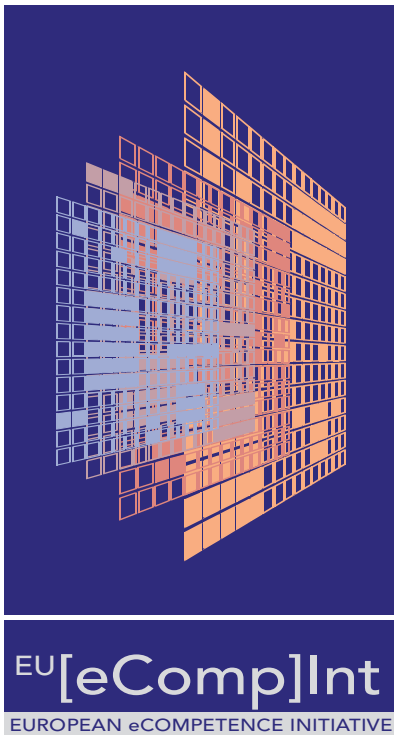


EUROPEAN eCOMPETENCE INITIATIVE
FOR HIGHER EDUCATION STAFF



EUROPEAN eCOMPETENCE INITIATIVE
MINUTES OF THE LEUVEN COORDINATOR
MEETING
JUNE 24th - 25th 2004



Supported by
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Commission

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D. TEAM STRUCTURE AND DECISION PROCESS

Dear colleagues,

Please find the minutes of the coordinator meeting in Leuven structured according to the main topics that we discussed. I hope to provide you by means of this topic - centred document with a shorter and more specific syntehsis of the discussions we had and decisions we made. As always any comments and suggstions are warmly welcome!

Best regards,

Dirk

A. PROJECT RESEARCH AND DEVELOPMENT ACTIVITIES

A.1. GROUNDED THEORY AS APPROACH FOR THE RESEARCH ACTIVITIES

1. The coordinator team collects single documents on eComp within the project consortium
2. The coordinator team collects the best practice questionnaires within the project consortium
3. The coordinator team chooses up to 5 interesting examples for production of case studies
4. The coordinator team prepares and realises interviews as qualitative data with the partners

A.2. TABLE 1: GENERAL RESEARCH AND DEVELOPMENT ACTIVITIES IN THE PROJECT

<i>RESEARCH ACTIVITIES</i>	<i>DEVELOPMENT ACTIVITIES</i>
a. questionnaires b. interviews c. desktop research	a. newsletter b. databases c. networking

A.3. CURRENT STATUS OF SURVEY ACTIVITIES

- low initial response to the questionnaire
- we need the input of the first questionnaire as basis for the workshops in the Vienna meeting in September

A.4. GUIDELINES VS CASE STUDIES

- do we really want to produce guidelines in workpackages I and II or do we present case studies as outcome of the work?
- we need to establish a feedback method
- idea: form clusters of participants for the Vienna workshop that focus on specific topics
- short questionnaire: focus is more on the individual eCompetence training
- case studies: are better suited for the documentation of the overall institutional strategies

A.5. EFFECTIVE PRACTICES

- do we aim to build up a broad collection? This will be of good use for the CoP actors
- or do the prefer to go into depth? This may be interesting for EU Commission and Policy Makers
- the Community of Practice needs a moderator
- the coordinator team has to form an editorial board for the articles/ documents that may serve as contributions in the CoP and the newsletter

A.6. CONCLUSIONS FOR THE NEXT PROJECT STEPS

- The coordinator team will give some additional effective practice examples by filling in the questionnaires themselves
- The coordinator team has decided to stick to the questionnaire as first survey activity
- Dirk makes an excel list with key partners in the institutions for direct contact
- Thomas and Thomas call partners for follow up on questionnaire
- Thomas and Thomas give them additional information on the expected documents
- The coordinator team will ask the partners in addition to send in already existing papers on eCompetence
- The coordinator team will generate a keyword list out of survey results
- The coordinator team will do some editorial work on the received input

B. PROJECT DELIVERABLES

B.1. TABLE 2: SPECIFIC ACTIVITIES AND PRODUCTS IN THE PROJECT

ACTIVITY	PRODUCT/ DELIVERABLE	WHO
contribution/ dissemination	www.page (open + info)	Iain/Maurice/ Dirk
short questionnaire desktop research editorial work	DB 01: collection of practices (~100) DB 02: collection of eComp training DB 03: directory of experts DB 04: collection of eComp documents	Thomas and Thomas Thomas and Thomas
interviews	newsletter/ guidelines on eComp training	
organisation of conferences	network (CoP)/ virtual and real meetings	Iain/ Maurice
moderation of workshops	network (CoP)/ virtual and real meetings	all coordinators
interim/ final report	report on project	Dirk/ all coordinators

B.2. ADDITIONAL SPECIFICATION ON THE DELIVERABLES

- questionnaire serves as starting point of the project
- we need additional questions on the organisational level
- widen up the range of the questionnaire
- collection of examples on eCompetence
- organise discussions on the eComp survey
- database of eComp training providers
- the collection and structure of datastes will be decided in Workpackages I and II
- database of experts in the field
- articles as product
- connect different kinds of deliverables as modules for the project

B.3. TARGET DEFINITION

- 100 responses to effective practice questionnaire by end of project lifetime (April 2006)
- allow any form of information input from the partners (send just electronic documents in a first step to coordinators for getting a clearer picture)
- add the organisational level to the survey activities
- develop a questionnaire guideline

B.4. COMMUNICATION STRATEGY FOR VIENNA MEETING ORGANISATION

- let the partners confirm participation for Vienna
- include some agenda info in the confirmation request mail to partners
- require some input from the partners as basis for specialised workgroups in Vienna
- partners should send at least one document on eComp
- The coordinators plan to use VoIP tool skype for future audioconferences in the project consortium

C. VIENNA CONFERENCE

C.1. AGENDA

please refer to the Vienna conference document for the schedule and the agenda of the meeting!

C.2. NEXT STEPS FOR VIENNA MEETING

1. Dirk makes Vienna Folder in BSCW
2. Dirk writes a draft agenda paper for comments
3. Dirk writes invitation confirmation mail to consortium partners
4. after review: send agenda and invitation to partners (deadline for confirmation 6 August 2004)
5. plan the introduction part of the Vienna Meeting (Dirk)
6. plan the workgroup moderation and roles (Thomas Pfeffer)

C.3. TIME SCHEDULE FOR NEXT STEPS FOR VIENNA MEETING

1. asap: rough Vienna agenda (Dirk)
2. activate partner to fill in questionnaire/ send eComp documents: now until 15 September (Thomas and Thomas)
3. registration: until 6. August (Dirk)
4. detailed meeting organisation: 15 August (Thomas Pfeffer)
5. Feedback on organisation: 1 September (coordinators)
6. finetuning of organisation: 8 September
7. send finetuned organisation to partners: 8-15 September

D. TEAM STRUCTURE AND DECISION PROCESS

- the whole project consortium will be structured as a network
- the coordinators work as the steering team
- we invite the partners to participate in the topics in which they are most interested
- the decisions are team-based

in case of dissent:

- a. seek the audio/ direct discussion on the disputed topic within the coordinator team
- b. in case of continuing disagreement: ask for a majority vote (when there are no arguments left)
- c. ultima ratio: decision is taken by Prof. Wildt as responsible person to EU