

Reforming Foreign Languages in Academia in Montenegro (Re-FLAME) – CBHE 609778

STEERING COMMITTEE MEETING

13 May 2020

Date: 13 May 2020

Time: 11:00 - 12:00

Attendees:

Prof. dr Milica Vuković Stamatović, the project coordinator
Doc. dr Olena Lilova, the project manager from the UniMED
Doc. dr Dragica Žugić, the project manager from the UDG
Ana Matijević, the project manager from the University of Zagreb
Vanja Drljević, National Erasmus+ Office
Rina Muhaj, National Erasmus+ Office
Prof. dr Elżbieta Gajek, the project manager from the University of Warsaw
Dr.ssa Cristina Mercuri, the project manager from the University for Foreigners of Perugia
Dr Branka Živković, the member of the UoM project team, the minutes taker

Milica Vuković Stamatović, the project coordinator, initiated the steering committee meeting. The meeting followed the agenda that the project coordinator had prepared in advance and sent to the participants.

Agenda: Status quo analysis

1. Discussing the results of WP1: Preparation

1.1 Prepare status quo analysis

Surveys were conducted amongst the Montenegrin teachers, students and employers (carried out by the three Montenegrin partners). Status quo analysis was written and adopted in February. It is available on the project website:

https://www.reflame.ucg.ac.me/dokumenta/status_quo_analysis_report.pdf

1.2 Conduct kick-off meeting

Kick-off meeting was conducted on 12-13 December 2019. Details regarding the kick-off meeting are available on the following googledrive:

<https://drive.google.com/open?id=1514UOVGMnLpw7AJy6TN0GNdkj37ZMu6y>

1.3 Assess the FL syllabi

An analysis of the FL syllabi was produced, in cooperation with all the partners. The analysis was adopted in February.

https://www.reflame.ucg.ac.me/dokumenta/FL_syllabi_assessment.pdf

https://drive.google.com/open?id=1eH_dOCw-2d1SxLaYic61JX8JSryDtgvL

1.4 Set up the project office

The spacious facility has been allocated for the project office at the Faculty of Philology, Nikšić, furnishing is underway but the procedures have been seriously hampered by the COVID-19.

This is the only challenge to be tackled with in the period extending beyond the preparation phase.

2. Discussing the ongoing development activities

WP2: Development – Updating the FL syllabi, 2.1 Write brief development

The work on this task was continued (via email communication). Three Montenegrin partners, Milica Vuković Stamatović, Olena Lilova and Dragica Žugić, will meet during the following week and try to make a template. In June they will have an online Zoom meeting with Ana Matijević, the project manager from University of Zagreb, and Elżbieta Gajek, the project manager from the University of Warsaw, at which they will discuss the Bloom's taxonomy the European Qualifications Framework (EQF).

WP3: Development – Procuring literature 3.1 Compile a list of necessary LSP textbooks and literature on applied linguistics

The three Montenegrin partners prepared three preliminary book lists, each in accordance with their needs. The European partners were informed of the book lists link, and were invited to give their suggestions regarding relevant books published by their universities.

https://drive.google.com/open?id=1RMIPS_Qy4DgcpVsUQGYOSPybyOKmN_vl

WP4 – DEVELOPMENT: FLT methodology, 4.1 Conduct study visits

- As study visits are difficult to be organized online, they are postponed bearing in mind the COVID-19 pandemic.
- The first FLT methodology training was planned for the end of June. Having in mind the COVID-19 pandemic, the steering committee decided to organize it online via Zoom. Elżbieta Gajek and Cristina Mercuri, the partners from the University of Warsaw and the University for Foreigners of Perugia, are to arrange the date of the online training and send their proposal. Three Montenegrin partners, Milica Vuković Stamatović, Olena Lilova and Dragica Žugić will meet and decide which of their sent options is the best.
- The second FLT methodology training was initially planned to be held in September 2020. The participants of this meeting agreed that they should wait to see whether the EU partners could come in September. If not, they would arrange the online training.

3. Discussing the quality activities

WP6: Quality plan, 6.1 Develop a quality control guide (adopted in February)

<https://drive.google.com/open?id=1yvyE5udHyj3baHAj1zfrnrOb1CHXuH4U>

6.6. Prepare a self-evaluation report

Quality Progress Report for Nov.2019-April 2020 was written and passed by the Quality Board in April:

<https://drive.google.com/open?id=1yvyE5udHyj3baHAj1zfrnrOb1CHXuH4U>

The participants made the decision on that the Mediterranean University would be the leader of the Work Package 6 – QUALITY PLAN, with doc. dr Olena Lilova in charge.

4. Discussing the dissemination and exploitation activities

WP7 – Dissemination and exploitation, 7.1 Draft a dissemination strategy guide. It was written and adopted in February.

https://www.reflame.ucg.ac.me/dokumenta/dissemination_plan.pdf

7.2 Create a logo, develop and maintain a website: www.reflame.ucg.ac.me



The website was adapted for the visually- and hearing-impaired. This is a major achievement, as very few websites in Montenegro are adapted in this way. And particularly bearing in mind that one part of the project addresses the special needs students.

7.4. Set up and maintain FB and twitter page

FB page has 162 likes, the post reached between 120-250 fb users

Twitter has few followers, but in February and March the posts reached between 125 and 300 impressions/views.

