Final E-Book editing and feedback meeting

Pisa, September 22 – September 26, 2012

Saturday, September 22, 2012

Arrival all teams.

Present: Andreas Ulovec (University of Vienna, taking the minutes), Soňa Čeretková (University of Nitra), Oleg Mushkarov (Bulgarian Academy of Science, Sofia), Vladimir Georgiev (University of Pisa), John Andersen (VIA College, Arhus), Freyja Hreinsdóttir (University of Iceland), Jarmila Novotná (Charles University of Prague, External Evaluator).

Sunday, September 23, 2012, 10:00 – 10:55

Vladimir: Welcome to everybody. We shall have two small changes. Tomorrow evening we shall have official dinner, which is not in the program. Also today we will shorten the lunch break to one hour and finish the program one hour earlier.

Vladimir: Plan for this meeting is to **have final E-book editing**, as well as f**eedback and dissemination**. Also we **discuss about and choose E-learning environment**.

John: [Presentation about DK feedback; see separate file]

Sona: When did you do this? As now is September, and we met before in June?

John: I gave it to them before summer, and our teaching is starting in the last week of August, so they already had some time with it. This of course also had the disadvantage that not everything was ready as much as I would have liked.

Freyja: How much time did they use to teach this?

John: I think Susanne used at most one or two weeks to work with it, including all the introductory things.

Freyja: Did she have to make some room for it?

John: No, she made it part of her normal studies. Sometimes people who have problems with traditional mathematics also have problems with this, because of mathematical skills.

Oleg: I like the table with "will" and "can". Also I am curios if you want to put some statistics in there?

John: We could get statistics for how much time (working hours) on study the students use.

Oleg: What is the **status of the materials?** Are they all absolutely ready? And **what about the translations?**

John: I would say they are **almost finished** (unless we have something in that meeting). There might come some additional materials, but the **actual E-book materials are done**.

Sunday, September 23, 2012, 11:10 – 12:30

Oleg: I had a meeting with Jenny and Neli. Mainly Jenny is organising the teaching of the courses. She reported something in Arhus, about the courses and the feedback. She organised two courses (2 days), and she was not able to give them the questionnaires there, but this week she is organising one other course, and she will use the questionnaires there. I am turning now to the **final preparation of the next courses with high school students of HSSI**. Concerning the **translations, we have done "Euclidean Eggs"** (IS) and **"Dynamical simulations"** (DK) as of now. Also we **changed the "Napoleon Theorem"** (IT) in co-operation with Vladimir, adding some generalisation. Jenny told me that you had some discussions about SK materials.

Sona: I would need the remarks from Jenny.

Oleg: OK, I will write her. Also, **for Andreas there were some corrections of the Fractal materials?**

Andreas: **Yes, and the corrections are ready**. We will upload them to the website.

Oleg: Also I appreciate that some diploma theses came out of this project.

Vladimir: The **teams might also report about presentations, journal submissions etc.**

Oleg: For BG, we will use the meeting of the conference of HSSI in January 18-20, 2013. The Spring Conference of Bulgarian Mathematicians in April is also used, as well as some Bulgarian journals.

Sona: [Presentation about SK feedback; see separate file]

Vladimir: With the translations, it is **good idea to stay connected with the people who do the translations**. As IT team uses LaTeX, we have to be somewhat careful to arrange the links so that they work in the final version.

Vladimir: Also you did a lot of dissemination activities, which is very good.

Sona: Yes, this is the advantage of having a rather large team, and many PhD students.

Vladimir: For the **feedback, you have used the form?**

Sona: **Yes I have, and I presented this in Arhus**.

Sona: About the **final project conference**, there will be some conference in September **(probably September 19, 2013**) **in Nitra**, and we are able to have a special session there for DynaMAT.

Sunday, September 23, 2012, 13:30 – 14:45

Vladimir: Next is discussion about **E-Learning environment**, and **file format**. As to the E-book the links still have to be fixed.

