

Minutes of 2nd LOGGED-ON Partner Meeting held in Kendal, UK, 18th – 22nd January 2016

Project meeting:

9 participants from the five partners attended the meeting: NO, UK, IRE, ES, IT

LTTA:

16 participants from the five partners attended the training course.

Monday 18th January 2016

Delegates were welcomed by the Principal of Kendal College who a brief description of the college. He talked about the floods at the end of the last calendar year and the damage done to the College's Dairy Restaurant. He also talked briefly about Kendal College's collaboration with the College of Cape Town.



Introductions – the delegates from each of the partner countries introduced themselves.

The group then broke into 2 parts – LTT and Project leaders.

Board meeting

It was agreed that Norwegian co-ordinator would chair / lead the session and that the co-ordinator of the Irish partner would take the minutes.

The project's external evaluator was introduced together with the second co-ordinator of the Spanish partner who had not been present at the 1st meeting in Norway.

Minutes from last meeting were formally approved. The minutes would be populated with photos from the last meeting and uploaded on the LOGGED-ON website. Anyone with photos from the meeting could send them to the Norwegian co-ordinator.

There followed a **tour of Kendal College**, led by the UK co-ordinator.



Evaluation - After the tour, delegate leaders evaluated the 1st partner meeting held in Norway - October 2015. Delegates had already submitted an online questionnaire. The outcome was overwhelmingly positive.

Presentations of State-of-Art (SoA) reports

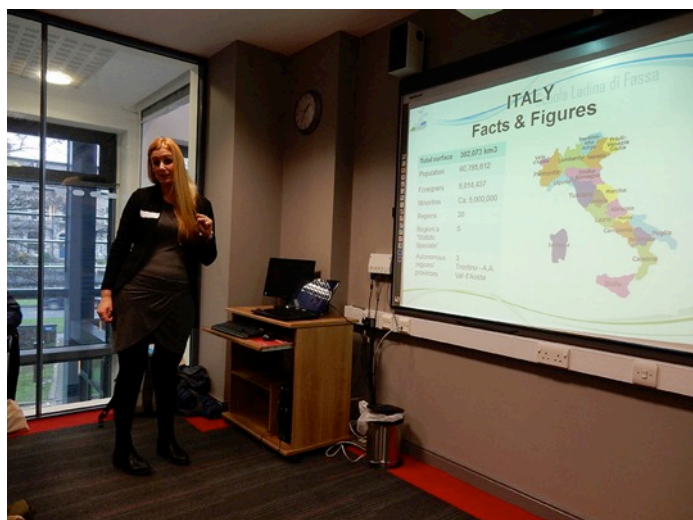
The delegates from each country gave a brief presentation of their country's position in relation to this project. The presentations covered the national as well as regional and local pictures. The similarities and differences between each of the countries were discussed.

The Italian co-ordinator talked about their new school building, the new National Plan (2015) for the digitisation of schools, staff gender balance and the fact that, at present there was no provision for BYOD.

The UK co-ordinator mentioned that there was no National picture available as each school stood alone and was funded per capita, that there were area reviews currently underway, that the FELTAG report recommended that 10% of courses should be offered online;

The presentations were to be sent to the Norwegian co-ordinator to be uploaded on both Basecamp and the LOGGED-ON website. The finished State-of-Art (SoA) documents were also to be uploaded to Basecamp in order for the UK co-ordinator to compile them into one document.

There then followed some discussion on the video production. The Italian co-ordinator asked about the price of getting a video done. It was suggested that instead of spending a lot of money on one or two "professional" videos, each partner could produce one or more of them locally. This would be discussed fully at the next meeting in Spain.



The external evaluator gave some advice regarding the Case Studies, what should be in them and how they should be presented. Ideally case studies should have a beginning (measurable), middle (process) and

end (measurable), with facts and figures, before and after indicators.

LOGGED-ON Chronological work plan

The following work plan was discussed and agreed upon:

- **Jan 2016** – Evaluation of 2nd project meeting and LTT course. All partners and delegates answer an online questionnaire in SurveyMonkey.
- **Feb 2016** – minutes to be completed and uploaded to Basecamp
- **Jan – April 2016** – Phase 2 – finalise State of Art reports, work on Case Studies
- **April – Nov 2016** – Prepare best practice report and evt. filming of best practice
- **3rd partner meeting in Spain** – dates discussed and agreed as 9th to 13th November 2016.
- **4th partner meeting in Italy** – dates discussed and agreed as 3rd to 7th May 2017 in Pozza di Fassa. Further details to be discussed at next meeting.
- **October 2017** – **1st In-service training course** to be held in Ennis, Co. Clare, Ireland, details to be discussed and finalised at subsequent meetings. Brochure etc will have to be decided by November meeting – possibility of video conference in May/June

The lengths of the project meetings were discussed as well as the number of delegates attending etc. The option of having the meetings on Thursdays and Fridays with Wednesday and Sunday as travel days and Saturday as a cultural day was discussed and there was a general approval for this arrangement for future project meetings and LTT courses.



