

## ERASMUS PLUS – PARTNERSHIPS KA2

### **“Booktrailers and Videostorytelling: How to teach and learn reading appreciation”**

#### **MINUTES**

#### **First Transnational Meeting on 2 and 3 December 2015 at the coordinating school 3° Circolo didattico “Baldo Bonsignore” in Mazara del Vallo**

##### **1.Introduction**

Mrs Serenella Di Rosa, headmistress of the Coordinating School in Mazara del Vallo, introduced the meeting by recalling the aims of the project: to develop students **basic skills in literacy and soft skills (digital, ICT and creativity)** through the creation of book trailers, which involve the use of media in didactics and of methodologies such as learning by doing and learning among peers. To this end the project provides for the use of external experts in media, filmmaking and techniques of non-formal education.

She then referred to the Gantt chart Template which has been sent to all partners in order to be filled as soon as possible: the working sheet is indispensable to offer a clear view of work in progress. In the template, all partners shall indicate the tasks to be fulfilled at local, national and European level, the preparation of foreseen events, the communication actions and the indication of the responsible persons for each school, as well as data concerning the common budget.

The coordinator reminded the positive reply received from the National Agency accepting our request to extend the duration of the project; therefore now it is necessary to reprogram the activities. She proposed to share between all partners the “exceptional costs” of 25% foreseen in the project in favour of external experts according to the same proportion of the financial contribution assigned to each partner.

**Following a request of clarification and some objections raised by the Greek partner, the coordinator announced a detailed proposal with all**

**useful explanations<sup>1</sup>.**

## **2. Discussion**

All partners presented the status of play of on going actions: what has already started and the foreseen timetable for forthcoming activities. In particular they examined and discussed the following aspects:

- Whether the project can be included in the vertical curricula, and/or in transversal competencies.
- How the planned actions should be inserted in line with daily activities of the schools with a view to enhance their impact.
- The number, classes and age of pupils to be involved (2 secondary schools in RO and EL, the others being primary). The coeducation of groups of different age was considered to be an asset in filmmaking activities.
- How to report and monitor the activities with the video story telling. How the two basic activities of the project (book trailers' production and video story telling) match together.
- How to advertise the project externally (notably the involvement of other schools in the production of book trailers) and how to disseminate the results. RO showed a questionnaire (distributed) for students and posters to make known the project.
- All partners were invited to make use of the e-Twinning space: it was explained how to connect with Barbara Adriana Asaro (responsible for the coordinator).
- The UK pointed out the aim of contributing to bridging the gap in reading deriving from families 'origin. It was suggested to look for a model to evaluate the improvement / change habits of students in reading and understanding of the text following the use of the image. This aspect could be part of the impact assessment of the project.

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<sup>1</sup> In the note of Dec 13<sup>th</sup> (email) the coordinator clarifies the following: in the application submitted, the action "advertisement campaign (website for video collection), video storytelling workshops during the festival" was included for a total cost of € 4,000 in favour of external experts as "exceptional costs" (75% of which can be financed with an additional contribution), considered as being indispensable to reach the expected results. However, the National Agency, while approving the action, believes that such costs fall under "operating costs" (management) and therefore does not recognize an additional contribution as requested. Now we need to attribute these costs to each partner, according to the relative proportion of the financial assistance received.

- Several delegations underlined the importance of the evaluation. The experts will provide a survey on the indicators already used by schools relevant for this project and that can help assessing improvements. The objective stated in the project (*ref. the attachments below*) is to share the tools and to agree to share the same templates. ES proposed to evaluate through questionnaires.
- The use of techniques such as playing role, expressing emotions and encouraging motivations and expectations were suggested;
- Platforms and apps for book trailers and video story telling were mentioned and will be examined further.
- Tutorial outputs were considered to be very useful: the intent is to give examples and manuals at multiplier events. MEET Association will provide assistance in this regard.

### **3. Decisions**

#### *A: Dates for mobility events*

See Revised TIMELINE in attachment

#### *B: Workshop for teachers in Mazara del Vallo*

The MEET (Movie for European Education and Training) Association acting as external expert made a PP presentation setting the goals and the organisation of the workshop to be held in Mazara on 21-28 February 2016 for teachers in mobility and pupils of the Mazara school. The work pattern has consequently been accepted. In addition, it has been decided to conclude the Seminar with a press conference, and at this end the relevant material will be prepared in advance.

#### *C: Miscellaneous*

C1 The coordinator will publish a public call before festival for schools and teachers to participate to be financed through K1

C2 Select and use the appropriate indicators of achievement according to the agreed project (***see below attachment 1 and 2 with the relevant extracts***)

**from the project).** A working group could be set up for identifying common indicators for improving the implementation of what was agreed in the project.

C3 examine the use of special software or apps.

C4 To activate immediately communication channels amongst partners (web, what's app)...

C5 Launch between pupils a competition of ideas for a project's logo

C6 To produce a video story telling twice a year, the first one to be ready by end of September.

C7 To help multimedia ability, with examples, toolkits, manual to use..

## 2 Attachments

### **Attachment 1** **Evaluation**

***Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?***

The tools to collect and compute data set to monitor and evaluate activities are of different kinds and help manage such a large-scale and complex project involving a fairly substantial budget and cross-functional teams:

- The ordinary paper questionnaires, photos, audiovisual, live or radio-video interviews, etc.;
- Surveys to be published in the project official web site by using one of the many modules available in Joomla open-source technology;

Formal evaluation, carried out through web discussions and an elaboration of the evaluation forms filled in at different stages of the project, will mainly be based on analysis of data: number of people reached by and involved in the activities carried out by the project and by the single partners; degree of involvement of the teachers, students, parents, young people; tangible products and outcomes of the activities; contents and participation in the website development; impact of the project in the learning process of participants; impact of the project at local level; coordination, organization and methodology; growing of the project in inside the community. The website platform will play a strategic role as the window where recollect all the materials and outcomes, including evaluation surveys and consultations.

