DEMUSIS Meeting Minutes Report

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| Subject of the Meeting: | Quality assurance group and project external evaluator meeting |
| Date: | December 2, 2019. |
| Minutes Prepared by: | Sanela Nikolić, P1 |
| Time and Location: | 9:30-11:30, University of Novi Sad |

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| 1. Attendance at Meeting | | |
| Name | Institution | Signature |
| Georg Schulz | Kunstuniversitat, Graz |  |
| Vladimir Blagojević | University of Kragujevac, Faculty of Philology and Arts |  |
| Sanela Nikolić | University of Arts, Faculty of Music, Belgrade |  |
| Nynke van Ketel | University of Arts The Hague – Royal Conservatoire |  |
| Paulina Gut | The Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen |  |
| Aleksandar Mrdjan | University of Novi Sad, Academy of Arts |  |

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| 2. Meeting Purpose |
| Identification of the strengths and weaknesses of the project quality control and monitoring. |

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| 3. Meeting Agenda |
| 1) An overview of the QAG activities from its establishment up to now;  2) Discussion about the structure and the content of the Project Quality Assurance Plan, supporting documentation (Appendixes and Annexes) and procedure established for quality control and monitoring; |

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| 4. Meeting Notes, Decisions, Issues |
| The meeting started with the introducing of QAG members to the external evaluator.  1) WP6 chair – Vladimir Blagojević – gave an overview of QAG activities from its establishment up to the meeting and made a presentation of the Annual Review of the QAG for project year 1.  2) A discussion about the appropriate procedure for measuring the quality of the deliverable content followed. The external evaluator suggested that the project quality control and monitoring mean not only monitoring the timeline of deliverables implementation but also the measuring of the quality of deliverable content. It should be emphasized and cleared – within the PQAP – that of equal importance are both the quality of the content and the timeline of deliverable implementation. In regard to this, al members of QAG agreed that the procedure for measuring the quality of deliverable content should be explained in a more detailed way within the PQAP.  It was concluded that the feedback of the particular target group in the evaluation of the specific deliverable should be of great importance for the future measuring of the quality of deliverable content. Hence, the Annexes 1-4 of the PQAP need to be used as the key tools for measuring the quality of deliverable content. For example, in measuring the quality of new courses and study programs the anonymous students’ evaluation through an online questionnaire should be taken as the main indicator of the un/successful implementation of these deliverables.  The external evaluator also suggested to the QAG members to pay special attention to the general goal of the DEMUSIS project which is *changing the mind set-up within each project partners’ institution*. The possible risks and problems in reaching this goal as well as the procedures for measuring the success of it were discussed. The negative reactions to the word *entrepreneurship* were identified as a risk for the successful realization of the general project goal since this word is usually connected with the business and money setting. Paulina Gut emphasized the fact that within AEC meetings one of the goals was to find alternative words for the *e-word* – *entrepreneurship* – in order to overcome these negative reactions that are often present within the European music HEIs. The possible alternative words could be more descriptive, like improvement of career skills or acquiring of self-promotion skills.  It is concluded that mechanisms for changing the mind set-up of students and faculty staff could be improved through project dissemination activities where project message needs to be clear: artistic talent stays as the most important component but having self-promotion skills is crucial for making a successful career on the digital media culture global market.  In strengthening the general project goal – changing the mind set-up – the possibilities of founding the career research center for work with students and alumni within project partners national HEIs have been discussed. The interdisciplinary cooperation of students from different faculties within one university could be also very useful for students and teachers in getting students together and providing the most efficient resources for making the materials and content for media promotion of musicians.  The following adjustment of the PQAP are approved:  – amendment to the section “Internal evaluation responsibilities” in order to make clear that the goal of QAG is to monitor both the quality of the content and the timeline of deliverable implementation and to define the procedure for measuring the quality of deliverable content.  – amendment to the section “Internal evaluation responsibilities” in order to define a timeline of WP 6 reports submissions in 10 reporting periods: 2 WP6 reports had to be submitted by WP6 chair in the 1st project year; 4 have to be submitted in the 2nd and 3rd project year, on every 3 months.  – adjustment of “Table 3: WP6 work plan for project year 2 and 3” in order to define the dates of QAG online Skype meetings;  – adjustment of Table 5 “Responsible for internal evaluation of deliverables”and Appendix 1 since the QAG responsible person for evaluation of the deliverable 2.6 had to be changed due to possible conflict of interest – the QAG member Sanela Nikolić is included in distance learning platform creation within the P1. The new QAG responsible member for the evaluation of the deliverable 6.2 is Paulina Gut.  Other meeting notes, decisions and issues:  – The question of how LoLa equipment will be used within the project has been posed by the external evaluator. The suggestion is not only to use the LoLa equipment for strengthening the teaching process but also to use it for project dissemination activities.  – In order to provide the longterm sustainability of some project deliverables, the external evaluator recommended the implementation of the new study programs along with the textbooks, handbooks and online courses both in Serbian and in English. This would result in the expansion of project impact beyond the national project partners’ country and attract potential students from the region or abroad to study digital and entrepreneurship skills at the new master study programs at project partner 1. |

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| 5. Actions | | |
| Action | Assigned to | Due Date |
| Amendment to the section “Internal evaluation responsibilities” of PQAP in order to 1) emphasize that the goal of QAG is to monitor both the quality of the content and the timeline of deliverable implementation and 2) define the procedure for measuring the quality of deliverables content. | Sanela Nikolić | December 31, 2019. |
| Amendment to the section “Internal evaluation responsibilities” in order to define a timeline of WP 6 reports submissions in 10 reporting periods. | Sanela Nikolić | December 31, 2019. |
| Adjustment of Table 3 of PQAP in order to define the dates of QAG online Skype meetings. | Vladimir Blagojević | December 31, 2019. |
| Adjustment of Table 5 and Appendix 1 in order to change the QAG responsible person for the evaluation of the deliverable 2.6. | Sanela Nikolić | December 31, 2019. |

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| 6. Attachments (documents/handouts to bring, reading material, etc.) | |
| Description | Prepared by |
| Project Quality Assurance Plan with supporting documents (Appendixes and Annexes) | Sanela Nikolić  Vladimir Blagojević |
| Annual Review of QAG for project year 1 | Vladimir Blagojević |
| Quality Monitoring Reports for deliverables 1.1, 1.2, 1.3, 1.4 | Nynke van Ketel |
| Quality Monitoring Reports for deliverables 2.1, 2.2, 2.3, 2.4, 7.1, 8.1 and 8.3 | Sanela Nikolić |

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| 7. Next Scheduled Meeting | |
| Date: | early December 2020. |
| Time: | will be set |
| Location: | The University of Kragujevac, Faculty of Philology and Arts |