

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



Meeting Minutes Report

Meeting Subject:	QCIV	1B meeting			 	Formatted Table	
Date of Meeting:	<u>23</u> 3() January<u>20 May</u> 20<u>2019</u>	Time:	<u>1022:03</u> 0- <u>124</u> 4:00-pm			
Minutes Prepared by:		apan Chaiprapat and Kunlapat ngkaew<u>Livia Lazar</u>	Location:	<u>Khon Kaen</u> Chiang Mai University, Thailand Bucharest, Romania - online,	4	Formatted: List Paragraph, Bulleted + Level: 1 +	
1. Attendance at Meeting	g					Aligned at: 0,1 cm + Indent at: 0,74 cm	
Name		L	Iniversity			Formatted: Font: 11 pt	
<u>1. Livia Lazar</u>		Polytechnic University of Bucharest					
<u>1.2.</u> DrSupapan Chaiprap	oat	Prince of Songkla University					
2. Dr. Kunlapat Thongka	ew	Prince of Songkla University					
5. <u>3.</u> Dr. Jorge Cunha <u>Diana</u> <u>Mesquita</u>	<u>I</u>	Universidade do Minho				Formatted: Font: (Default) +Body (Calibri), 11 pt, Font	
6. <u>4.</u> DrRobert Ulewicz		Czestochowa University of Teo	chnology		-	color: Auto, Pattern: Clear	
7. <u>5. <mark>Dr</mark>Anintaya Khamkar</u>	nya	Thammasat University			-		
8. <u>6. Dr.</u> W <u>araeera</u> poj Meethom		King Mongut Unversity of Tecl	nnology North	Bangkok			
9.7. Dr. Sirorat Pattanapai	iroj	Khon Kaen University					
10. Dr. Andrei Dumitrescu	H	Polytechnic University of Buch	arest				
13. <u>8.</u> Dr. Huynh T. Luong		Asian Institute of Technology					
9. Wasawat Nakkiew		Chiang Mai University					
10.							
11.							
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13.							
14.							



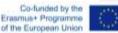
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2. Pur	rpose of Meeting		
_	To communicate with all the members of QCMB how <u>T</u> the project has progressed with respect to the project timeline.progress		
2.	To seek opinions from all the members about how the upcoming tasks (Task 4.2, 4.3 and 4.4) will be handled especially Task 4.2 and 4.3		Formatted: Font: 11 pt
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	eting Agenda		Level: 1 + Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 1,27 cm + Indent at: 1,9
	 Progress of all WPs, report of delay and adjustment of the workplan 	•	cm
1	Preparation of QCM plans of the upcoming tasks of each workpackage.		Formatted: Indent: Left: 1,22 cm, No bullets or numbering
1.0	WP2		Formatted: Font: 11 pt
1.0	WP4		Formatted: Normal, No bullets or numbering
1.	- Notification of the next meeting.		Formatted: List Paragraph, Indent: Left: 1,22 cm
		-	Formatted: Outline numbered + Level: 1 + Numbering
4. Me	eting Notes, Decisions, Issues		Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned
<u>1.</u>	There is missing information according the data developed during WPs (teaching materials for	•	at: 0,63 cm + Indent at: 1,27 cm
	the developed courses, records for V-Classes evaluation, laboratory works records, events	/	Formatted: Left, Outline numbered + Level: 1 +
	publications etc.). Those date should be uploaded on the project website for a better dissemination.		Numbering Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned at: 0,63 cm + Indent at: 1,27 cm
2.			Formatted: Outline numbered + Level: 1 + Numbering
3.	The task 4.4 is going accordingly to the schedule (the financial audit contract were signed in		Style: 1, 2, 3, + Start at: 1 + Alignment: Left + Aligned
	<u>may 2020).</u>		at: 0,63 cm + Indent at: 1,27 cm
	Progress of WPs, report of delay and adjustment of the workplanUpdates on WP4		Formatted: Font: Not Bold
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•			Formatted: Normal, No bullets or numbering
	— There are missing evaluation criteria of a few tasks. Task leaders were reminded to		Formatted: Font: Bold
	establish the criteria before the deliverables will be submitted. Please see the		Formatted: List Paragraph, Outline numbered + Level:
	attachment for the missing documents.		2 + Numbering Style: 1, 2, 3, + Start at: 1 +
	<u>The submitted evaluation criteria must be revised with more information on course</u>		Alignment: Left + Aligned at: 1,38 cm + Indent at: 2,0
	codification as attached to this meeting minutes.		Formatted: List Paragraph, Numbered + Level: 1 +
	— 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.		Numbering Style: 1, 2, 3, + Start at: 1 + Alignment:
	participate in the project anymore. Dr. Luong will take on Dr. Hashar's responsibility.		Left + Aligned at: 2.01 cm + Indent at: 2.65 cm