The students will be required to give a feedback of their work in the project which is to be published on the school website and the videos they will realize will be projected on occasion of the MEET Festival. Thus the project progress will be visible and the project themes will be presented to the public.

The number of presentations, project materials and products made by students, the publication of results of the surveys, the dissemination of the project results in the local media Formal evaluation reports will be written by the coordinator and distributed to all the partners.

During the meetings the Coordinator and partners will check the products and the activities, in particular they will use as indicators:

- the respect of the deadlines of tasks implementation resulting from the schedule-led by the coordinator;
- meeting questionnaires and diaries. Each meeting will end up covering the evaluation of its various aspects (questionnaires filled in by students and teachers). Thanks to them we will check if they were prepared properly and participants' expectations met. Surveys will help to improve next meetings.
- the improvement of students general knowledge in literacy and also in video making; how have been developed their interests, expanded their horizons; improved their knowledge, broke communication barriers.
- the outcomes are produced and they are valuable.

### Indicators

Facts and figures related to the website of project organisers (updates, visits, consultation, cross referencing);

- Numbers of participants involved in discussions and information sessions (workshops, seminars, Festival); follow-up measures;
- circulation of products (VIDEO, ebook, curriculum, open on line resources).

The project site will be organized so as to detect: visitors, residence time, elements viewed or downloaded: min. 100 visitors - good level of visits 1000

- the quality of the website (assessed by participants),: the site will ask for a judgment to all visitors

- Media coverage especially related to the great events planned, to the products made (articles in specialised press newsletters, press releases, interviews, etc.); On the site you will collect all the material. Minimum target: presence in the local press - highest target: presence in international media

- Visibility in the social media (facebook, twitter, internet); min. interlocutors 100 with the aim to reach 1000

- knowledge gained by participants during the workshops (it will be detected both through techniques used in non-formal education and through questionnaires to be filled out by Participants and through focus groups).

The final evaluation will also be represented by the degree of success reached by the book trailer made in the partner schools and presented in the MEET Festivals. Another yardstick to measure final results will also be represented by the judgment of critics and audiences that the festivals will get, easy to read in the local, national and European level.

The project also relies on the figure of an expert external evaluator who will monitor the different phases of the project.

## Attachment 2

### Monitoring

#### TASKS DURING THE FIRST MEETING AND SOON AFTER THE MEETING

- Setting up the PROJECT COMMITTEE attending each meeting (agreeing on frequency of online meetings)
- Drawing up communication, monitoring and evaluation plan.
- Assigning tasks, according to the project content and needs

#### DETAILED MONITORING SHEET DURING TO BE SET UP MEETING ON DEC 2-3, 2015

(Please answer with: 1= done, 2= not yet done, 3= in progress/partially done)

- To be updated periodically (every two months )  
“The responsible of each school , also with MEET support, check the progress of project activities and communicate it to the coordinating school which is in charge of updating ( always every 2 months) the Gantt Diagram”

#### SPECIAL MONITORING SHEET

#### MONITORING TEACHING/LEARNING ACTIVITIES AND CONSTRUCTION OF VST AND BOOKTRAILER

- Activities of responsible for each school :
- Monitors teaching/learning activities in their schools , in those of the territory at national and European level. ( each partner school undertakes to facilitate the participation of other schools it's connected with from the territory, the country and Europe)
- Sends reports to the coordinator and the responsible of general monitoring ( every three months ) and publishes them on the site
- Ensures implementation of at least 2 book trailers and 2 VST by his school each year ( the first year of Project 2016: February and June ) , (second year : in December 2016 and March 2017 )
- Ensures the realization of at least two videos by schools to them in some way connected
- Sends the coordinator and MEET the material produced and receives indications of any changes or additions
- Is committed to online meetings with other heads of schools and MEET responsables every 2 months

- OUTPUT MONITORING SHEET

To be sent to the coordinator every 3 months

On line meetings of schools responsible every 2 months

The monitoring system will also include:

- 1) A constant and daily collection of data and information concerning the

physical progress (activities and results) and the quality of the process, the distribution costs corresponding to the project;

2) The analysis and processing of the data collected to be carried out in order to check the progress of the project with reference to the indicators for output and results;

3) Monitoring and evaluation of the results to detect problems, strengths and weaknesses and identify the corrective measures;

4) Communication on the activities done and the progress of the project.

The coordinators of the partner countries will provide to collect data and information through the monitoring tools (verbal coordination meetings, records of supervision, teachers log book for experimentation, and self-evaluation forms, register of the supervisor, evaluation sheets, effectiveness of the trial, data collection sheets, laboratory activities planning, registers workshops attendance, skills assessments, evaluation boards of acquired skills).

It will be implemented an assessment process that will accompany the project implementation, focused on activities that will be done, through the collection and the evaluation of process indicators, that will allow to control the progressive approach to the objectives.

## **Recommendations from the external evaluator**

At the end of the meeting, the external evaluator (figure provided in the approved project) sent her recommendations to the coordinator in order to ensure full compliance with the measures included in the agreed project as far as monitoring and evaluation are concerned. The recommendations are the following:

1. All partners should fill and send to the coordinator by the end of January at the latest the Monitoring sheet with the indication of:
  - Names and references of the persons responsible for all different aspects
  - Assignment of tasks and timing according to the project content
  - Status of play of actions undertaken and timetable for the planned activities
2. The coordinator should propose to the partners the composition of the PROJECT COMMITTEE. She will also propose the date for the first meeting of the Committee at the occasion of the Working Seminar in February and its detailed agenda (notably concerning the monitoring and evaluation aspects).