

## MINUTES *from* **Quality Assurance and Monitoring Committee Meeting**

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**Date:** 21/06/2017

**Venue:** Skype Meeting

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Quality Assurance and Monitoring Committee Members: Amra TUZOVIC (University of Travnik), Sasa CEKRLIJA (Independent University Banja Luka), Dzalila MUHAREMAGIC (University of Bihac), Ljubica MATOSEVIC (DZPU), Monija MALESEVIC (University of Mostar), Nihada DELIBEGOVIĆ DZANIC (University of Tuzla), Andree CIPRIANA MUNTEAN (University of Alba Iulia), Katarina VANCIKOVA (Matej Bel University), Katarina LASIC (Herzegovina University), University of Zagreb (-), The Manchester Metropolitan University (-).

Present: Selma SETA and Amra TUZOVIC (University of Travnik), Ljubica TOMIC SELIMOVIC (University of Tuzla), Monija MALESEVIC (University of Mostar), Mirjana STOJANOVIC TRIVANOVIC (Independent University Banja Luka), Nijaz SKENDER and Dzalila MUHAREMAGIC (University of Bihac), Ljiljana KOVAC (DZPU), Katarina LASIC (Herzegovina University), Dan (University of Alba Iulia).

Officially on June 21, 2017 the first Quality Assurance and Monitoring Committee Meeting was held.

### **The Agenda of the meeting:**

1. Confirmation of QA&M Committee Members;
2. Presentation of QA&M Committee obligations - Analysis of the work package 6 and the activities;
3. Regulation on the work of the Quality Assurance Committee;
4. Analysis and short discussion about work package 1 and the activities within;
5. Discussion on the Study Visit to the Manchester Metropolitan University;

1.1. At the beginning of the meeting all participants were introduced and confirmed. Due to the network problems some colleagues could not participate in this meeting. However, the next day a meeting was held as well with colleagues from the Matej Bel University, Katarina VANCIKOVA and Zuzana LYNCH, in order to discuss and analyze the previous meeting.

1.2. Selma SETA presented all activities within the WP6. She stressed out that the leading institution of this WP is University of Mostar and all future work within this work package will be coordinated by them. Tasks included in this work package are:

- 6.1. To constitute QA&M Committee and hold regular meetings
- 6.2. To evaluate project activities upon their completion
- 6.3. To organize students and staff evaluation of modernized curricula
- 6.4. To conduct 2 annual progress evaluations
- 6.5. To subcontract an independent agent and carry out external evaluation of the project

3.1. It was discussed that the Quality Assurance Committee should prepare and develop a Regulation on the work of the Quality Assurance Committee. This will be organized as well by partners from the University of Mostar. This document should define all project activities and their implementation; actually this should be a kind of guidance on the implementation of the activities in the best possible way.

4.1. During the meeting Selma SETA briefly presented the activities within the work package 1 already implemented. It was concluded that the project teams were constituted. The Baseline Study on Preschool Teacher Education in Bosnia and Herzegovina was conducted and coordinated by University of Zagreb. The Analysis of local, regional/cantonal and national stakeholders was conducted as well, and coordinated by Manchester Metropolitan University. At the end of the WP1, the Introduction Conference was organized and held in Travnik on 18<sup>th</sup> and 19<sup>th</sup> of May.

Due to the fact that each meeting, workshop should be evaluated and taking into account that both the First Kick-Off Meeting and the Introduction Conference were evaluated, they should be amalgamate in one report. This will be prepared by the representatives from the University of Mostar. This analysis will be used as a starting point and basis of the first annual progress evaluation reports within WP6.

5.1. Participants didn't have any questions regarding the Study Visit to the Manchester Metropolitan University.

## **Conclusions:**

1. Everything was developed and implemented within the work package 1.
2. In the next period colleagues from the University of Mostar should work on the reports of the evaluations of the Kick-Off Meeting and The Introduction Conference.
3. All activities within the work package 6 were listed to the partners.
4. It was concluded that the Quality Assurance and Monitoring Committee will develop the Regulation on the Work of the Quality Assurance Committee. Due to the Study Visit and holidays, this activity will be implemented in September.
5. Participants didn't have any questions regarding the Study Visit to the Manchester Metropolitan University.

On 21.06.2017.

**Minutes taker: Selma Seta**