Cyprus Workshop and Meeting Nicosia 7th -12th March 2010

Venue: March 7th   Classic Hotel

March 8th – 12th   Intercollege, Nicosia

Participants: Kent Andersen (Denmark)
Gordon Wells (Scotland / 7th- 11th)
Patricia Gamberoni (Switzerland)
Maria Joao Marcalo (Portugal)
Ana Silva (Portugal)
Cristina Brazio (Portugal)
Massimo Aloe (Malta's Representative/ 7th – 11th)
Marian de Villanueva (Spain / 11th-12th)
Maria Theodorou (Cyprus)
Maria Aristidou (Cyprus)

Main issues of the kick – off workshop

- Video production course
- Project update
- Team building
- Ensure that all teams know their tasks and responsibilities
- Quality control monitoring
- Dissemination and exploitation

Minutes 7th March 2010

9:30   Team meets at Classic Hotel Lobby

10:00   Kent goes through POOLS2 and gives an overview of the first meeting in Madrid. Explaining more thoroughly to the Cyprus and Malta partners who were absent on the kickoff meeting.

Quality report very positive

- Financial handbook
- Project documentations deadlines
- Quarterly report with staff sheets per participant every 3 months
- Materials for interim and final reports every 12 months
- Dissemination report every 12 months
- Exploitation report every 12 months

Kent provides us with the DO IT YOURSELF DISC

- Titles in the DVD Kent gave us need to be translated
- People will be able to follow the 'step by step' and make their own DVD of language

Course guide – Course units

Course book – Book of reference / course manual

Kent demonstrates how to use the DVD

Main things for translation

- Call 02.2
- Material development course manual
- Evaluation for courses
- Methodology

11:10 – 12:10 Break – Arrival of the Portuguese Team

12:15   Welcome and short presentation about Intercollege by the Cyprus team

        Introduction of the teams

1:00 – 1:30

Subtitles in 8 months

Best way to share videos is in YouTube

Copy left agreement – ask people to sign a paper before we put them on the side

Do we put everything on YouTube? Need to decide on that by Wednesday

2:00 Lunch break

8th March 2010

9:30 Team meets at Intercollege / Nicosia for the kick – off Video Training

Gordon started the introduction of video making, presented the 40 videos 20 in English and 20 in Gaelic language.

Decisions:

1. 4-5 copies should be made before Malta's meeting
2. Start working on subtitles in a month's time
3. Put videos on-line YouTube / Social spaces

Participants shared their experiences with video producing

- Maria Marçalo shared her experience of a project having to act as an actress with a script

- Anna used Text Blender and YouTube that was artificial so she wants to go into more natural context. Technical support from YouTube. It will be interesting for students to do so. Synopsis enough for students and not a storyboard that is more professional

  ***Copyright is an issue, permission is essential. No soundtrack music allowed from a commercial album unless it explicitly gives permission to be used as background music**

- Cristina has no experience, only in taking pictures. She will help her team with training mostly from an artistic point of view

- Maria Theodorou shared an experience on video making. She had her students recorder while giving aural presentations and commented on the dos and don'ts of their presentation concerning their body language

- Kent has done lots of videos, prepared them for an exam and prepared students for job interviews. Teaching in Danish how to put together a film for Art Students. Films for POOLS offered them lottery T-Shirts as a price. Semiprofessional shooting of 15 videos made by the students.

- Massimo has no experience but is thinking to suggest a video for immigrants to his organization and 4-5 videos from Maltese Colleges.

- Patricia has no experience either. She had an interview in front of the camera. In e-learning course for their university need video showing, power presentation slides of how to make use of the video but not making one. She will produce French material. The subject will be to make French to understand the differences in the German of Germany and the German used in Switzerland

1:30 – 2:30 Lunch Break

2:30 – 5:30

- The team watched sampled videos
- Went through the problems of video shooting
- Sound techniques
- Suggestions of placing videos on YouTube as it is easier to use later on Text Blender

8:30 Dinner at SAWA Syrian Restaurant

9th March 2010

10:00 Team meets at Classic Hotel

10:00 – 2:30 Walk/ video shooting through the old town of Nicosia

2:30 Afternoon off

10th MARCH 2010

9:00 – 1:30 Video producing

Gordon started by giving the instructions for the editing part that will take place today. 3 USB were used yesterday that need to be edited as chosen by each participant.

"Make a film of the film" Gordon said.

Another thing on the agenda relates to how we can involve students in.

Gordon showed a video that he edited the night before at the hotel

1. "Nicosia English"
2. "Nicosia Gaelic"

Stage 1: Material transferred on the computer

Stage 2: Capture the video from the camera (35' of video of 3 camera shootings)

> Look at the material at the same time so as not to loose time and may be able to decide what scenes you need

> Note every clip down and see which ones to use by ticking on them

Stage 3: How to use the material i.e. "Storyboard". Start placing the pictures on the timeline and each time you edit the part you want to use. Took 1 hour to put the clips in line. You have got the story. Tape 1 is like a documentary. You write the script and then record it.

