

**Tuesday, 21 March 2017**

**Welcome to the College-** led by Jon

**Tour of the Taunton Centre-** led by Chris and Victoria

Mika presented the **feedback from the Monitoring Visit**, which happened after the interim report. Normally this happens after the interim report. This gives us ideas for the Final Report as well. You can find the report on the Project Info folder on Blackboard.

The National Agency said that if we want to catch the attention of the visitor on the website we need to have stories/case studies. (What has happened in the life of a Teacher/Student). Trying to get these findings in to a form of a story.

Stories are good practical experience/examples.

Discuss the Intellectual Outputs, will have a clearer idea about what is going to happen in Estonia. Collecting all the materials to make the product for the website/core of the project.

Need to get all the different ideas/actions we have taken to make these visible on the website.

This will make the project clear for people who don't know what the project is.

Ena and Mika- **Survey Results**

**Feedback from the whole project-** First Annual Survey on Blackboard

- Overall Rating- very high score nearly 5 for most areas. Everyone is generally satisfied. Good results.
- Good communication and feedback from Co-ordinator is good. Feedback from Partners scores lower as the feedback is not always on time.
- Communication with target groups scores lower as we are not the best at this- especially with the work placements. Number 1 issue all the time. Hard to get a reaction from those in the work place.
- Technical performance is ok, with all materials we need on the website.
- Preparation for partner meetings scores highly, very well done.
- Results and Documentation again scores highly.
- Always room for improvement.
- Dissemination plan was asked slightly too early; however it still scores well.
- Implementation of developed instruments- not at this stage but looking for this in the future.
- Involvement of local stakeholders- needs to improve.

The Finnish National agency are looking for the impact of the results. This is most important to address in the last few months when we are writing the final report. We need to make it somehow visible so we know the results show they have had a lot of impact and are transferrable after the project has ended.

- Our background and schools are different but there is accessibility also.
- Open answers- Challenges which we agree on but have now been cleared up and are working well.
- Involving target groups is the hardest part.
- Meetings can be very intensive- was suggested to have enough day.

- Positive points- good interaction with partners, good cooperation also, main subject is very interesting. Meetings are very effective with new knowledge and new ideas.
- New ICT Tools.

Mika noted that all these challenges will be made in to positive outcomes, this meeting is to make sure the IO come together as planned. Today/tomorrow we will have a good website with all the outcomes displayed. So people not involved in the project have a good idea what the project is.

## IO1- Saad

(Erasmus Copyright needs to be added).

- Survey through Questionnaire
- Chris- we don't use actual social media platforms for our students. It is only used for promoting the college/marketing tool rather than a learning tool. We can pilot it to see how it goes.
- Practical Approach (survey for all partners)
- Theoretical Approach (research of literature)
  
- Survey- describe which social media channels/tools they are using in WBL and to describe the procedure and the outcomes of using them.
- Need an explanation of what we think is digital and what we think is social media
- E.g. Facebook is a general Moodle only for Education
- Benefits and Challenges of Social Media
- Jon- do we have to use WBL? Mika- we can be broad minded. Really useful to be able to use Ben Thain with regards Social Media tools.
- General recommendations- many Teachers have their own social media and do not want to/cannot have students as friends.
- Jon- twitter and Instagram is the next step- bigger in the UK.
- Mika- need to consider your own Country/Organisation regulations.
- Application- 3 types of perspectives: Students, Staff and Employers.
  
- Concepts- Develop Social Media, digital learning solutions, adult's learners and work based learning. 2 parts- Digital and Social Media.
- Mika- stories/screen shots of the different examples we use- for the Teachers.
- Mobile Learning and Game Based Learning
- 3 Dimensions of Learning- Cognition Acquisition and Emotion (first kick off meeting)
- Mika- need to bring all the material in to a conclusion. How will that reflect the work we have done so far. A good medium for that will be the table. If we add the results to the Mobile Learning table. We need an explanation of the table so we know what it means.

## Website Remarks

- News- don't think we need to have this section. Chris to remove this section. News could be changed to Media/Photos/Videos
- About the Project- move to the Home Section. About the Project to be renamed Results.
- Need another Tab- as Experiences. We can then have the stories and videos or replace News.

- Partners- Need a list of partners on the right hand side with more written about the Partner and then to be open international blogs.

Chris needs this information to upload it.

- Countries that are involved to be highlighted in a different colour- dots are too small.
- Meetings and Events- needs to be updated. Short descriptions of each meeting, what we did, what we accomplished. Pictures etc. The same for the Multiplier Events. We need to prove to the National Agency what we have disseminated. Each Country will need to do this for their host meetings and multiplier events.
- National Blog added to the Partner Sections.
- Before it goes live, we will put it on Blackboard and ask for feedback- need a time frame so we know what we are working towards. **Mika- website needs to be ready by the latest middle of May.** Everyone should upload their content to Blackboard by the end of April.
- Table- interactive. Click on the table to show more detail
- Built in Comments feature- what do we want comments on? Middle of May- to June. If we have received any comments and we can have a look to see what comments we have received. Shall we enable it in each section or certain things? Mika- enable comments on every page.
- Social media icons? FB page for the project, Linked In Page for the project? We don't have social media for this project. This can be used for sharing this page through the channels.
- Polls- for stories? For the ones we upload. What kind of vote would you have on a story? Voting on the best story? Good idea but it needs to be managed. As a website, needs to have regular people checking it. Need to think of ways of how we manage this? The pages will be active for 2 years after the end of the project. As long as we remember to pay at the end of the 2 years. We can update it but only if it is easiest for Mika to do. If it is too difficult it then it won't get updated.

