



Meeting Minutes Report

Meeting Subject:	QCMB meeting		
Date of Meeting:	2330 January <u>20 May 2020</u> 19	Time:	1022:030-1244:00 pm
Minutes Prepared by:	Supapan Chaiprapat and Kunlapat Thongkaew <u>Livia Lazar</u>	Location:	Khon Kaen Chiang Mai University, Thailand <u>Bucharest, Romania</u> <u>- online</u>
1. Attendance at Meeting			
	Name	University	
	1. Livia Lazar	<u>Polytechnic University of Bucharest</u>	
	1-2. Dr. Supapan Chaiprapat	Prince of Songkla University	
	2. Dr. Kunlapat Thongkaew	<u>Prince of Songkla University</u>	
	5-3. Dr. Jorge Cunha Diana Mesquita	Universidade do Minho	
	6-4. Dr. Robert Ulewicz	Czestochowa University of Technology	
	7-5. Dr. Anintaya Khamkanya	Thammasat University	
	8-6. Dr. Waraeeerapoj Meethom	King Mongkut University of Technology North Bangkok	
	9-7. Dr. Sirorat Pattanapairoj	Khon Kaen University	
	10. Dr. Andrei Dumitrescu	<u>Polytechnic University of Bucharest</u>	
	13-8. Dr. Huynh T. Luong	Asian Institute of Technology	
	<u>9. Wasawat Nakkiew</u>	<u>Chiang Mai University</u>	
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2. Purpose of Meeting	
<p>1. To communicate with all the members of QCMB how the project has progressed with respect to the project timeline progress</p> <p>2. To seek opinions from all the members about how the upcoming tasks (Task 4.2, 4.3 and 4.4) will be handled, especially Task 4.2 and 4.3</p> <p>1.</p>	
3. Meeting Agenda	
<p>1. Progress of all WPs, report of delay and adjustment of the workplan</p> <p>1. Preparation of QCM plans of the upcoming tasks of each workpackage.</p> <p>1.0 WP2</p> <p>1.0 WP4</p> <p>1. Notification of the next meeting.</p>	
4. Meeting Notes, Decisions, Issues	
<p>1. There is missing information according the data developed during WPs (teaching materials for the developed courses, records for V-Classes evaluation, laboratory works records, events publications etc.). Those data should be uploaded on the project website for a better dissemination.</p> <p>2. Dr. Ruzika NIKOLIĆ accepted our invitation on conducting the second and final quality audit.</p> <p>3. The task 4.4 is going accordingly to the schedule (the financial audit contract were signed in may 2020).</p> <p>Progress of WPs, report of delay and adjustment of the workplan<u>Updates on WP4</u></p> <p>Task 4.2:</p> <p>There are missing evaluation criteria of a few tasks. Task leaders were reminded to establish the criteria before the deliverables will be submitted. Please see the attachment for the missing documents.</p> <p>The submitted evaluation criteria must be revised with more information on course codification as attached to this meeting minutes.</p> <p>Dr. Luong informed that Dr. Hashar, whose name listed as one of task leaders, did not participate in the project anymore. Dr. Luong will take on Dr. Hashar's responsibility.</p>	

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~~WP4L asked for a consensus if we will continue on inviting Dr. Ruzica to perform a final audit on project results. If so, the auditor will have to come to Thailand to observe the project dissemination in the International Conference on Active Learning in Engineering Education (PAEE/ALE' 2020) in Pattaya, Thailand, during August 26-28, 2020. Decision: QCMB approved Dr. Ruzica as an auditor for final evaluation on project results.~~

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~~WP4L requested the member of QCMB not to simply answer "yes" in the questionnaires which probably is given in the final audit of project results.~~

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Task 4.4:

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~~WPL4 and WPCo Leader (Task 4.4 leader) updated the progress of Task 4.4. There was one candidate returning a self-evaluation check sheet. Task leader will have to contact more candidates. WPL4 will seek possibility to split up the financial audit into 2 parts: the first will take place around April, and the last must be no later than September.~~

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~~"Name" and "Date" are missing from the self-evaluation check sheet.~~

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~~Updates on WP5 WP4 Co-Leader reported that nWPL4 must have all WPLs confirm their new schedule. Now WP1 was finalizing its jobs, with the delay from WP1 other WPs would have to reschedule their workplan and submit their new adjusted plan.~~

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~~Decision: WP4 Leader must have all WPLs confirm their new schedule.~~

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0. Preparation of QCM plans of the upcoming tasks of each workpackage.

