WP5

Quality and Evaluation [**WP2**‑**4**]

All Partners Progress Meeting #1 Report

Authors:

António Moreira Teixeira (Universidade Aberta, PT)

Maria do Carmo Teixeira Pinto (Universidade Aberta, PT)

João Paz (Universidade Aberta, PT)

Lisbon, 2nd June, 2021

1. Quality Evaluation of WP7 - All-partners meetings

As indicated in the UNITEL Quality & Evaluation Plan (Q&E Plan), quality events of work package 7 which include input (i.e. resources), processes (i.e. execution of work package), and outputs (i.e. deliverables) are subject to specific assessment. Being one of the outstanding elements contributing to project management decision-making, activity follow-up, processes and outputs review and evaluation, all partners meetings are subject to assessment. This is conducted through an online survey witch adapts the respective template in Q&E Plan to each specific context.

Universidade Aberta (UAb) [Portugal] as WP5 leader in cooperation with the work package, the Shahid Chamran University of Ahvaz (SCU) [Iran], is responsible for the design and launch of the surveys as well as for the analysis and interpretation of results and for producing the report.

This report relates to the evaluation of the first all partners progress meeting, dedicated to WP2, 3 and 4, which was held online on the 12th May, 2021. The materials presented at the meeting can be found at:
https://drive.google.com/drive/folders/1JoobXSmhKPqfj0ari3w93ILW33emWHWr

The survey was conducted between the 2nd June and the 18th June, 2021. The online questionnaires were sent to all potential respondents (meeting participants) and 15 responded. Similarly to what happened with the KoM, this is once again a significant result as at least one representative from each institutional partner responded.

2. Quality Evaluation of All-partners Progress Meeting #1

Use of personal data and pictures

Of the 15 respondents, 14 (93,3%) have authorized the use of their personal data shared in the questionnaire, as well as of any photos related to their participation in the progress meeting.

Number of Surveys Responded by Partner

P1	USGM (Università degli Studi Guglielmo Marconi):	1 response
P2	UTU (Turun Yliopisto):	1 response
P3	UAb (Universidade Aberta):	1 response
P4	PRISMA (Prisma Electronics ABEE):	1 response
P5	IKIU (Imam Khomeini International University):	1 response
P6	USB (University of Sistan and Baluchestan):	1 response
P7	SU (Shiraz University):	1 response
P8	UI (University of Isfahan):	2 responses
P9	UT (University of Tehran):	1 response
P10	SCU (Shahid Chamran University of Ahvaz):	5 responses
P11	SUT (Sharif University of Technology):	1 response
P12	NAMVARAN P&T COMPANY:	1 response

2.1. Contribution and participation in the meeting preparations

The survey has shown that almost all partners consider to have contributed to the progress meeting (PM) preparations according to plan, as shown in the graphic below.

1. Have you contributed to the meeting preparations according to the plan?

15 responses
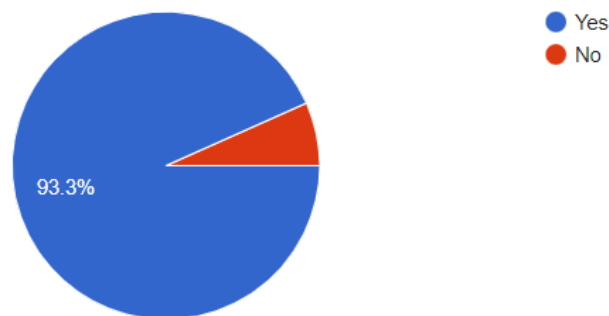
## 2.2. Rating of the PM in relation to conditions for participation, organization, outcomes and outputs

