 2015
4	Sustainability Plan Meeting	6.1	Amman	27-29 October 2015
5	Study Tour 3 (Capacity Building)	5.2	Rome	March 2016
6	Advisory Committee-TEL Centre	6.2	Barcelona	April 2016
7	Evaluation of Training Meeting	1.1	Barcelona	July 2016
8	Workshop (Best Practices Manual)	7.2	Barcelona	September 2016
9	Final Conference	7.3	Amman	October 2016

Furthermore, eQTeL required documents and reports were listed, responsibilities of partners distributed and deadlines set.

No.	Title	DEV	Partner	Date
1	Baseline Jordanian TEL QA Framework	2.1	Jordan/HEAC	20 July 2015
2	International TEL State-of- Art	2.2	EU/ENQA	20 July 2015
3	Recommendations TEL QA Framework	2.3	All	31 December 2015
4	Reports on Pilots	3.4	UTU	30 November 2015
5	Joint ENQA-MoHE Manual	4.3	MoHE/ENQA	31 July 2016



6	Capacity Building Programme	5.1	ENQA	30 November 2015
7	International Training for HEAC	5.2	EU	30 November 2015
8	Reports on Training	5.3	All	29 February 2016
9	Self-Sustain Practice Nationwide Training	5.4	All	29 February 2016
10	Sustainability Plan for TEL Centre	6.1	UOC	30 September 2015
11	Dissemination Plan	7.1	USGM	31 March 2015
12	Best Practices Manual	7.2	USGM	31 July 2016
13	Quality and Evaluation Plan	8.1	ENQA	30 April 2014
14	Monitoring, Reporting and Improvement	8.2	ENQA	30 November 2016
15	Mid-Term Report	1.2	PSUT	31 July 2015
16	Final Report	1.3	PSUT	30 November 2016

7. A review on the preparation of mid-term report was made during the meeting in order to finalise it before submission. In addition, detailed discussion on the need to re-design the activities of the project in order to fulfil its objectives in an effective manner was followed. A new plan and budget focusing on travels has been presented in order to involve EU partners in activities taking place in Europe. Furthermore, the proposed eLearning Centre, as proposed by the original proposal, requires a certain budget to initiate its establishment. This budget has not been taken into consideration and consequently the new plan and budget has re-allocated equipment budget to take this into consideration as attached. The new plan and budget was actually considered as part of the intermediate report which was subsequently submitted to the European Commission.