CrAL– Creative Audiovisual Lab for the promotion of critical thinking and media literacy
6[th]online meeting
20 September 2021 (11:00 – 12:30 CET)
Online via Zoom

Meeting minutes

Participants:
1. Annio Gioacchino Stasi, EGInA (AGS)
2. Bianca Bisiach, EGInA (BB)
3. Bianca Maria Zaccheo (ICBSA)
4. Eleni Georgakakou, HOU (EG)
5. Katerina Nikolakopoulou, HOU (KN)
6. Ivan Mušanović, CTK Rijeka (IM)
7. Cristina Pulido, UAB (CP)
8. Santiago Tejedor, UAB (ST)
9. Rita Šukytė, Langas į ateitį (RŠ)
10. Algimantas Merkys, Langas į ateitį (AM)
11. Loreta Krizinauskiene, Langas į ateitį (LK)
12. Borut Cink, ALL DIGITAL (BC)

Agenda
1. WP5 Dissemination and Exploitation (ALL DIGITAL)
- Presentation of the project website content development and publishing schedule
- Update on the leaflet finalisation

2. WP2 Best practice adaptation (EGInA)
- Short presentation and discussion on the roadmap on how to systemize the methodology/learning path
- Decision on updating of the instructional document
- Decision on how to proceed with video lessons production

3. WP1 Management and Quality Assurance updates (ALL DIGITAL)
- Questions, comments, remarks regarding the project's management from partners

4. AOB

MINUTES

Ad1) WP5 Dissemination and Exploitation (ALL DIGITAL)

BC presented content production and publishing plan. It follows the guidelines set in the CrAL dissemination plan and distributes the dissemination tasks among participating partners.

Discussion:
Can you republish the news posts and blogs from project website on partners websites?
Yes, it is recommended to do that.

Would it make sense to also present project partners via social media?
It absolutely does.

Action points:
- Partners confirmed the content production and publishing plan.
- BC assigns to-dos related to the content production and publishing on Basecamp.
- BC provides information on social media profiles of the partner organisations on Basecamp.
- BC prepares a schedule and instructions on how to present the project partners on social media.

Ad2) WP2 Best practice adaptation (EGInA)
BB presented EGINA's suggestion to prepare a Handbook that would complement the video lessons and address the concerns raised by the partners regarding the methodology transfer/teaching.

The Handbook would include:
- Session plans (following HackAD example of the Handbook of the trainer that includes tools, description, OERs and learning objectives
- Pedagogical manifesto – given the nature of the methodology, we can create the manifesto that is dedicated to the teachers. The manifesto will include guidelines for teachers on how to implement CrAL methodology, instructions for teachers on how to listen to students, how to be sensitive for them, etc.
- One pager for each module which would present a summary of all activities that need to be implemented. This material would be connected to the didactic units related to the specific modules.

CrAL methodology that has never been standardised. Partners' input is therefore important because we need your input and feedback to know what you think it works/won't work. It is also understandable that more substantiated feedback will be possible once the first version of the Handbook (covering first module) will be available. The structure of the handbook will convey to the platform and follow/reflect the video lessons and training course instructional document.

Discussion:
Would this be implemented for every lesson?
Yes. And every lesson will be divided into units and will follow the units (this is the reference in the training course instructional document)

The target audiences of the handbook will be people who will be using the video lessons. Is that correct?
Yes.

Is there any estimation about the number of pages of the Handbook because this will affect the translation effort needed?
We can decide on the maximum number of pages. Other (one page + manifesto) should be easily and quickly translated. The idea is to keep the didactic unit simple and not too wordy. The first handbook will be a pilot one and it will take a bit longer to prepare it. The rest will follow much faster. EGINA is working on support documents for video lessons 1-4. They will share them with partners when they are ready to collect the feedback and proceed with work.

When will be the first version of the handbook available?
By the end of this week (24.9.) the first document will be ready. After we proceed with all the rest. We have the first 4 lessons ready. The first handbook will be ready by Friday. Regarding the timeline of WP2, the activities will follow the project timeline and all the video lessons will be ready by November.

Update on the video lessons:
Annio is proceeding with it. He is also preparing some additional text to accompany them. For now, EGINA believe it is urgent to focus on development of the handbook for teachers, and proceed after the first version of the handbook with the lessons and subtitles.

Update on instructional document
What is the final decision regarding the instructional document?
Content related to the platform is missing. When that will be added, the document will be finalized. Partners can proceed with translations of other parts of the document because the texts won't change.

Action points:
- Partners confirmed the proposal to create handbook for teachers as additional support material.
- EGINA prepares the draft version of the handbook by 30 September.
- Partners provide feedback on the handbook within a week of draft version being shared.
- EGINA prepares instructions for translations of the instructional document for partners by 30.9.

Ad3) WP1 Management and Quality Assurance updates (ALL DIGITAL and HOU)
ALL DIGITAL

Next monthly online meeting is on 18 October 2021 from 11:00 to 12:30.

First internal report: The first internal report is due by 15 November 2021 and covers first 9 months of the project.

Do partners need to provide timesheets with this internal report?
Yes.

Action point:
- ALL DIGITAL shares instructions for report preparation by 30.9.2021 on Basecamp.

Ad4) AOB
No discussions took place.

Minutes prepared by Borut Cink