

TEMCU Training Teachers for the Multicultural Classroom at University
First Plenary Meeting: Granada, 19th and 20th January 2004

Participants:

UGR-AVANTI	Dorothy Kelly Catherine Way Elvira Cámara Dolores Sánchez Marie-Louise Nobs Evelyne Le-Poder Lourdes Prieto María Carmen Acuyo Marián Morón Adrián Fuentes (Universidad de Cádiz)
UGR-AREA	José Antonio Ortega José Luis Villena Francisco Romero
UL	Martin Chappell Carolina Amador
ULJ	Natasa Hirci
JMU	Sue Hill
UCY	Zelia Gregoriou
EuroMak	Dan Makin
Socrates Office	Jean-Yves Stefani

Agenda:

See annex 1

Introduction

The coordinator welcomed participants and thanked all partners for their interest in the project, for their support in the application, both of which have been essential for its success; she also thanked them for attending the meeting despite the difficulty posed in several institutions by the dates. She also expressed special thanks to Dimitra Tsokaktsidu (UGR-AVANTI) for having the initial idea for the proposal, to Elvira Cámara (UGR-AVANTI) for all her logistical support, to José Antonio Ortega and his team (UGR-AREA) for joining and contributing to the application, and to Dan Makin (Euromak International) for his technical advice on aspects of the proposal.

The aim of the project is clearly defined as the identification of training needs for university teaching staff working with multicultural class groups as a result of European mobility, and the design of a pilot training module to address these needs in both face-to-face and distance formats. In the debate following a brief recap of the project as submitted, it was agreed that the project should be limited, as laid down in the original submission, to the teaching of incoming students on European mobility programmes (i.e. for stays of between 3 and 12 months); data should be collected across institutions (all disciplines), and only in those institutions to which partners have direct access (that is the five partners plus UCA and perhaps private Cypriot institutions); initial data collected prior to the design of the training module should be both quantitative (obtained by questionnaire) and qualitative (obtained by interviews, focussed group discussions, etc.); data should be collected from the incoming students, staff teaching them, and those responsible for the academic running of mobility programmes, in order to carry out a detailed needs analysis. Other university mobility, such as individual international students taking

full degree courses abroad, special programmes set up apart from mainstream teaching at host universities (US universities' foreign programmes), or extra-European mobility programmes, is to be excluded from the project at this stage, although all partners agree that research already carried out on some of these groups is of interest, and that future projects could well include these groups.

In later discussions during the meeting, the group reached the following agreement on "multiculturalism" as understood in the context of this project. Unlike previous approaches to multiculturalism, which have emphasised marginalized groups and their integration into the dominant, majority society (in the US racial issues, in Canada minorities, in Europe immigrant groups), this project will look at different kinds of (voluntary) border-crossing, and include a positive appraisal of cultural mobility, giving rise to increased cultural sensitivity. Issues such as language barriers, culture-bound teaching and learning styles, expectations, cultural meanings, academic norms, concepts such as success, competition, academic ethics, plagiarism and so on, will all be addressed in the study.

Institutional support

The meeting was attended briefly on the afternoon of the 19th by UGR's newly appointed Vicerrector de Relaciones Internacionales e Institucionales, Manuel Díaz Carrillo, who expressed full institutional support for the project.

The second day of the meeting was attended by Jean-Yves Stefani, Action 6 coordinator in Brussels, who explained the objectives and political nature of the Action, and commented on this project in particular, which has been selected second of a total of some 50 applications and has given rise to considerable expectation in the Commission as it deals with a key issue. He encouraged the group to be ambitious in its objectives, insisted on his office's full support, and offered references for prior studies in the field and policy documents of interest to the project. A useful exchange of opinion took place leading to fuller understanding of the group's objectives and to clarification of some technical details. Those which remain unclear are to be put to the Brussels office (replies in annex 3).

Decisions taken:

1. Organisation.
 - 1.1 Coordination. The project is to be coordinated by Dorothy Kelly of the AVANTI group at the UGR. For each participating institution, there is a named coordinator, who is to be responsible for internal coordination at that institution and for communication with the overall coordinator. These coordinators are: UL Martin Chappell; ULJ Nike Kocijancic Pokorn; JMU Christine Foulkes; UCY Zelia Gregoriou. It is further agreed that UGR, as beneficiary, should sign subcontracts with each partner institution detailing organisational points and specific responsibility. Dan Makin will draw up draft documents.
 - 1.2 Decision-making. Decisions of importance are to be taken by all partners, preferably at plenary meetings. Where consensus is not possible, decisions will be taken by majority vote, each institution having one vote.
 - 1.3 Language use and communication. The standard language for plenary meetings and internal communication is to be English; work groups may decide on their own internal working language. Effort will be made by partners to assist in translating and interpreting internal documents and meetings for those participants who do not speak English. Finance is available for the translation of external documents or documents intended for publishing, but not for internal working documents. An e-mail distribution list will be set up by UL to facilitate multilateral communication among partners. The UGR-AREA group will set up a web-site to serve a) as an instrument for internal communication and b) as a

means of disseminating project aims, activities etc.. A proposal for the web design was put to the meeting (see annex 2). It is agreed that the project should adopt a logo, for which proposals are requested. For language issues relating to data collection, see 2. below.