Andreas: We have to be aware that **E-Learning and E-Book are not going to be the same thing**. Links within one partner are easy (just put everything in the same directory as we said before), but how about links to other partners?

Sona: Maybe we should **start with E-Learning environment?**

Jarmila: About the course, **what's the difference between E-Learning course and the E-book?** Is it interactive?

Andreas: That **depends on the situation at the partner institutions**.

Jarmila: **On the project webpage you might have a link to courses**, and **text that explains each course**. Then **everyone can see how the courses work without need to access them**.

Andreas: And **if you have the possibility to have open course or guest access, then you still can put the link there**.

Oleg: It would be good to have **text descriptions in English available on the project homepage, and to have common model for it**.

Sona: **Who does the model?**

Vladimir: So **we have E-Learning environment at the department**, we can **use this to put the course on, and have description on the homepage**.

Sona: The **course will contain also communication, feedback** etc. So the person who is responsible for the course will have the right to accept or decline participants.

Jarmila: **I see it more general, outside people do probably not need to participate, but they want to know how the course works, how it is structured etc.**

Vladimir: Should we have the **possibility of feedback?** And how to do that?

Sona: **Andreas and I should make a proposal**.

Andreas: Yes, and we have done things like it in the PROMOTE MSc project.

Sona: We shall have the **proposal ready until end of October**.

Andreas: Back to the **E-book and its formats**.

Vladimir: Everybody should organise their own directory, then upload (or send) it to the homepage.

Andreas: We still need a **naming convention for the files**.

Sona: **Just leave them as they are**.

Andreas: **OK, leave the file names as they are, but write the full name on the article on the homepage.**

Freyja: There should be the possibility of downloading the whole folder as a zip file, maybe next to the flags with the language versions.

Sona: I would need for **everybody to send me the translations of the key words** from the Excel file that I just sent you.

Vladimir: So **everybody should send me the finished original materials in English and the software included, in one directory, as a zip file**. Or we shall send it directly to Sona?

Sona: Maybe we can **put it in Dropbox**, because email might be too big.

Vladimir: **Until when shall we send this?**

Vladimir: We shall **send everything in English until the end of October, and the end of November for the translations.**

Freyja: How about the translations, where shall we put these?

Sona: I shall come up with some structure.

Sunday, September 23, 2012, 15:10 – 15:35

Vladimir: Next will be the **dates for the next meetings**.

Andreas: **Vienna meeting has been set on February 27 – March 3**.

Freyja: How about June 12 – June 16? Or alternatively June 19 – 23.

Freyja: Also I would like to suggest that everyone might want to give a talk in Iceland, as it seems we have enough time to do that. Purpose of Iceland meeting is feedback for E-Learning courses, and that would not need all the available time.

Andreas: Certainly good, and would be good dissemination activity.

Oleg: I just received email from Jenny, and we can **fix June 12 – June 16 for the Reykjavik meeting**.

Andreas: Not to forget, tomorrow there will be meeting for the MeetMe group at 9:45, the whole group will meet at 11:15.

Vladimir: Meeting for official dinner tomorrow will be at 7:30 pm in front of the department.

Monday, September 24, 2012, 11:15 – 12:35

Andreas: [Presentation about AT feedback; see separate file]

Jarmila: How does the **in-service course** work?

Andreas: **Two groups: Teachers will either produce teaching units, or evaluate the materials as such.**

Jarmila: And they know about ICT use?

Andreas: Those in this course do. There is other course for beginners.

Vladimir: [Presentation about IT feedback; see separate file]

Oleg: So the **materials are ready in Italian?**

Vladimir: **No, they are ready in English, and will be soon ready in Italian**.

Sona: I will join you eventually at the event in Finland.

Andreas: Vladimir, please send the corrected LaTeX file to me, so that I can correct the translation.

Vladimir: **I shall** send you, or **put it in Dropbox**.

