



EVALUATION TEMPLATE FOR THE MEMBERS OF THE QUALITY CONTROL COMMITTEE

DATA OF THE QCC MEMBER

QCC Evaluation N°1		
Scope (Work Packages)		
Date		
Evaluator	Name and last name	Partner institution
Evaluator 1:		
Evaluator 2:		
Evaluator 3:		

Thank you for your participation in the Quality Control Committee (QCC) of the INNOVAT project.

The mission of this Committee is to evaluate the products created every year according to the standards promised in the Logical Framework Matrix (LFM) of the INNOVAT project.

QCC main tasks:

- To ensure high quality of all products produced by revising the main project outcomes.
- To support the development of quality evaluation mechanism/process, by giving feedback to WP6 leader in the methodology guidelines, evaluation instruments and templates.
- To monitor the progress of the project main deliverables at least once a year according to the guidelines.
- To monitor that the outputs are implemented within the scope and on time.
- To minimize cultural differences.
- To identify all good practices implemented.

We kindly ask you to dedicate some time to complete this questionnaire about the deliverables / outputs of the **Work Package (WP)** that have been sent to you along with this document.

EXPECTED DELIVERABLES / RESULTS / OUTCOMES

<p>(WP – results – period) Please refer to Annex 1</p>
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1. What are the most relevant strengths or good practices in the development of the work package?

Comments:

2. In your opinion, are results meeting the expected requirements/ quantitative and qualitative indicators of the Work Package?

Yes

No

To a certain extent (please specify which indicators and/or the reasons)

Comments and/or suggestions:

3. Considering the expected outcomes of the activities, do you consider that the methodology and/or the mechanisms used are adequate?

Yes

No

To a certain extent

Comments and/or suggestions:

4. Considering the expected outcomes, do you consider that the contents and /or the scope of the activities are adequate?

Yes

No

To a certain extent

Comments and/or suggestions:



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5. In your opinion, are the activities/outcomes of the WP relevant for the purpose of the INNOVAT project?

Yes ___

No ___

To a certain extent ___

Comments and/or suggestions:

6. Please, indicate aspects or improvement opportunities that you consider necessary for the WP.

Thank you very much for your contribution!



ANNEX 1

Work Package		Duration	Quantitative indicators	Qualitative indicators
WP1: IN DEPTH ASSESSMENT & KNOWLEDGE TRANSFER OUTSET	1.1 Methodology & Research Instruments Development	(M1-M2)	- Methodology document with guidance for successful undertake of WP1 tasks	-Common understanding of the activities and instruments to be used.
			-Needs & Gaps survey instruments – 1 for teachers + 1 for students (to be applied online)	
			-1 guideline for status quo assessment	
	1.2 Raise Awareness Seminars & Status quo Visits in CL & PE	(M3-M4)	-6 Raise Awareness Seminars (1X6 LA HEI)	-Enhanced awareness of the project activities and relevance of innovative T&L approaches.
			-180 participants reached in RA seminars (30X6 LA HEIs).	-Deeper knowledge of the institutional status quo on innovative T&L practices and technology available.
			-36 N&G surveys tested (18 teachers+18 students).	
			-6 Status Quo visits in LA HEIs	-Development of a solid path for the knowledge enhancement and transfer inside the LA Partner HEIS.
			-1 Status Quo visits results compilation document.	-Increase motivation and participation from the target groups.
			-Number of project leaflet & dissemination materials distributed (offline & online)	



