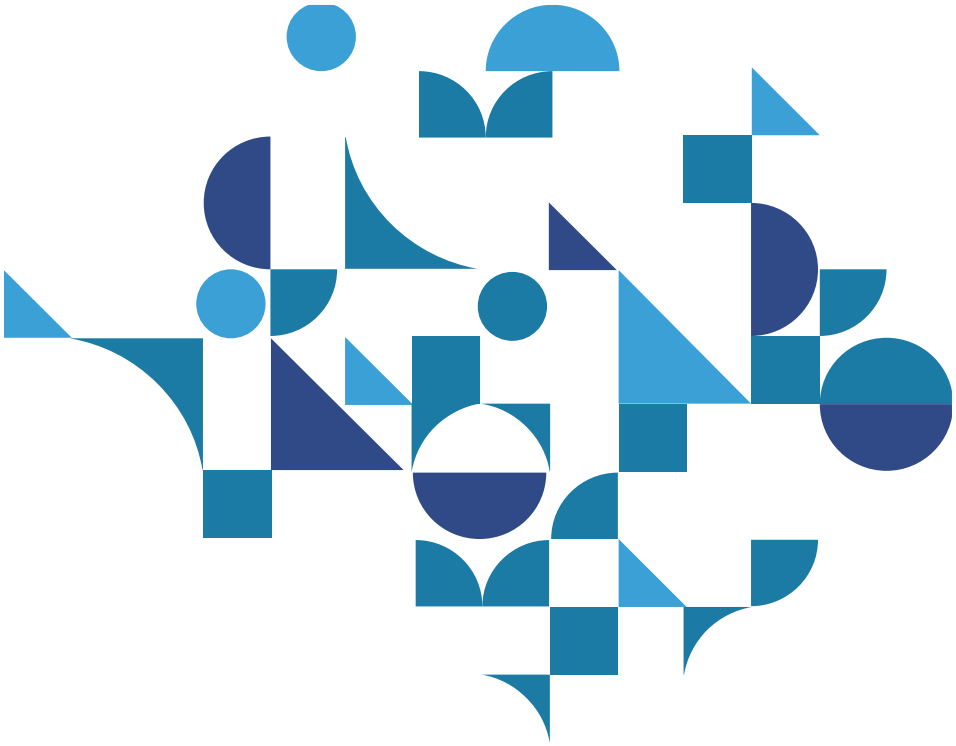
Industrial Engineering and Management of European Higher Education



IE3_2nd Skype Meeting

11.03.2020

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Agenda	Participants
• Financial information; • Presentation and discussion on deadlines; • Updates on WP1 tasks • Updates on WP2 tasks	• POLIBA represented by Salvatore Digiesi, Giovanni Mummolo, Francesco Facchini, Giorgio Mossa; • PUT represented by Agnieszka Stachowiak and Joanna Oleskow-Szlapka; • LIU represented by Janerik Lundquist; • UPM represented by Joaquin Ordieres; • VALUEDO represented by Alessandro Guadagni; • INFOTECH represented by Gianluigi De Pascale; • IMPLEMA represented by Eskil Rehme.

Valuedo presents the current situation of administrative and financial tasks. Guadagni (ValueDo) informs the participants about the missing documents for completing the financial reporting of the first quarter. All the partners ensure that they will send the missing documents as soon as possible.

At this point, Guadagni (ValueDo) presents the file with all the deadlines and tasks. Starting from this list, PUT updates the partners on the status of WP1 activities.

The first task is the research of syllabi of IE&M courses in countries other than the 4 represented in the partnership (Italy, Spain, Sweden, and Poland). The partners agree that before exploiting personal contacts in other countries, we should contact the Associate Partners AIM and ESTIEM and ask them to help us in this research phase.
PUT will update the Action Plan with the instructions for collecting the information from other countries. Other organizations will be asked to use the same excel file prepared in T1.1. PUT will also prepare a summary and instructions for other Universities to collect information. PUT will update the files by Monday 16.03.2020.

PUT will then contact ESTIEM, while PoliBa will contact AIM members. The research should be completed by 05.04.2020. Just in case the Associate Partners are not able to collect enough contributions from their members, the other partners will organize a strategy to take over them.

In the next days, LIU will also send the syllabi of the Universities investigated and already listed in the excel file they provided to PUT.

Regarding the following subtasks, PUT inform the partners that:

- **T1.1a – HEI educational offer**: the qualitative questionnaire for Universities were already shared by Agnieszka on 18.02.2020. Partners should comment by 22.03.2020.

- **T1.1b – Companies best practices**: the questionnaire for companies containing both questions for the offer (WP1) and demand (WP2) sides was showed during the call. Partners are asked to provide detailed comments by 31.03.2020.

- **T1.1c – students (additional target group and tasks)**: the corresponding action plan and questionnaire have been already shared in February. University partners are asked to revise the questionnaire by 17.04.2020.

PUT will send an email containing the links to all the questionnaires already drafted and the corresponding Action Plan. Partners are invited to provide comments respecting the above mentioned deadlines.

