

Main results

of the

TISSNTE Project Self-Evaluation Working Meeting 3

Held in Innsbruck on 11-14 January 2008

The meeting, hosted by PHT, was attended by 18 partners from 12 countries.



ICT facilities were provided by PHT to whom we give our thanks, particularly to our colleague Gerlinde Egger, congratulations and good wishes for the formation of their new university status institution. The partners from the co-ordinating institution of Comenius 2.1 TISSNTE (Liverpool John Moores University) were privileged to attend the opening meeting and reception for 2008 on the kind invitation of the Rector. Our project is the first EU involvement for the new PHT, carrying on a tradition of inter-country cooperation established in the PAD that forms part of the new university.

Members taking part in the project meeting that followed were joined by Werner Mayr – the vice rector – and Christine Lechner (EU office) for part of the proceedings and by a sub-contracted ICT expert who prepared and presented the support handbook and the taught sessions for

partners concerning the TISSNTE Virtual Library.

The activity was as follows:

Thursday 10 January, pm.	Reception New Year 2008 The new Pädagogische Hochschule Tirol
Friday 11 January	Arrival and greetings: the next two days
Saturday 12 January	Overview of the project; progress to date Objectives Intended outcomes Outputs Individual commitments Financial and contractual arrangements

Meeting tasks

The remainder of the meeting time days would be spent on:

- A) completing our training on the use of the Virtual Library and instructions on up-loading: all partners
- B) sharing evaluations of suitcase items from the piloting of items prior to the meeting: all partners
- C) making language revisions to our items where necessary: all relevant partners
- D) putting our individual suitcase items into the library: all partners
- E) preparing and up-loading short item descriptions
- F) placing inventories in the Virtual Library

The intensive course group also met to discuss the format and logistics of the intensive course whilst other colleagues continue with the agenda tasks.

The evaluation, review and research teams also met, as did those responsible for overseeing future arrangements for translation.



The project team were to agree deadlines/actions over the next 9 months.

Sunday 13, Monday 14 January

These actions continued throughout Saturday, Sunday and Monday morning.

Activities and Outcomes:

An overview and reports on dissemination and publicity gained for TISSNTE to date were given by those involved and a draft list of future events, invitations and initiatives was aired. This list to be kept and up-dated by the Research & Dissemination leader. Items to be up-loaded by individuals into the 'News' section currently 'in development' on the home page of the TISSNTE website.

The **Needs Analysis** findings have now been electronically analysed. The results for interviews are being studied and a decision will be taken as to further development needed if any. This data will form the basis papers to be presented in the TISSNTE Symposium at the AERA annual meeting in New York March 2008. With additions it will also be used within contributions to the special issue of the *Journal of Comparative Educational Research* to be published in March 2009.

Translations of Needs Analysis Tools: all members agreed to post a translation of the questionnaire in their own home language onto the web if they have not already done so. A separate section will then be constructed within the Virtual Library to house these.

The Suitcase contained 63 draft items at the beginning of the meeting in Innsbruck. At the end of the meeting this number had risen to 72, all of which had been revised, and the language amended in the case of non-English mother-tongue contributions, at the close of the meeting. There are still a few outstanding contributions; these will be tailored to fill identified gaps in provision (see below).

The **Matrix** showing the spread of targeted areas raised by the results of the Needs Analysis was also reviewed and amended. Members will reconsider if and where their items could be adapted to include a more comprehensive coverage of the targeted issues.

Results of **Suitcase Item evaluations** carried out by individual partners and by external members of the Evaluation Board were collected and will be collated and a résumé written by the evaluation team. The major points arising from these have already been addressed within the revised items.

Project Evaluation contributions had been received on time and will be used to contribute to the ultimate report. The members of the evaluation also met to discuss the next round of development in self- and project evaluation and review. The new measures will be put into operation over the summer.

Virtual Library – training and usage: all members present were taken through the support handbook and received group hands-on training comprising familiarisation and 'how to' use of the TISSNTE Virtual Library. There were group exercises and individual support was provided as project members physically prepared, in appropriate format, their individually produced suitcase and then up-loaded their files into the virtual library. This was done at 'own speed'. Where this was not completed during the meeting it forms the bulk of the tasks to be completed over the next month.