**Chris will send a list of what he needs from you and will keep you updated on the progress.**

Will find the pictures on the GoogleDrive and will copy these across.

**IO2 Session- Mika and Briitta**

- Going to use different digital tools.
- Going to use Padlet and Trello. Padlet is a digital post it note wall. We can then make conclusions and place them in to Trello.
- Blackboard- feedback about the tools you have used during the project. Some feedback from Colleagues, and students. In the context of work based learning.

## Admin Issues

- Reporting, work for IOs and Dissemination  
Timesheets completed and signed- uploaded to Blackboard. You must be very precise about the two IO. All the work has to be for either IOs. You must be very precise about the work you have done.
- Any specific questions about Financial Issues you must email [Natalia.kemppi@omnia.fi](mailto:Natalia.kemppi@omnia.fi).
- Need information so we know how much of the remaining budget is left.
- Format and Structure- active and interactive
- Dissemination- you all have budget for this. Good news from the National Agency for Spain and Finland- discussion whether the other schools are eligible for the multiplier events.

- 50 people for each multiplier event- certain amount of euros to organise these events depending on the amount of participants. For reporting you just need an attendees list.
- If can't reach 50 participants, we can shift this to another partner. A multiplier event can be 2-3 hours to a whole day. A minimum is usually 3 hours. National Agency will need to see an agenda. There is a template for the participant list on Blackboard. Need to ensure the agenda is uploaded to Blackboard- evidence for the National Agency.
- You must have the multiplier events done by the end of August.
  
- Deadline for Financial Reporting is 31<sup>st</sup> March (timesheets and other supporting materials). You need invoices and receipts. For multiplier events, you have to use 5,000 EUR for all the materials and setting up, hospitality and rooming etc.
  
- Multiplier events- as long as it is related to the topic.

## Wednesday, 22 March 2017

### Dissemination

- Newsletters are available on Blackboard. Three newsletters produced to-date. October 15 2015, March 6 2016, December 29 2016. Feedback on newsletters to Spanish partner by 29<sup>th</sup> March 2017.
- Presentation on 'Dissemination and Impact' (can be found on the Blackboard site). Discussion about how hit counters are not always a useful metric as they can be influenced. Mika identified that he prefers qualitative measures as opposed to quantitative.
- Presentation of 'Dissemination Plan Plantilla (Excel spreadsheet which can be found on the Blackboard site). Some suggestions on how to disseminate and the proposed impact. Partners are to provide some examples of dissemination on their spreadsheet to support other partners with their dissemination activities.
- Multiplier events (Word document on Blackboard). Discussion from partners on ideas for multiplier events e.g. workshops, conferences, seminars etc. Some at utilising guest speakers. Spanish partners are intending to host a workshop to support the unemployed use digital tools to seek employment.
- Examples of Brochures are shown (can be found on Blackboard). Discussion about would we have the same handouts at the multiplier events across all partners. A decision was made to have one common version in English that then could be translated / transferred to local language. Mika reiterated the budget that was available for printing / translation however this could only be used externally. Discussion how the text on the brochure should contain the same text, written in the same way and a similar layout. Mika suggested a two sided leaflet, sized a third of A4.
- Mika will produce a draft for content on the website & brochure, this will include a short introduction and objectives of the projects (within 2 weeks). Saad and Jim are going to provide the detail for IO1 and Britta for IO2.
- Mika made the decision to place the newsletters on the website, as opposed to using MailChimp as it is too late in the project. We should be disseminating the four newsletters (still to be produced) to a wider audience.

## IO2

- Mika discussed how he has combined the thoughts from Padlet yesterday onto Trello. Within three weeks he would like more detail in each area from all the partner institutions. This should include feedback from students, employers and colleagues. Not only should this include detail but also why it has been included. Focus on positive feedback or how negative feedback can be turned into positive things. E.g. how the problems can be addressed.
- Mika briefly demonstrated how to use the Trello platform to the partners.
- Mika and Saad discussed the ethical and privacy issues associated with encouraging the use of social media.
- Partners who put unfamiliar tools on the Padlet yesterday, could include a brief description and web link to the tool. Mika will transfer these across from padlet, so that the partners can provide these on Trello.

## Evaluation

Link to evaluate the meeting can be found on Blackboard. Partners were asked to complete this now.

Tartu Meeting: 20/06/17 – 21/06/17.

Easiest way to get to Tartu is to fly from Helsinki. From Tallinn it is 185km and the bus ticket costs between 3 – 15 Euro. Buy tickets for Bus / Train in advance as they can be full.

Accommodation: Several hotels available.