Minutes of the 1st Coordination meeting

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University of Kragujevac, Rectorate • Kragujevac • November 19, 2010
The meeting was held at the premises of the Rectorate of the University of Kragujevac in Kragujevac, Serbia. A chairman of the meeting was Dr. Danijela Milošević, asist. professor, the Project coordinator.

The kick-off meeting of the Tempus SM project: “Enhancing the quality of distance learning at Western Balkan higher education institutions – DL@WEB”, had the following objectives:

- Strengthen the cohesion of project consortium through introduction and communication of all partners;
- Work over of the main project issues (objectives, outcomes, activities; management structures of project, responsibilities of each partner and project communication channels; project goals concerning the regional dimension and how it fits into the wider framework of HE policy and reform);
- Agree on the project planning schedule during the first year of project implementation;
- Discuss potential concerns, challenges and risks facing the project;
- Define management structures of the project.
Present participants:

**Serbia:**
- **University of Kragujevac**
  - Prof. Zora Arsovski, Vice-Rector
  - Prof. Danijela Milošević, Project coordinator
  - Prof. Radojka Krneta
  - Maja Božović, Project assistant
  - Prof. Goran Devedžić
- **University of Belgrade**
  - Prof. Vladan Devedžić
- **University of Nis**
  - Prof. Radomir Stankovic
  - Prof. Milena Stankovic
- **Commission for Accreditation and Quality Assurance**
  - Prof. Bratislav Milovanović

**Montenegro:**
- **University of Montenegro**
  - Prof. Predrag Miranović, Rector,
  - Prof. Bozo Krstajić
- **University Mediterranean**
  - Prof. Ramo Šendelj, Vice-Rector,
- **Ministry of Education and Science**
  - Prof. Ranko Lazović, Counselor in Higher Education sector

**Macedonia:**
- **Ss. Cyril and Methodius University**
  - Prof. dr Suzana Loskovska, ECTS and ERASMUS Coordinator,
- **FON University**
  - Prof. Sime Arsenovski, Vice-Rector,
  - Prof. Ivan Kraljevski
- **Ministry of Education and Sciences**
  - Borco Aleksov, Deputy Head

**EU partners:**
- **The European Foundation for Quality in eLearning, Belgium**
  - Rolf Reinhardt, Executive Manager
- **University Macerata, Italy**
  - Prof. Pier Giuseppe Rossi, Education Faculty Dean, Director of CELFI-E-Learning Centre
  - Gigliola Paviotti;
- **Université Paul Cézanne, France**
  - Valérie Caraguel

With apology:
- Prof. dr Radivoje Mitrović, State secretary, Ministry of Education
- Prof. dr Antonije Djordjevic, National Council for Higher Education
- Prof. Viktoria Sulčič, Director, e-Learning Centre, University Primorska
The meeting was attended by 22 participants from 15 institutions.

The kick-off meeting was assessed as being of very high-quality by all participants, both in terms of content and organization, as well as the possibility for inter-partner communication.

The sequence of items in the Minutes follows the one in the Agenda.

1. **The first coordinating meeting started with introducing of the project participants and team members, than followed by welcome notes from:**
   - Prof. dr Zora Arsovski, Vice-Rector of the University of Kragujevac, RS
   - Prof. dr Predrag Miranović, Rector of the University of Montenegro, ME
   - Prof. Ranko Lazović, Counselor in Higher Education sector, Ministry of Education and Science, ME
   - Borco Aleksov, Deputy Head, Ministry of Education and Sciences, MK
   - Jasmina Gajić, Representative of the National Tempus Office, RS

2. **After the welcome notes project participants from Western Balkan partner institutions gave short presentations about their institutions with focus on DL activities**
   - University of Kragujevac, Prof. Radojka Krneta, RS
   - University of Belgrade, Prof. dr Vladan Devedžić, RS
   - University of Nis, Prof. dr Milena Stanković, RS
   - Commission for Accreditation and QA, Prof. dr Bratislav Milovanović, RS
   - University of Montenegro, Prof. Bozo Krstajić, ME
   - University Mediterranean, Prof. Ramo Šendelj, Vice-Rector, ME
Ss. Cyril and Methodius University, Prof. dr Suzana Loskovska, ECTS and ERASMUS Coordinator, MK
FON University, Prof. Sime Arsenovski, Vice-Rector, Prof. Ivan Kraljevski, MK

3. Short presentations of the EU partner institutions focusing on DL activities

- University Macerata, Prof. Pier Giuseppe Rossi, Education Faculty Dean, Director of CELFI-E-Learning Centre, Gigliola Paviotti, IT
- Université Paul Cézanne, Valérie Caraguel, FR
- University Primorska, Prof. Viktoria Sulčič, Director, e-Learning Centre, (multimedial presentation), SI
- The European Foundation for Quality in eLearning, Claudio Dondi, President, Rolf Reinhardt, Executive Manager, BE

Representatives of the partner institutions from the region and from the EU partner institutions presented their institutions, especially in terms of project objectives and their institutional DL activities. All participants concluded that they managed to get each other well thanks to the given presentations.

4. Review of the Project goals, outcomes and work plan, roles and responsibilities

Project coordinator dr Danijela Milošević from Technical Faculty Cacak laid out objectives, activities and work plan of the project. Also, roles and responsibilities of project partner institutions are agreed among the present project partners. Afterwards, project partners were introduced with project plan: activities, time table. Tasks for partners in 1st project year are agreed among all consortium members.

5. Administrative and financial aspect of the project

The starting point in the project implementation is the constitution of the management structure and quality assurance teams.

Project Management Board (PMB) is established and consists of contact persons from each consortium member institution, as it was foreseen in project application. Also, Regional Coordinating Team (RCT) consisting of one representative from each beneficiary institution from Serbia, Montenegro and FYRM is established and agreed. RCT will be responsible for internal QCM of project activities and results by peer reviews among partner institutions. RCT will also be responsible for preventing the time lag in project activities and taking immediate actions in the form of consultations or reporting to PMB. External quality control and monitoring of the main project results will be assessed by contact persons from three EU partner universities. It is also agreed that PMB will coordinate the work of RCT, and RCT will be reporting to PMB after each meeting (twice a year).

The ending part of the kick off meeting was devoted to the legal, organizational and financial aspects of the project, which were described by Prof. Danijela Milošević and followed by discussion among all consortium participants.

The second coordination meeting is planned for September 2011 in Montenegro, aiming to bring together again all consortium members.