Sona: **Dropbox is already created**.

Vladimir: In the afternoon we shall move to another room, as this room is in use.

Monday, September 24, 2012, 13:30 – 14:30

Vladimir: Next point is **evaluation by Jarmila**.

Jarmila: First point I want to note is that **you are really co-operating, not working just in parallel**. The next important point is going to **make the materials into a course, and create the environment for this**. I think that **teachers will be very interested in it**. We did something similar, and had 4 courses with lots of participants. This was registered in the Grundvig Course database.

Andreas: How early do you have the course into the database?

Jarmila: There are deadlines, you have to look it up on the homepage. The course has to be accepted by one of the National Agencies. I really recommend you to do that kind of course. It will be a really good dissemination activity.

Andreas: How do we fund the partners to go there, i.e. the tutors?

Jarmila: We have tuition fee that pays for this.

Vladimir: But there is application process?

Jarmila: Yes, but it is not too complicated. It has to be connected to a Comenius project.

Andreas: How much time shall we take?

Jarmila: You can do it very fast, but check the deadlines.

Andreas: OK, I shall check the deadlines.

Jarmila: We also do cultural events in the afternoons.

Vladimir: The application does not seem to be too complicated. If you remember the Swiss people, they wanted to participate. We might involve them or invite them in the course.

Sona: And where can the course be?

Jarmila: It is up to you, but it must be in an LLP eligible country.

Sona: And how about the fee?

Jarmila: Also it is up to you, but the fees must cover the tutors (i.e. you), rooms, internet, materials etc.

Andreas: So what is the suggestion?

Vladimir: Yes, that's the question. As the application is not that complicated, we can do the application until the end of November.

Vladimir: One possibility would be Prague.

Sona: Or also Vienna would be good.

Jarmila: Or Pisa.

Andreas: Maybe it is easier to do it in one of the partner cities for the first course.

Vladimir: So we currently have two main choices, Vienna and Pisa. We shall also ask Franco.

Monday, September 24, 2012, 14:45 – 16:25

Vladimir: We started with **plan for the course** and preparation for the courses yesterday. There might be the possibility of interaction during the courses. Some of us can invite external people to join the courses.

Oleg: As far as I see, what kind of **local courses are organised**. I know about Jenny and Andreas, and **we shall have different courses, from 1 or 2 day to the whole semester**. Also **number of participants, as well as whether participants are pre- or in-service teachers, will be different, so there is good variety.**

Vladimir: Turning back again to the **local courses, there should be good interaction**.

Freyja: But be careful that it does not take up all of your time.

Oleg: Can't you fix some online "office hours"?

Freyja: Yes you can, but often students expect answers at any given time.

Andreas: As you all know, this **project ends September 2013**, **and if we want a new project we need to apply end of January 2013**. So the questions are: **Who wants to participate** in a new project, and **what exactly shall we do?**

Jarmila: Also one comment: They look very exactly to old projects whether they are similar to new applications, so it has to be new.

Vladimir: How about putting applicant organisation in another partner country, e.g. Iceland.

Freyja: In my university it is very complicated everything that is connected with money.

Jarmila: It is also very good to have new partners also, not only have the "old" partnership.

Vladimir: Maybe Denmark would be a possibility?

John: I have to ask people higher up in the hierarchy.

Jarmila: I can imagine **making some activities for weak students and good students, then compare it**.

Andreas: **But this would be research project.**

Jarmila: Or **show teachers how to modify existing materials for weak students**.

Sona: What about age of students, or topics?

Andreas: Shall we restrict it?

John: It seems there is a part about weak students, those who "maybe can" and "maybe will", there is potential. Also, how do we try to not create more weak students?

Vladimir: **If we have such an approach, the idea is if we have in mind didactic units, this is one thing, but difficulties can also be on level of curriculum or minimum requirements of mathematics.**

Freyja: I think GeoGebra can be used, as it might be easier for weak students to understand the picture than to understand algebraic expressions.