FB and Twitter activity up to April is shown in the googledrive:

https://drive.google.com/open?id=1n1zt8Fis4o7RU_I3X77rFKB22eRo_rPF

7.3 Advertise and promote the project and its results & 7.6 Report on the project in the national media: <https://www.reflame.ucg.ac.me/diseminacija.html#>

Dragica Žugić, the manager of the WP7 – DISSEMINATION AND EXPLOITATION, presented how the results were promoted:

The project has been widely covered in the national media. The project coordinator gave an interview which was published by the following Montenegrin media on 19 February 2020: Vijesti, Dan, RTCG portal, CDM and Portal Analitika. These are all major national media in Montenegro, so the coverage was the widest possible.

Deja Piletić and Petar Božović gave a live interview about the project for the Student Radio "Krš", the only student radio station in Montenegro. It has a coverage over the entire Montenegrin student population.

In addition, Vesna Bratić gave a TV interview for the Nikšić TV Station. Nikšić is the second biggest municipality of Montenegro and the seat of the Faculty of Philology, and the coverage can be said to be substantial.

5. Discussing the management activities

WP8 Management: 8.1 Write a project management guide

A project management guide was written and can be found on the project webpage:

https://www.reflame.ucg.ac.me/dokumenta/project_management_guide.pdf

8.2 Perform overall management of the project

All bilateral agreements were signed, some payments were made and some were not. Public procurement could not be carried out because of the COVID-19 pandemic. When the COVID-19 measures are lifted, the public procurement procedures will start. Vanja Drljević, from the National Erasmus+ Office, suggested a joint procedure, if possible.

8.5. Write monthly progress reports

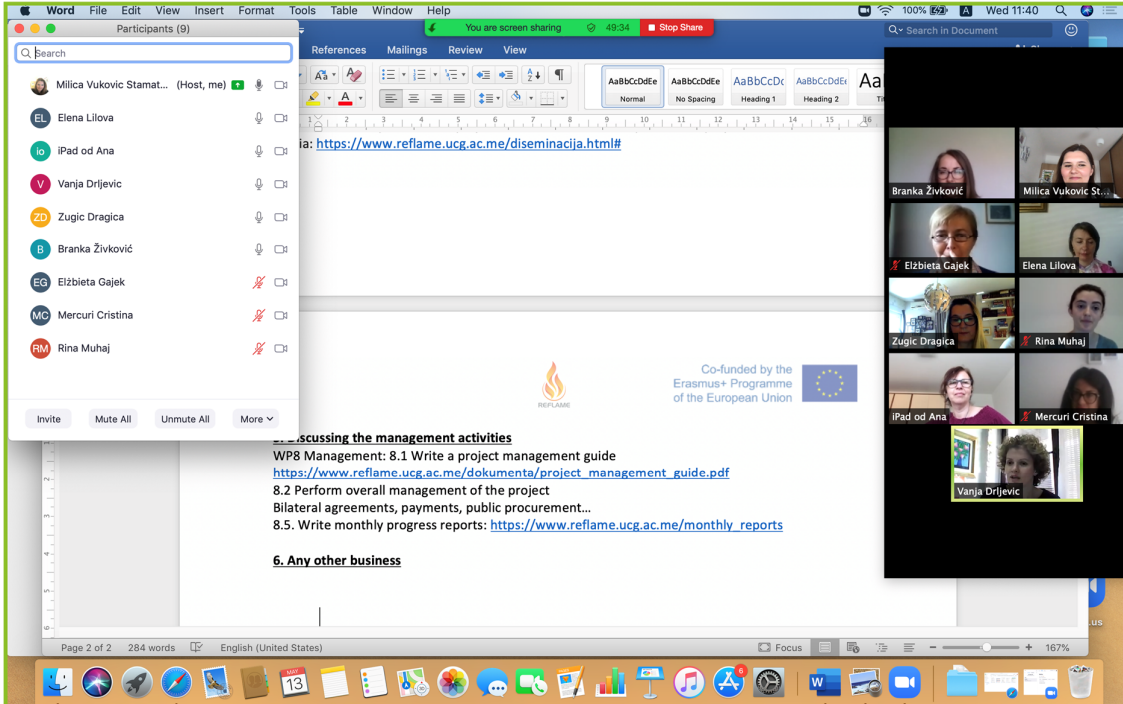
Monthly reports were written, and are available on the project webpage:

https://www.reflame.ucg.ac.me/monthly_reports

The next steering committee meeting is in November 2020. Milica Vuković Stamatović, the project coordinator, proposed to have one before the second online training planned to be held in September.

Minutes drafted by

Branka Živković



Participants (9)

Search

Milica Vukovic Stamat... (Host, me)

Elena Lilova

iPad od Ana

Vanja Drljevic

Zugic Dragica

Branka Živković

Elzbieta Gajek

Mercuri Cristina

Rina Muhaj

Invite Mute All Unmute All More

References Mailings Review View

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ia: <https://www.reflame.ucg.ac.me/diseiminacija.html#>

Co-funded by the Erasmus+ Programme of the European Union

...discussing the management activities

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8.2 Perform overall management of the project

Bilateral agreements, payments, public procurement...

8.5. Write monthly progress reports: https://www.reflame.ucg.ac.me/monthly_reports

6. Any other business

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Branka Živković

Milica Vukovic St...

Elzbieta Gajek

Elena Lilova

Zugic Dragica

Rina Muhaj

iPad od Ana

Mercuri Cristina

Vanja Drljevic

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