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0) ~~WP4 Co-Leader reported that from the PEC meeting there was a confusion about definitions of "start date" and "end date" for all the tasks, are reportedly vague. Their clear definitions must be established and communicated among project members for better understanding of how the project was proceeded, and for facilitating the responsible of Task 4.2.~~

~~Decision: WP Co-leader will further discuss with WP Leader.~~

0) ~~Discussion of the project delay was brought up and Dr. Luong gave clarification of how the deliverables of WP1 were achieved through perseverant collaboration among responsible partners. However, the delay of WP1 would undeniably affect other workpackages schedule.~~

~~Decision: To prevent more delay, QCMB will have to give warning to the responsible WPL when the deadline is approaching.~~

0) ~~The schedule of Task 2.3 (conducting a pilot test) was discussed. All the members agreed that the task could start soon after the key courses were decided. The QCM responsible for establishing evaluation identification criteria was listed as Dr. Luong. However, as he was the one who would be conducting the test, he proposed that the responsible for the ECI must be a different person to avoid conflict of interest.~~

~~Decision: WP Co-leader will further discuss with WP Leader.~~

Decision: Dr. Luong will need to establish a framework of this task, that will be shared among the volunteers. The procedure of how the pilot courses will be handled and how to evaluate the effectiveness of the course management will be detailed in the framework.

— For the task 4.3, the task leader distributed the draft ECI for consideration. Comments included removal of redundant criteria and qualifications such as education and credibility recognition of an audit firm should be represented by worked experiences, and Requirements on auditor personalities and Simplification of the score rating table waerse also suggested.

Decision: The ECI is to be revised as per suggestions from the members.

1) Auditor candidates (Dr. George G.Q. Huang from University of Hong Kong, Dr. David W. Rosen from Georgia Institute of Technology, USA, Dr. Ajaree Supasuteekul from Srinakarinwirot University, Thailand, and Mr. Giuseppe D'Angelo from Italy) were presented. Concern on availability of most candidates to accept obligations as an auditor of the project was raised and all thme members were asked to propose more candidates within a time frame given. **Decision:** QCMB members to propose more candidates within 2 weeks from the meeting, or the task leader will proceed with the existing candidate list.

0. Notification of the next meeting-

The next meeting will be held in RomaniaPoland d during 18 223 7 MayJune 202019. The schedule will be released later.

5. Action Items

Action	Assigned to	Due Date
1. <u>Establishment and revision of deliverables evaluation criteria</u> <u>Observation, suggestions report</u> <u>Submission of a new adjusted plan</u>	<u>QCMB</u> <u>Livia Lazar</u> <u>All WPLs</u>	<u>Within a week</u>
2. <u>Support for the quality audit process</u> <u>Establishment of a project quality auditor contract and an audit plan</u> <u>Clarification of "start date" and "end date" of all the tasks</u>	Task 4.3 2 leader	<u>As scheduled</u>
3. <u>Revision of the self-evaluation check sheet for the financial audit candidates</u> <u>Support for the financial audit process</u> <u>Appointment of a responsible for ECI establishment for Task 2.3</u>	<u>Task 4.4 leader</u> <u>WPL4</u>	<u>As scheduled 1 week from now</u>
4. <u>Review of ECI of Task 4.3</u> <u>Recruitment of more financial auditors.</u>	<u>QCMB</u> <u>Task 4.4 leader</u>	<u>2 weeks from now</u>

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ERASMUS+ CBHE PROJECT

Curriculum Development of Master's Degree Program in Industrial Engineering for Thailand Sustainable Smart Industry

Co-funded by the Erasmus+ Programme of the European Union



5. Submission of auditor candidates	QCMB	2 weeks from now
6. Attachments (documents/handouts to bring, reading material, etc.)		
Description		Prepared by
1. Auditor candidate QCM table		Supapan-Chaiprapat Livia Lazar
2. ECI of Task 4.3 Course codification		Supapan-Chaiprapat Livia Lazar
1. WP4 Report		Livia Lazar
6. Next Scheduled Meeting		
Date:	To be scheduled between 183-227 May June 2020N/A19	Time: N/ATBS
Location:	Bucharest, Romania / Czestochowa, Poland	