Provision for short descriptions of each item, to facilitate the ease with which appropriate items can be chosen for the Intensive Course (IC), and by individual or group users in the future, was also made. Some members began loading their short descriptions in to the library, others will complete this task as part of the 'tasks for the future' agreed by the project meeting. **These should be completed before the end of January.** Similarly with inventories, although there is no cut-off date for these (see below).

It was agreed that inventories in particular should not be regarded as 'closed' books, but can be added to or amended as new or superior resources are discovered and placed there.

Intensive Course: following on from discussions and completion of tasks set in project meeting 2, the Intensive Course team met twice during meeting 3 to firm up possibilities and alternatives discussed within the whole project group.

It was agreed the Intensive Course should:

- Be placed on the Comenius list
- Be open to those applying for Comenius 2 funding
- Cater for 50 - 60 delegates
- Ensure a mix of countries and contexts across those attending
- Be 5 days in duration
- Take place in Budapest
- Be hosted by Sapientia, administered by their representative and the co-ordinator of the project: in October 2008 from 5 -10 or 12-17, whichever is better for accommodation
- Take advantage of the ICT facilities and ambiance (workshops in Karoly Istvan)
- Select accommodation in the vicinity with a range of tariffs





Six members were designated as the initial group of facilitators for the Intensive Course.

1 each from Slovakia, Latvia, Portugal, UK, Ireland, Belgium, two further volunteers were asked for as reserves and Austria and UK were forthcoming.

The course will begin with 'arrivals, ice-breaking and welcome' on Sunday early evening and close at 13.00 the following Friday. There will be 12 sessions in all, with a mixture of core and elective modules. Evaluation will be both formative and summative. The summative evaluation will be an integral part of the course and will actively involve all project members who have not been part of the teaching team. This will be achieved by overlapping the final day of the course and the first day of the project review meeting immediately following the intensive Course. The leader of the Evaluation and Review group will attend the IC and the External Examiner will be present throughout the proceedings.

There will be pre-attendance and follow-up materials.

A certificate of attendance will be available for all participants. Some members wish to explore the possibilities of making it award-bearing within their own institutions, subject to necessary outputs and criteria.

Tasks for the immediate future and to October 2008

All partners:

Complete/review suitcase items

Complete formatting and up-loading suitcase items to the Virtual Library in country tree

Complete 'short descriptions' of items, up-load these (before end of January)

Upload complete files of suitcase items in 'descriptions' tree of Virtual Library where they will be accessible to all other registered partners

Upload, and add to when wished, inventories

Translate Needs analysis questionnaire into home language; upload into Virtual Library

Add to glossary of terms –co-ordinated by UWE

Do self- and group evaluations

Investigate and price potential translator for selected suitcase items

After June, arrange this to due deadlines co-ordinated by the translation team leader when final choices have been made by the Intensive Course Contents leader and authorised by the project

co-ordinator. These are needed at the printer's in early **August**

Complete necessary financial and time forms

Liaise with national Comenius office Publicise Intensive course in own country

Intensive Course Team (IC)

Review and select long-list of possible items to include in Intensive Course using agreed criteria and with reference to the Matrix.

Look for focus/foci that are emerging

Identify gaps and do something about filling them if necessary

Negotiate and liaise internally format, timing etc of the IC

Liaise with facilitating team

Keep project team informed of progress

Produce, together with facilitating team and calling on any TISSNTE expertise, a draft handbook for facilitators and participants on the course to be used in the run-through scheduled for June 2008.

Revise and update this after June to be ready for the printer by August.

Liaise with translation co-ordinator, evaluation leader, printer, course hosts and experts as necessary to have everything in place for : a) early June b) August

Course content choice co-ordinators

Choose 'short list' with regard to criteria agreed by IC team

Evaluation Team

Produce agreed documentation, apply, process and disseminate

Including evaluation exercises/activities for IC

Liaise with external evaluator and evaluation board

Translation leaders

Facilitate the above; collect, collate and require

Publishing

Liaise, price and organise necessary printing of materials

Co-ordinator

Monitor progress, achievement and deadlines

Liaise with all above

Disseminate progress

Submit IC description and administrate all aspects of dealings with Comenius re: Intensive Course

Financial and time arrangements

Date of next project meeting

Either 10 -13 or 17 -20 October in Budapest. Arriving on Thursday evening.