Tuesday 19th January 2016

The day began with a plenary meeting of all the delegates (project meeting and LTT course). The Norwegian co-ordinator ran through the procedure for the day. He explained about the Case Studies - a start, middle and end - measurable, this is important for the outcomes and the reports.

There was some feedback from the LTT delegates around the Case Studies that they had discussed on the previous day. The following topics were being considered:

Flipped classroom
Twitter
Gamefication
Apps
Blended learning

Virtual reality
e-safety
Augmented reality
Smart assessor
TED talks
BYOD
Wordpress
Blogging

The Principal of Kendal College again addressed the delegates. He explained about a possible merger with another college. He also talked about World Skills links with the College of Cape Town. He the spoke about the Animal Rescue centre and the Biopharma section that is planned going forward.

Board meeting – Housekeeping

The concept of the flipped classroom was explained and discussed further.

The following items were mentioned and discussed:

- Dates of the 1st **In service training course** in Ennis 2017 were discussed again but not finalised, will need to be finalised by April / May - brochures may need to be made by summer 2016.
- The Norwegian co-ordinator required email addresses for all partners and LTT delegates that will be involved in the project, as he has to register them in the new Mobility+ tool from EU. He had created a document for this on Google docs.
- LOGGED-ON Project should be mentioned on the partner websites together with a link to the LOGGED-ON website.
- LOGGED-ON Project folder has been created on Google Docs with general access for all delegates once registered - each institution will need to create their own folder - time sheets can be created here and should be updated regularly.
- LOGGED-ON Project folder contains Case Studies files, State-of-Art documents, agendas, minutes etc. The PowerPoint for the State-of-Art presentation can be uploaded to here also; The Norwegian co-ordinator will then put it on the website.
- Time sheets and travel expenses forms need to be copied and put into the new folder for each country.
- **Expenses** - all receipts and invoices need to be copied and sent to the Norwegian co-ordinator - originals to be kept by delegates. The rates for overnights, subsistence, etc. from each partner country must also be sent.
- The need for one or more **Skype** meetings around March/April to discuss how things are going was discussed - Friday 8th April was suggested.

- The Norwegian co-ordinator went through the **Chronological Work Plan** as laid out the previous day – there was a further brief discussion of what needed to be done between the Kendal, England and Tarragona, Spain meetings.
- Course brochure needs to be ready for circulation by the start of the next academic year – i.e. Sept 2016.
- The Norwegian co-ordinator will create a Facebook account/page.
- **Dissemination** - even the smallest meeting to be included, even a general informal chat with one person would do. People from outside the school should be listed under the number of participants - name and role. Also meetings with ICT providers etc should be included.
- On siteography, the web addresses should be put into categories, the same with bibliographies.
- The LOGGED-ON “In media” file should be used for larger media coverage.
- It was decided that each partner country should check what tasks they are responsible for (re application) and ensure that they are completed.
- There will preferably be a renowned speaker at each partner meeting who will talk to the delegates briefly.

The Norwegian co-ordinator demonstrated the **website** and how it’s being developed. Photographs from each partner institution should be sent thus making the website more interesting.

Visitors to the site should be able to read about LOGGED-ON in several languages – The Irish partner needs to send a version in Irish (Gaeilge). The same for the Spanish partner (Catalan) and Italian partner (Ladin). Any suggestions regarding the site should be forwarded to the Norwegian co-ordinator.

Basecamp (<http://basecamp.com>). All docs are loaded on Google Drive - Basecamp just has links to this. The Spanish Co-ordinator responsible for the project management site demonstrated how Basecamp works. He said that there is a free platform available to schools, and it can manage up to 500 different projects. Each entry should have a clear title. There is also a to-do list available. The Project disclaimer logo is also available to be downloaded from here. Delegates can also get into Google Drive to edit a document from here (although one can also go straight to Google Drive). There is also an events calendar with should be checked regularly. There is also a Basecamp App available for both iOS and Android.

It was decided that the editing rights for the documents on the Google Drive would be for the Board members only.

The UK co-ordinator demonstrated the e-safety course that has been developed in Kendal. It was suggested that this idea could be used in a future LTT course. Kendal can register schools wanting to use this course.

Final plenary session

The meetings concluded with a plenary session where both Board and LTT delegates met together to present the final overview of what Case Study each partner country would continue to work with upon returning to their institutions.

Afterwards there was a cultural visit of the Lake District visiting the Blackwell House and Lake Windermere followed by a pub dinner at a local pub in Kendal.

Visit to BETTshow in London - 20th – 22nd January

Both Partners and LTTA attendees travelled to London in order to attend the BETTshow – the world’s largest expo for pedagogical use of ICT.