The results of the survey are clearly less impressive than the registered for the KoM. The partners continue to demonstrate a high satisfaction with how the PM was prepared, but have become less appreciative of how it was conducted and reported, when compared with the results of the KoM. The best rated item was clearly the accessibility and usability of the web conference platform used. The rating of the agenda is also high, although not as much as with the KoM. Logistics and the minutes received a balanced evaluation. Meeting participants seem specially divided when assessing the quality of the decision-making in particular. There's even one negative rating. Although this item was already identified as an area for improvement in the KoM evaluation, the PM results indicate it is now a critical element that requires particular attention.
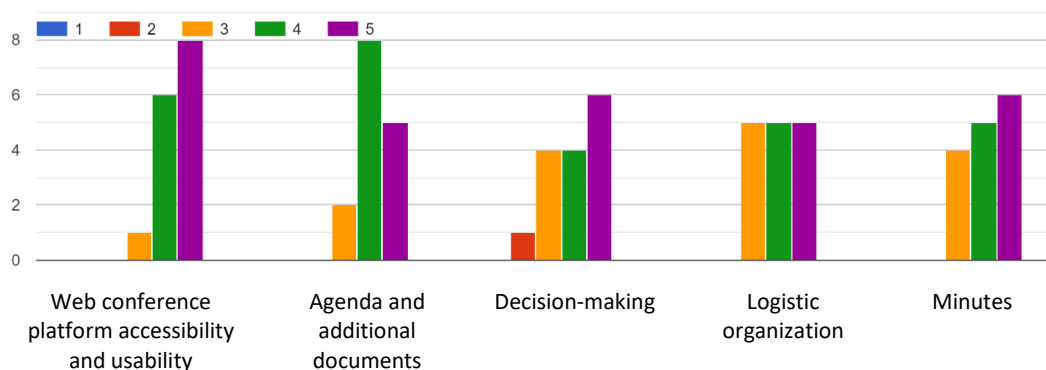
2.3. Rating of the work packages presentations, discussion and decision-making

The survey results shown a fairly high satisfaction with how work packages 3 and 4 were presented and discussed at the PM. The best rated was WP4, but its results are not significantly different from WP3. This is an interesting finding as these two WPs were the only ones who have not been presented before at the KoM. On the other hand, WP2 which received a high level of appraisal in the KoM evaluation has now been subject to a somewhat critical assessment.

3. Rate each Work Package discussion in relation to the clearness of presentations and quality of decision-making (1-5, being 5 the highest score):
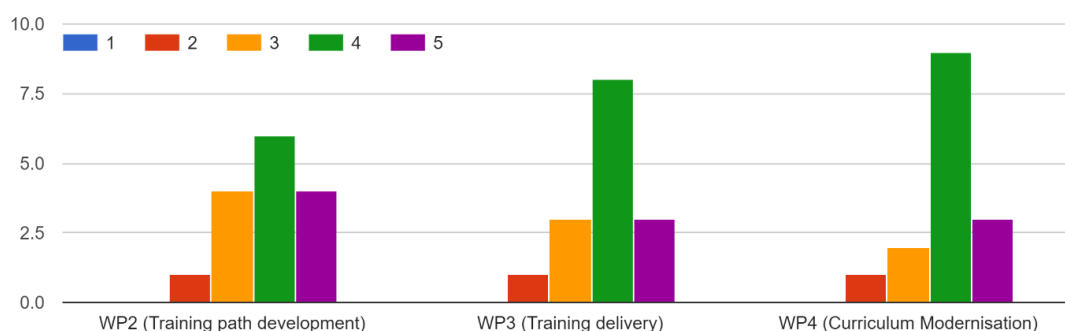
2.4. Effectiveness of communication between partners and the coordinator

Differently from what has been reported in the previous items, the partner representatives unanimously considered the internal communication between partners and the coordinator as effective. This result is similar to the one in the KoM assessment.

4. Was your communication with the coordinator effective?
15 responses
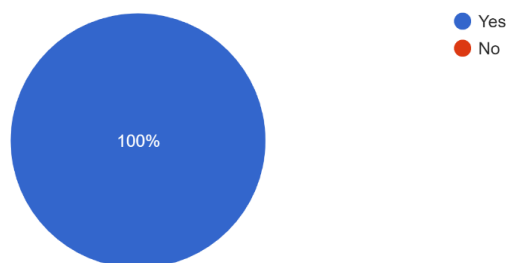
2.5. PM efficiency and quality of decision-making

In section 2.2 it was clear that several partner representatives shown some degree of scepticism regarding the results of the PM. This has been confirmed in item 5 of the survey. The results however are similar to what was registered in the KoM evaluation. It can be concluded that an effort is required to improve this indicator.

