

Minutes of the Ovide meeting in Leuven 2005

Attendances: Steven Janssens (Leuven), Mike Quickfall (Edinburgh), Stanislav Zelenda (Prague), Yaşar Özden (Ankara), Dolors Masats Viladoms (Barcelona), Anne Swerts (Leuven), Gilbert Ducos (Toulouse), Pieter Vroegop (Heerlen), Petri Vuorinen (Turku), Kari Sormunen (Joensuu), Jan Folkert Deinum (Groningen).

Thursday 6 October 2005

At Thursday 6 October 2005 the steering committee prepared the agenda of the full meeting and changed the budget according to the just known result of the contract of the EU.

Friday 7 October 2005

In the morning we discussed how all partners use video in teacher education, to learn from each other what possibilities there are and to learn the expertise of each other.

In the first half of the afternoon we discussed the expectations of each participants. These expectations will be part of the evaluation.

In the second half of the afternoon we discussed the first draft of a case study format. The result of this discussion will be used in WP 2 (see below).

Saturday 8 October 2005

During Saturday 8 October 2005 we made appointments about the work packages.

WP 1 Literature study

This WP will be done by Barcelona, Joensuu and Toulouse (15 days each, 5 days for Edinburgh and 2 days for the other universities except Turku and Groningen). The primary objective of this study is to get an overview of recent international journal about the use of video (not necessarily digital) in teacher education. The result should be a report as input for the case studies. We hope the result will also lead to a international journal article. The draft report should be finished before the next meeting. The other universities will be asked to sent in information about literature in their own language.

WP 2 Case study format

During the meeting we discussed already a format for the case studies. A first result is the next list of fields that should be filled in for a case:

- A brief description of the case
- Objective of the case: what are we trying to do
- Target group. Other possible beneficiaries (other ways in which this might be used)
- Method of use
- Description of the activity itself
- Description of the technology
- Key work metatags (index), target group, language, technology, video filetypes
- Subject matter of the case
- Difficulties/challenges (technical, legal, ethical, financial)
- The case itself (whole case or examples, demo)
- Evaluation
- Tutor comments
- Participant comments
- Summative evaluation
- An example video (digital of course)

By the end of January a draft version of the case study format should be ready. The format will be developed by Edinburgh, Turku, Leuven and Ankara. Part of the case study format is also how a case study should be presented on the website, types of video format and concrete ideas what tools we can/should use

WP 3 Case studies

All partners will do at least two case studies (except for Groningen that will do at least one). For each case study 8 days are budgeted. Furthermore each partner has 3 days for reviewing other case studies and there is a reserve of 68 days for doing more case studies. In the end of the project at least 30 case studies should be done.

Before December 1st 2005 everyone writes down a short description of the first case study of each institution.

Before the next meeting everyone does one case study and fills in the case study format that will be ready by the end of January.

WP 4 Generic principles

This WP will be done by Groningen, Leuven and Barcelona (each 16 days). All partners have 2 days for adding information from the case studies to this work package. The result of this WP should be a journal article. We did not make appointments yet, because this WP will be done later in the project.

WP 5 Technical issues

This wp will be done by Ankara, Edinburgh and Turku (10 days each, with a reserve of 7 days).

Before the next meeting these three universities will write a plan about what should be on the website about technical issues and how this should be done.

WP 6 Website

Before the next meeting a plan will be written about how to deal with the website (design, hosting, content). The plan will be written by Ankara, Edinburgh, Prague and Turku (4 days each). Generic principles, case studies and technical issues will be part of the website. 34 days will be allocated later.

The main language of the website will be English. The most important issues of the website will be translated in Turkish, French, Spanish, Czech (for this translation 10 days are budgeted) and Catalan (no days budgeted).

WP 7 Dissemination

All partners have 10 days for dissemination. This should be used for local (national) dissemination and European dissemination.

Before the next meeting every partner writes a dissemination plan for his country.

Before January 1st Groningen writes its dissemination plan for the Netherlands that can be used as an example by the other partners.

The dissemination on European level will be discussed later in the project.

For the final conference 25 days are budgeted.

WP 8 Evaluation

The evaluation WP will be done by Joensuu and Groningen (10 days each with a reserve of 5 days). Evaluation will be divided in two parts: evaluation of the process of our work and evaluation about the effect of our work. Before the next meeting a plan will be written about how to do these evaluations and how to involve the external evaluator in this evaluation.

WP 9 Project management

- Communication between the partners will be done mostly by e-mail (with always a copy to the project coordinator).
- There will be monthly online meetings, probably with the program Skype. These meetings will be organized by the project coordinator.
- Work package groups can have meetings online, probably with the program Skype.

- Edinburgh will design the Ovide logo.
- The agreements between University of Groningen and other participants will be sent before 1 November 2005. In the agreement it will be mentioned that there are still days that can be allocated to the partner.
- Time sheets will be sent to all participants before Friday October 14th, 2005.
- The project coordinator will send a travel claim form before Friday October 14th, 2005, and will also make clear if members can claim travel cost directly to the project coordinator.

WP 10 meetings

The 2006 meetings will be:

- Ankara
 - 23 March 2006 Steering committee
 - 24-25 March 2006 Full meeting
- Barcelona
 - 5 October 2006 Steering committee
 - 6-7 October 2006 Full meeting

All meetings will start at 9.00 h and end at 17.30 (approximately).