1:30 – 2:15 Lunch Break

2:15 – 6:30

- Video producing
- Kent uploaded the videos on YouTube
- Watched the videos

8:00 Dinner at Zanettos Tavern

11th MARCH 2010

9:00 – 10:00

Kent and Marian had a meeting at the classic Hotel Lobby to discuss the Administrative Procedures

10:35

 Kent went through the day's agenda

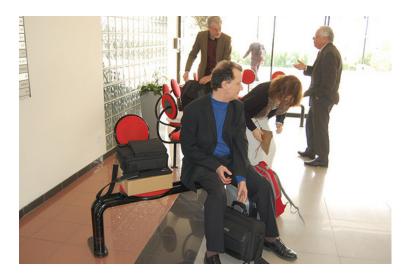Maltese team needs to meet deadlines of the project

10:50   Interim report

Presentation by Marian

- Subcontracting: Presentation of the contracts
  12.500 – 25.000 € 3 offers
  25.000 – 50.000 € 5 offer
  Never can be +30% of direct costs

- Bank transfer
  Staff cost
  CECE has not send the pay sheet
  CECE has to have the pay sheet of all partners

- Minutes of the meetings
  Copy of the products
  Travel cost: Tickets a Boarding Passes
  Certificate of exemption of VAT
  Hotel receipt

Keep all documents for 5 years after last payment

Update the web

Sustainability of the website

Update ADAMS platform

Evidences of the dissemination & impact

Send contract signed with partners after 90 days of signed the one with EVA

Interim Report

12th November 2010

70% of the Leonardo contribution must be sent

After approval of the interim report the NA will send the 40%

11:22

Decisions:

1. The information about the interim report should be sent the first week of October
2. Write Massimo to check about deadlines
3. Face book group
4. Colour of the T-Shirt (Cristina will design it)
5. €1000 budget for them
6. Brochures – Intercollege can change it and add its contact details
7. Visit face book of blog once a week

12:10   Refining Schedule

Discussion on dates regarding September's meeting in Malta (Sept.13th -17th)

Decision: Travel Sunday (12.09.10) – Saturday (18.09.10)

12:15

Portuguese team's presentation of the outline of the service teacher courses and 'final' content for the course guide. By the end of June manual should be on-line

- Internet connections – checked-some were working some were not
- A sample course (new) originally in Methodology
- Methodologies – Sources
- How to produce materials
- Which modules each person would like to give. Can not do all of them
- The teacher goes to this course should know about computers

Decision: We have all approved the Portuguese suggestion of the new course guide

2:00 – 2:40 Lunch break

2:40 – 5:00 Maria Theodorou, Maria Marcalo and Kent practiced TextBlender

12th March 2010

9:20 Kent demonstrated the project website and some of the tools that can be used on the project

Text Blender – Check of the dictionary

POOLS2 Tools (POOLS-t)

http://www.smo.uhi.ac.uk/wordlink

Wordlink seems to be working even when the "enable cookies for best results: sign is on. So it doesn't matter if the cookies symbol has not got a smiley face

You can compose something in wordlink by choosing "compose a page". Then you write something in the title in your language and what you want as a text, then you click on "compose" and then you can see the translation after choosing the language you want to have the word translated into.

Under tools of www.languages.dk you can get the second link "Multidict" for translation in any language.

How to make a WebQuest – task for next meeting

*Kent distributed the internal evaluation forms to be filled later

In the module book under "Teaching Methods" go to CALL and try out any of the asterics to see how a WebQuest looks like. WQ built of different tasks e.g finding information on web, know exactly what to do.

Make 2 WebQuests

Make an outline first to send to Kent for feedback deadline: end of April

WebQuest: need to use the internet and make some kind of presentation and link that information found to an activity.

All teams have to prepare HOT POTATOES activities in their language

2:00 Finalising today's schedule

The team discussed their possible dissemination events

SDE:

- will do that at a conference workshop
- POOLS - m in June
- POOLS 2 will publish a newsletter
- POOLS2 will be presented at a Comenius project

University of Evora:

- Will disseminate POOLS-2 at a meeting in North of Portugal in the city of Guimaraes "May" and on the 15th and 16th of April at the International Conference of Teaching and learning in Higher Education "at University of Évora".
- After returning to Portugal, we submitted another paper about Pools-2 to another meeting and it has been accepted: It's "Línguas 2010" that takes place in Instituto Politécnico da Guarda, in the city of Guarda.

EDEX:

- The POOLS2 will be disseminated at the annual conference of the Pancyprian dyslexia Association in October 2010
- Other Campuses of the University of Nicosia will be visited in May
- State institutions board
- Ministry of Education webpage
- Linked In Website (External dissemination)
- Intranet (Internal dissemination)

DLU Switzerland:

- Dissemination at the annual meeting as they are the hosts of European Association of distance teaching university
- Platform of e-learning

CE.CE:

- International meetings
- Actualidod Docente
- Website of CE.CE
- Quality week

8:00 Dinner at Platos Pub