Three of the respondents have provided clues on how to proceed. All have suggested more discussions and meetings. This is to enable a further clarification of WP tasks and partner roles.

5. Have the results met the expectations and decisions taken in the meeting been sufficiently clear to all partners?
15 responses
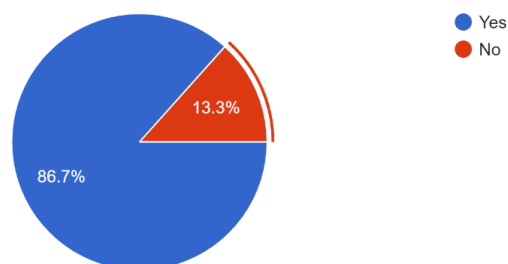
2.6. Implementation of decisions taken in PM

The survey results has shown that all partners consider that independently of the quality and clearness of the decisions taken at the PM, they were adequately implemented. This represents an improvement from the KoM, which is a very good indicator.

6. Have the decisions taken in the meeting been adequately implemented?
15 responses
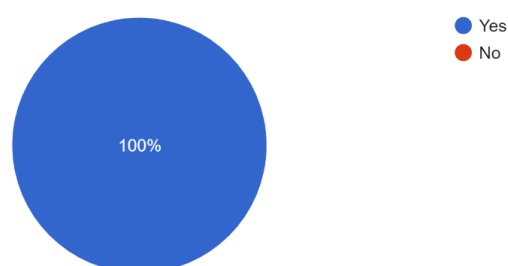
2.7. Contribution to process improvement

The partner representatives have unanimously considered that their feedback has been taken into account for improving the process. This positive result confirms what has been already reported of the KoM.

7. Was your feedback taken into account for the process improvement?
15 responses

● Yes
● No

100%
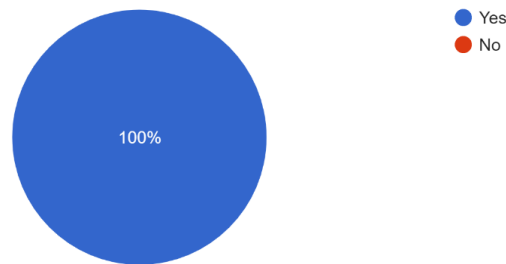
2.8. Final comments

Four of the respondents to the survey submitted additional comments and suggestions which might be useful for further improvement of the process.

Most of them expressed their appreciation for the meetings held and suggested for additional ones to be organized. One of the partner representatives mentioned the need for more meetings specifically dedicated to discussing the technological elements of the project, as remote labs, eLearning software and using data-mining for quality assessment.

Another partner representative indicated that assuring all universities receive financial support was critical for the implementation phase. In the same context, a suggestion was made for the organization of physical mobility actions and other study visits among the partners in order to allow for Iranian universities to become more familiar with how European universities enhance teaching and learning innovation.

3. Conclusions

The survey results show the partners were satisfied with the quality of the PM's organization, discussion and reporting in general. The comments posted individually praised the quality of the preparations, the interaction and the communication with the project coordination. However, it was also clear they've rated the different items not as high as previously when assessing the KoM. Moreover, there were some poor rating and even negative assessment on the effectiveness of decision-making. This should be taken into consideration by the WPs leaders, most especially in the case of WP2. But, also by the coordinating partner. As noted already in the KoM evaluation, several partners feel the need for a deeper and shared understanding of the project planning. It's clear task allocation and partners responsibility within each WP have not been communicated efficiently. An increase in the number of team meetings might contribute to a more fluid communication and to strengthen the team's identity.