**Accelerating Western Balkans University Modernization by Incorporating Virtual Technologies**

**VTECH@WBUni**

**WP3 – Activities A3.4, A3.5 Workshop**

## QUALITY ASSURANCE COMMITTEE MEETING MINUTES

*Date: 15 February 2021*

*Venue: Polis University, Room C1, Tirana, Albania*

**List of Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name | Institution | onsite/online |
| 1 | Albana Halili | Aleksander Moisiu University (UAMD) | onsite |
| 2 | Xhafer Rakipllari | Aleksander Moisiu University (UAMD) | onsite |
| 3 | Kristel Bozhiqi | Aleksander Moisiu University (UAMD) | onsite |
| 4 | Flora Krasniqi | Polis University (Polis) | onsite |
| 5 | Manjola Hoxha | Polis University (Polis) | onsite |
| 6 | Lejla Abazi Bexheti | South East European University (SEEU) | onsite |
| 7 | Arbana Kadriu | South East European University (SEEU) | online |
| 8 | Marika Apostolova | South East European University (SEEU) | online |
| 9 | Mimoza Ibrani | University of Prishtina (UP) | online |
| 10 | Jeta Dobruna | University of Prishtina (UP) | online |
| 11 | Matevž Pogačnik | University of Ljubljana (UL) | online |
| 12 | Joze Guna | University of Ljubljana (UL) | online |
| 13 | Julian Hoxha | Epoka University (EPOKA) | online |
| 14 | Rain Eric Haamer | University of Tartu (UT) | online |
| 15 | Shahab Anbarjafari | University of Tartu (UT) | online |
| 16 | Brunilda Mezani | European University of Tirana (UET) | online |
| 17 | Diturie Ismaili | Mother Teresa University (MTU) | online |
| 18 | Bekim Featji  | Mother Teresa University (MTU) | online |
| 19 | Naim Preniqi | University of Business and Technology (UBT) | online |
| 20 | Dortota Kaminska  | Lodz University of Technology (LOT) | online |

**Minutes:**

The meeting took place at Polis University, Tirana, Albania.

Due to the Covid-19 restrictions, the meeting was announced with hybrid mode. So that the partners could decide if they will participate on site or online based on their possibilities. Most of the representatives of the partners on the Quality Committee were also present online.

The focus of the meeting were project activities from WP3.

1. The quality monitoring tools and expected deliverables of WP3 were briefly presented by the project coordinator, Albana Ndreu Halili.
2. The Quality monitoring plan-table was presented by the WP3 coordinator (SEEU) and each partner was informed individually with the content of the table, the needed activities, the expected deliverables, the due dates, expected delays and similar. A deadline for all the partners was set 25th of February.
3. The deliverable of WP3 (A3.5) QA policy for VTech teaching and learning was presented by Prof. Lejla Abazi Bexheti. In the meantime, the document is open for remarks and comments. It was discussed that all the deliverable official documents that have been prepared and updated so far by the partners and to be approved and considered finalized in the next meeting Quality Committee meeting.
4. Data and activities needed for Mid-term monitoring reports and recommendations.

The project duration has passed the first year, hence a lot of activities that have been initiated need to be closed and reported. In order to prepare the midterm reporting and other quality progress reports all the partners were asked to be more proactive in reporting the activities that they have undertaken under each work package. The project shared Dropbox folder has folder for each activity and the partners are guided to keep all the documentation in the respective folders.

1. Discussion on the quality survey feedback.

The discussion was on the survey previously shared by the WP3. The feedback wasn’t at the desired level, so we used this opportunity to remind the partners for their needed input. The survey will serve as one of the bases for preparing the projects evaluation reports

The survey is organized in five sections:

1. Overall evaluation,

2. Event evaluation,

3. Document evaluation,

4. Project management evaluation,

5. COVID-19 Impact evaluation.

**Questionnaire link:**

<https://docs.google.com/forms/d/e/1FAIpQLSfNsOUdvs80Hbtd1M-Z-UYfMPc--6gUvkFIMj3qlXZuYGwsmg/viewform?usp=sf_link>

With this the meeting was closed.