Andreas: That's a good point, to **mention that technology in general, and graphic technology in particular, can be used to support weak students**. Also we should not forget that part of the project should be identifying the difficulties.

Jarmila: Also to think that identification can be difficult, as it may "stamp" the student as "stupid".

Oleg: Question: What is you general opinion, does the use of computers help students, or not?

Jarmila: This is impossible to answer. It depends on how you use it.

Vladimir: Maybe we can conclude the discussion for today. Tomorrow we discuss about the homepage and the document database. If we start 9:30 we can finish until 11:00, then both Freyja and Vladimir can leave in time for the flight or the course.

Tuesday, September 25, 2012, 09:30 – 10:00

Present only for this session: Alessandra La Spina (University of Pisa)

Alessandra: I am here today to **answer questions about the computer system for administration**.

[Question/Answer session about administrative homepage]

Points raised:
- **Where to put conference fees**
- **Remove "equipment" from "staff costs" and make an extra item on the same level as "staff costs", "missions" etc.**

Vladimir: Let us start the next point which is the **homepage**. Yesterday we spoke about **Dropbox**, and that **everybody will create zip-folder for each material with all applications and including Word/LaTeX file**. As to materials, we shall have search possibility, where you can put in keyword.

John: Maybe matrix structure would be good.

Jarmila: We also **need translated titles**. Also **when you click on keywords, you should get all materials with this keyword**.

Andreas: **How about the languages? Shall there be a choice of language, and then only have the things in this language.**

John: Buttons for each language would be good. Standard would be English, and if you click on the language then you switch to this language.

Andreas: Also we would need possibility of downloading the zip-Folder. This should be extra column.

Jarmila: And also it is necessary to have software used, so that you can click on GeoGebra and get every material that uses GeoGebra.

Vladimir: **Everybody** should also **check functionality of homepage**.

Sona: Maybe we can do it with dropdown menu.

Sona: So **level one is language**. **Then** is **keywords and software**. Also we shall **check the titles again**, because some are "Title Version 5", which is not a nice title. So everyone check.

Vladimir: **As to dissemination, we should put list of dissemination activities**. As to **outcomes, not much is in there at the moment**.

Andreas: Maybe this is a **good place for the course description**.

Vladimir: Do we have a **deadline for the descriptions?**

Andreas: We **only have deadline for creating the form for the description, which is end of October**. I think **last deadline for actual descriptions should be the next meeting, i.e. Vienna 2013 meeting in end of February.**

Jarmila: Will there be somebody responsible for answering the emails?

Vladimir: We can put my address there for questions concerning materials, and webmaster from SK for technical questions regarding the homepage (functionality etc.).

Vladimir: Also a reminder to **upload all the documentation about this (and all other) missions to the administrative homepage**.

Oleg: **What if we have travel budget left?**

Andreas: **You can bring more people to the next meetings, or to the final conference in Nitra**. Also you can shift maximum 10% to staff costs.

Jarmila: That is, 10% in average over all the partners.

Sona: Yesterday the new academic year opened, and **DynaMAT has been awarded with the rector award**.

Vladimir: Very good news! We **will put this in homepage**.

Vladimir: This ends officially the program for this meeting.

Summary of decisions:
- **All partners create their Dropbox accounts**
- **Partners will put final versions of materials in EN, and translations when they are ready, into corresponding folder on Dropbox**
- **Produce course descriptions until next meeting, i.e. February 27, 2013**
- **AT team: Check the possibilities for Comenius Course Database**
- **IT team: Change administrative website according to discussion above**
- **Each team to write one suggestions for next Comenius Project application until the next meeting**
- **Next meeting in Vienna, Austria, February 27 – March**
- **Meeting after that in Reykjavik, June 12 – 16**
- **Final conference in Nitra, Slovakia, approximately September 19**