Work Package		Duration	Quantitative indicators	Qualitative indicators
	1.3 E-Learning Preparation course – Getting in touch with the digital learning & MOOCs	(M2-M5)	<ul style="list-style-type: none"> -1 E-learning course running for 4 weeks -180 participants completed the course (90 teachers + 90 students) -100 responses to the online surveys (55% of participants) -1 Results compilation document -6 learning groups defined (60 teachers - 10 per LA partner HEI) 	<ul style="list-style-type: none"> -Enhancement of digital skills in participating teachers & students. -Increased motivation to further learn and improve the knowledge in the topic.
	1.4. Comparative Study – Status quo, Needs and Gap Analysis from HEIs in EU, Chile & Peru	(M2-M6)	<ul style="list-style-type: none"> -1 Comparative Study and recommendations. 	<ul style="list-style-type: none"> -Increased awareness of the current scenarios of EU & LA universities as well as of the needs in terms of innovation in teaching and learning methods. -Enhanced research skills among consortium partners.
WP2: CAPACITY BUILDING OF TEACHING STAFF – INNOVATIVE T&L	2.1. Training plans and materials development	(M7-M13)	<ul style="list-style-type: none"> -1 Training plan & guidelines for trainers 	<ul style="list-style-type: none"> -Systematic and detailed training preparation.
			<ul style="list-style-type: none"> -1 set of training materials developed according to the topics/modules defined 	<ul style="list-style-type: none"> -To strengthen the involvement with the topics.



Work Package		Duration	Quantitative indicators	Qualitative indicators
			-Translation of training materials before the training take place	
WP3: MOOC DEVELOPMENT & PILOT	3.1. Design of MOOC framework & Evaluation System	(M8-M11)	-1 MOOC framework	-Increased understand of online learning frameworks. -Engagement for online support & facilitation of the digital learning process.
			-1 Evaluation System	
			-6 experts/trainers nominated (2 UC3M / 2 FHJ / 2 BUAS)	
			-3 facilitators nominated (1 UC3M / 1 FHJ / 1 BUAS)	
			-2 conveners nominated (1 FHJ/ 1 UC3M)	
WP6: QUALITY ASSURANCE & MONITORING	6.1. Quality Assurance & Evaluation Instruments	(M1-M4)	-1 Quality Assurance Handbook (process description for quality measurement);	-Awareness of evaluation mechanism and continuous quality assurance within the project.
			-1 set of evaluation forms & templates	
	6.2 Quality Control Committee set up	(M1-M3)	-1 Quality Control Committee (9 consortium members+ 1 external evaluator) set.	-High standards assured and minimization of cultural differences.
			-3 QCC reports with recommendations (1 per year).	
	6.3 Internal & External Monitoring	(M2-M36)	- 8 internal monitoring reports.	-Consciousness of project progress and alert for potential risks.



Work Package	Duration	Quantitative indicators	Qualitative indicators	
		-3 external evaluation reports.	-Potential counter-strategies applied.	
WP7: DISSEMINATION & SUSTAINABILITY	7.1 Dissemination & Sustainability Strategy	(M1-M3 Plan; until M36 continuous dissemination)	-1 Comprehensive Dissemination & Sustainability plan for guidance of all project related activities & outcomes.	
			-Social media channels defined and project profile created.	
			-1 Dissemination report template.	
	7.2 Project identity & Dissemination tools	(M2-M5)		-Project identity and recognizable brand (including logotype).
				-Project website.
				-Project documents templates for Word, PowerPoint, Excel, etc.
			-Flyers, Roll-up banner.	
			-Promotional video; social media profile (among others).	
		-All materials in English and Spanish versions.		
7.3 Creative common rights disclaimer for OER	(M4-M36 to apply)	-1 "creative common rights" disclaimer.	-Create awareness of the value of the educational resources created and increased team efforts visibility.	



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Work Package		Duration	Quantitative indicators	Qualitative indicators
		continuously) Objective	-Integration in all OER produced and uploaded in the project website.	
WP8: PROJECT MANAGEMENT	8.1 Project & Financial Management	(M1-M36)	-1 Project Management & Financial Handbook and reporting templates distributed.	-Accurate project management resources allocation.
			-1 online management tool defined and in use.	-No resources wasted due to careful and adequate planning.
	8.2 Reporting to the Funding Agency	(From M1 on; with deliveries by M18&36)	-Interim Report to EACEA	-Awareness of importance of on-time and in-budget project execution
			-1 final report to EACEA.	
	8.3 Coordination & Status Meetings	(M2-M36)	-6 coordination meetings (CM)	-Constant partner communication ensured, awareness of project progress and enhancement of the commitment.
			-6 online status meetings (OM)	