- 1.4 Finance. Administration of the project finances is to be the responsibility of UGR, and transfers will be made to partners as necessary for specific expenses on delivery of the corresponding invoices, tickets, etc. Several technical questions arising from the interpretation of the contract with the Commission, and from contradiction between the call from proposals and the contract itself are to be cleared up with Jean-Yves Stefani and the financial officer for the Action in Brussels by e-mail after the meeting (see annex 3 for list of questions and replies).
 - 1.5 Personnel. The budget allows for approximately €30,000 for the contracting of support staff for the project: it is agreed that the UGR should be awarded at least 50% of that amount for a graduate student scholarship; the student awarded the scholarship would be responsible for technical and administrative support needed over the 21 months remaining of the eligibility period (until November 2005). Amounts needed will be transferred to partners requiring personnel support for specific activities as laid out and approved in the work plan.
 - 1.6 Venues for meetings, seminar and conference; minutes. It is felt that the organisation of a conference specifically to disseminate the results of the project is an excessive effort for the foreseeable returns. It is agreed that the project should aim to use one or several existing conferences in international education to present results, mention being made in particular of the annual EAIE event normally held in September. Otherwise, it is agreed that each partner should host one plenary meeting or similar project event, and the original submission is ratified as follows: workgroup (data) and second plenary meeting UCY; pilot seminar UL; work group (module design) and third plenary ULJ; closing plenary JMU. (See detailed work plan below for further detail). Host institutions will be responsible for producing minutes in English. UGR agrees to prepare and circulate draft minutes of this initial meeting by the end of January.
 - 1.7 Intellectual property. Partners are reminded of the obligation to recognise EU funding in all publicity of and publications arising from this project. Similarly, the Commission establishes a disclaimer which should also be included (see article II.5.1 of contract). According to the contract with the Commission (article II.3.1), the intellectual property of the outcomes of the project belong to the beneficiary (UGR). The coordinator indicates that this should be transferred in equal parts to all partners, and that a clause stating so should be written into the subcontracts signed with partners at institutional level.
2. Work plan
- 2.1 Calendar. It is felt in general that the original calendar may be a little difficult to fulfil, particularly given differing academic year organisation in institutions (see annex 4). It may be especially difficult to design, prepare, validate and implement the student questionnaire before the summer break. The internal work group with special responsibility for data collection addresses the matter in the detailed work plan (see below).
 - 2.2 Work group for data collection. It is agreed that this work group should be made up of participants from UCY, JMU and UGR; particular responsibility for the design of the qualitative stages of the study is taken on by UCY. At an internal meeting a detailed work plan is drawn up (see annex 5) and approved in full by the plenary.
 - 2.3 Exchange of preliminary information. In order to establish the calendar and the sample for the quantitative stage of data collection, partners agree to exchange by 30th January

the following information: number of incoming students by discipline (Socrates area codes (annex 6) will be used for this, each institution identifying possible classification problems and proposing solutions to the work group), origin, duration of stay and semester; detailed academic calendar. ULJ may have difficulty meeting this deadline due to administrative staff holidays.

- 2.4 Language. Questionnaires for staff and authorities will be written in English for JMU, UL, ULJ and UCY, in Spanish for UGR, unless internal regulations in the case of ULJ or UCY necessitate the use of Slovene or Greek; ULJ and UCY will confirm linguistic policy on this point also by 30th January if possible; questionnaires for students will be written in English and Spanish; in the light of data regarding the composition of the population, other languages may be useful (French, German?).
 - 2.5 Evaluation. A full evaluation plan is to be worked into the project from the beginning, involving both internal and external evaluations of different aspects and stages of activities. At UGR's proposal, it is agreed that Dan Makin of EuroMak International should be subcontracted to coordinate the plan, organise and carry out internal evaluation and organise external evaluation. (See budget in annex 7).
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3. Specific responsibility
 - 3.1 General coordination (organization, finance, monitoring, communication, website) UGR; e-mail distribution list UL
 - 3.2 Local coordination and monitoring: named coordinator in each partner
 - 3.3 Hosting of meetings: 2nd plenary meeting UCY; pilot seminar UL; 3rd plenary meeting ULJ; closing plenary meeting JMU
 - 3.4 Workgroup for data collection (quantitative and qualitative methods, validation): JMU, UCY, UGR; special responsibility for qualitative research design UCY; prior brainstorming all institutions
 - 3.5 Translation: external documents subcontract organised by UGR for Spanish, UCY for Greek and ULJ for Slovene; internal documents UGR Spanish/English, UCY Greek/English and ULJ Slovene/English
 - 3.6 Data collection: all institutions
 - 3.7 Statistical analysis: UGR
 - 3.8 Interpretation of quantitative and qualitative data: all institutions
 - 3.9 Planning of module design: all institutions
 - 3.10 Drafting of material (in English): team of 10 experts, initially 2 per partner
 - 3.11 Validation: subcontract for external experts (coordination UGR and Dan Makin); pilot seminar in UL; evaluation of pilot seminar by participants; analysis of evaluation all institutions
 - 3.12 Review and adaptation of materials post-evaluation: team of experts (see j.)
 - 3.13 Translation of materials: subcontract (see e.)
 - 3.14 Distance/web version of materials: subcontract
 - 3.15 Internal (self) evaluation: all participants; coordination subcontract Dan Makin
 - 3.16 External evaluation of project: subcontract for external expert; coordination Dan Makin
 - 3.17 Dissemination: all institutions

List of annexes

1. Agenda
2. Proposed web design
3. Questions and answers for Socrates Office
4. Academic calendar
5. Detailed work plan drawn up by work group for initial stages

6. Socrates area codes
7. Budget subcontract for coordination and organisation of evaluation (Euromak International)

Granada, 29th January 2004