

# Meeting Minute

PEC Project

Meeting in Gävle

5-6 October 2007

## PROJECT MEMBERS ATTENDING THE MEETING

- Dr. Ana Freire, University of Lisbon, Portugal
- Dr. Annica Gullberg, University of Gavle, Sweden
- Dr. Eva Kellner, University of Gavle, Sweden
- Dr. Eva Tandlichova, Comenius University of Bratislava, Slovakia
- Dr. Jari Lavonen, University of Helsinki, Finland
- Dr. Laurence Rogers, University of Leicester, United Kingdom
- Dr. Nedim Alev, Karadeniz Technical University, Turkey
- Dr. Piedad Martin, University of Alcalá, Spain
- Dr. Stefania Dugovicova, Comenius University of Bratislava, Slovakia
- Prof. Natalia Cruz, University of Lisbon, Portugal

The meeting begins at 9 a.m. in October 5th 2007, with the following agenda:

1. General information
2. Mobility Programme
3. CDs
4. Evaluation CDs by teachers, mentors and student teachers
5. Document of conclusions
6. Dissemination activities
7. Course
8. Tasks for next meeting

## 9. Other aspects

Dr Keller and Dr Gullberg welcome all members. Dr. Martin chairs the meeting and begins following the agenda:

### **1. General information**

First of all, Dr Martin excuses Dr Sierra's absence due to her mother's illness, also she excuses Dr Perez de Landazabal who is ill.

Concerning the project, Dr Martín informs that the University of Alcalá received the second part of the grant in summer. She has asked for cheques and bank transfers to university economical office. She will send it to you as soon as possible and she will also send you the receipt to be signed, which it has to be resent to Alcalá by post.

Dr. Martin reminds that some outcomes, for example CDs, can have copyrights and the group agrees with the idea that copyright belongs to the persons who have elaborated the CD.

### **2. Mobility Programme**

Concerning the Mobility Programme, different members of project present documents in order to design the Programme:

- Dr Martin presents a model of organization and the design of the corresponding seminars
- Dr. Rogers presents an introductory letter to be sent to schools and a design of activities in the schools with teachers and student teachers
- Dr. Alev presents a model of final report for student teachers

The group discuss these documents and, finally, they elaborate two documents: Mobility organization and Mobility Seminars (Annex I and II)

Dr. Rogers informs there are problems with the proposed dates of the Mobility in Great Britain because schools are closed in Leicester at this time, and he suggests changing dates. Partners elaborate a table with the possible dates and, finally, it is agreed the final dates 13-27 April, 2008.

Dr. Tandlichova and Dr. Rogers inform that they have asked for the grant to their Socrates National Agencies and the other members inform that they have had contacted Agencies also.

Dr. Martin presents a table in order to acquire information about lodging, number of student to be received and to be sent to the different partners, she proposes to collect this information and send it to Alcalá at the end of October.

Finally, Dr. Freire informs that University of Lisbon cannot send student teachers because the number of students has been reduced and this academic year the training course has been suppressed. Dr. Gullberg and Dr. Keller inform that for them it will be difficult to reach the proposed number of student teachers.

### **3. CDs**

All the universities inform that the CDs are finished or nearly finished and Dr. Martin remembers that CDs have to be tested with pupils, and proposes a report model in order to reflect the experience.

The partners agree that these implementation will be developed before mobility and all members will bring the corresponding report to the next meeting.

### **4. Evaluation CDs by teachers, mentors and student teachers**

Dr. Martin informs that Alcalá has received the evaluation from Portugal, Turkey and Finland and Dr. Pérez de Landazabal has sent them the analysis of their data.

Dr. Gullberg and Dr. Keller inform that they have had problems to introduce data in excel and they present the global figures in a word document. Dr. Tandlichova informs that they have the same problem and, finally, Dr. Martin proposes them to send the global figures in order to finish the evaluation.

Dr. Rogers informs he will send four questionnaires and he will remind the corresponding teachers to answer them.

Finally, Dr. Martin proposes that Alcalá will prepare the final report for next meeting.

### **5. Document of conclusions**

Dr. Martín reminds that, in the project proposal, it is included a document of conclusions, and she presents a model for the possible structure of this document to be discussed. The partners agree with:

the document will be in English, all members will contribute to it, and the document should be finished by the end of May in order to be reproduced, so every university will bring the draft to Turkey meeting.

## **6. Dissemination activities**

All members summarize what they have done concerning dissemination, and their near future dissemination activities. Dr. Lavonen presents some modifications in the web-page and the group proposes some others in order to facilitate access.

## **7. Course**

Dr. Freire informs that the course has been approved, and it is on the Socrates web site in Comenius Catalogue. The partners discuss about the publicity and how to enrol teachers in it. So Dr. Freire will send a publicity proposal for the course to all partners.

## **8. Tasks for next meeting**

- Data for Turkey meeting
  - 8-11 may
  - How to arrive
    - Istanbul-Trabzon
    - Ankara-Trabzon
- Cheques and receipts
  - UAH will send the cheques and receipts as soon as possible
  - All partners will re-send the receipt to UAH by post
- Mobility Programme
  - Fixed dates of mobility: 13-27 April, 2008
  - Concerning Mobility Table, all partners will send to UAH data for fixing mobility table and UAH will send final table to all
- CDs
  - CD implementation with pupils, Implementation before the mobility programme (All partners). All partners will bring the Report for the NEXT MEETING
- Evaluation CDs by teachers, mentors and student teachers
  - SE and SK will send the global figures to Piedad
  - UK is going to remind to teachers and will send to UAH

- ES will prepare the final evaluation report for next meeting
- “Document of Conclusions”
  - UAH will send the partners the file by the end of November.
  - Every university will bring to Turkey meeting the draft of “Document of Conclusions”,
  - UAH will prepare the final version for Lisbon meeting
- Course
  - PT will send the Publicity model to everybody next week
  - Every University will publicize the course through different media