At the end of the discussion, the partners confirm the list of tasks and related deadlines (available also at the following link)

1.1a HEI educational offer	~~PUT to deliver the section R1.1: Desk Research on HEI educational offer Action Plan referring just to the collection of syllabi~~	~~31/12/2019~~	~~PUT~~
	~~Universities to identify the 15 institutions, selecting IE&M programs, delivering the syllabi and number of students to PUT~~	~~07/02/2020~~	~~Partner Universities~~
	~~PUT to deliver the first analysis / data mining and draft version of the report~~	~~06/03/2020~~	~~PUT~~
	Partner Universities to contact other Universities around Europe to collect additional syllabi	05/04/2020	Partner Universities
	PUT to complete the Report R1.3 "Report on education & training convergences and divergences and company good practices in IE&M"	05/05/2020	PUT
	Universities to collect qualitative information from the Institutions (questionnaire shared by Agnieszka on 18.02.2020)	19/05/2020	Partner Universities
	PUT to complete with qualitative information	06/06/2020	PUT

1.1b companies best practices	~~PUT to deliver the draft version of R1.2: Company education and training good practices collection Action Plan~~	~~31/01/2020~~	~~PUT~~
	PUT to share with the partners R1.2: Company education and training good practices collection Action Plan, including the draft questionnaire for companies	11/03/2020	PUT
	All the Partner to revise R1.2 and questionnaire	31/03/2020	All the Partner
	Partner Universities to test the new version of the questionnaire with the partner companies	30/04/2020	Partner Universities and Partner Companies
	PUT to deliver the final version of questionnaire	08/05/2020	PUT
	Universities to conduct the research on good practices (and the research on the demand of skills - WP2)	11/05/2020 - 12/06/2020	Partner Universities
	PUT to draft the report on best practices	26/06/2020	PUT

1.1c students (additional target group and tasks)	PUT to draft the questionnaire for students	31/03/2020	PUT
	Universities to revise the questionnaire for students	17/04/2020	Partner Universities
	Universities to test the new version of the survey with at least 5 students per University	30/04/2020	Partner Universities
	PUT to deliver the final version of questionnaire	08/05/2020	PUT
	Universities to collect feedback from the students	09/05/2020 - 29/05/2020	Partner Universities
	PUT to draft the report on best practices	06/06/2020	PUT

To better organize the project documents, Mummolo (PoliBa) suggest to restructure the IE3 project folder by differentiating “working documents” and “official results”. All the WPs will then contain these two different folders: in the first one the WP Leaders should store all the documents that are “in progress”, in the second one only the official results already validated should be uploaded. This organization will help us to have everything for the interim report (M18).

PUT will organize the documents already stored in the official folder following this rationale.

Digiesi (PoliBa) presents two PowerPoint presentations containing the workflow for Subtask 2.1a students and academics and the full presentation given by PoliBa (here), which are under the responsibility of PoliBa. The methodology to conduct the survey is the same used by PUT. The partners can find full information clicking on the links.

Regarding task scheduling, PoliBa proposes a change of deadlines. Alessandro (Valuedo) presents the new plan and all the partners agree. The final version of deadlines is in the deadline file and are reported also here below.

2.1a students and academics	PoliBa to send the proposal of R2.1 Action plan for the survey for students and academics, including questionnaires	31/03/2020	PoliBa
	All partners to comment on R2.1	17/04/2020	All partners
	PoliBa to revise R2.1 and deliver the final version	08/05/2020	PoliBa
	Universities to collect feedback from academics and students	09/05/2020 - 29/05/2020	

2.2a companies	PoliBa to share the proposal for the **qualitative** questionnaire and the template for collecting the answers	11.03.2020 - during skype	PoliBa
	PoliBa to share with the partners the **qualitative** questionnaire for the trial interview	11.03.2020	
	Partners to conduct a trial interview with partner companies and share with PoliBa the results	20/03/2020	All partners
	PoliBa to prepare the final version of the **qualitative** questionnaire	26/03/2020	PoliBa
	Partner Universities to conduct the **qualitative** interviews with at least 6 companies per country	27/03/2020 - 26/04/2020	Partner Universities
	University partners to send a first feedback after having conducted at least 2 interviews with the companies	15.04.2020	
	PoliBa to shre the proposal of the **quantitative** questionnaire	30/04/2020	PoliBa
	Partners to comment on the **quantitative** questionnaire and conduct a trial interview with partner companies to revise the questionnaire	05/05/2020	All partners
	Poliba to deliver final version of the **quantitative** questionnaire	08/05/2020	PoliBa
	Universities to share the **quantitative** questionnaires along with the WP1 research on best practices	11/05/2020 - 12/06/2020	Partner Universities

Digiesi (PoliBa) will share the three questions prepared by PoliBa and the format for collecting the answers with all partners. The partners will adopt these questionnaires and format for interviewing the partner companies. Additionally, PoliBa will create a folder under the WP2 folder called IntRep (interviews + reports) to upload the qualitative interviews and the reports.
After this first trial, the University partners will send to PoliBa their feedback in order to improve, if needed, the questionnaire. Feedback are expected by 20/03/2020.

The partners confirm that the companies to be investigated should be at least 6 for each University.

By the end of the week, ValueDo will share a doodle to fix the next Skype meeting, scheduled between Monday 6th April and Friday 10th April.