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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 2020. Decision: QCMB approved Dr. Ruzica as an auditor for final evaluation on project results. WP4L requested the member of QCMB not to simply answer "yes" in questionnaires which probably is given in the final audit of project results. Task 4.4: 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. "Name" and "Date" are missing from the self-evaluation check sheet. Updates on WP5WP4 Co-Leader reported that nWPL4 must have all WPLs confirm their new schedule. Now WP1 wasis finalizing its jobs, with the delay from WP1 other WPs wouldwill have to reschedule their workplan and submit their new adjusted plan. Decision: WP4 Leader must have all WPLs confirm their new schedule. 0.—Preparation of QCM plans of the upcoming tasks of each workpackage. WP4 Co-Leader reported that from the PEC meeting there was a confusion about dDefinitions of "start date" and "end date" for of all the tasks are reportedly vague. Their clear definitions must be established and communicated among project members for better understanding of how the project wasis proceeded, and for facilitating the responsible of Task 42 Decision: WP Co-leader will further discuss with WP Leader. Discussion of the project delay was brought up and Dr.Luong gave clarification of 0 how the deliverables of WP1 were achieved through perseverant collaboration

among responsible partners. However, the delay of WP1 wouldill undeniably affect

The schedule of Task 2.3 (conducting a pilot test) was discussed. All the members

Decision: To prevent more delay, QCMB will have to give warning to the responsible WPL

agreed that the task could start soon after the key courses were decided. The QCM responsible for establishing evaluation identification criteria wasis listed as Dr.Luong. However, as he wasis the one who wouldill 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.

other workpackages schedule.

when the deadline is approaching.

MF-MMR-V2

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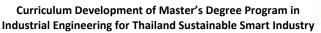
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Co-funded by the Erasmus+ Programme of the European Union

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 <u>education and</u> credibility<u>recognition</u> of an audit firm <u>should be represented by worked experiences.</u> and r<u>R</u>equirements on auditor personalities<u>and</u>. Ssimplification of the score rating table wa<u>erse</u> 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 <u>Romania</u>Poland d<u>during 18-22</u>3-7 <u>May</u>June 20<u>20</u>19. The schedule will be released later.

5. Action Items						
	Action	Assigned to	Due Date			
1.	Establishment and revision of deliverables evaluation eriteriaObservation, suggestions reportSubmission of a new adjusted plan	QCMB Livia LazarAll WPLs	Within a week			
2.	Support for the quality audit process Establishment of a project quality auditor contract and an audit planClarification of "start date" and "end date" of all the tasks	Task 4. <u>3</u> 2 leader	As scheduled			
3.	Revision of the self-evaluation check sheet for the financial audit candidatesSupport for the financial audit process Appointment of a responsible for ECI establishment for Task 2.3	Task 4.4 leaderWPL4	As scheduled 1 week from now			
4	Review of ECI of Task 4.3 <u>Recruitment of more financial</u> auditors.	QCMB <u>Task 4.4</u> leader	2 weeks from now			

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5.—Submis	5.—Submission of auditor candidates QCN			2 weeks from now			
6. Attachm	6. Attachments (documents/handouts to bring, reading material, etc.)						
	Description			Prepared by			
1. Auditor	1. Auditor candidateQCM table			Supapan Chaiprapat<u>Livia</u> <u>Lazar</u>			
2. ECI of Ta	2. ECI of Task 4.3 <u>Course codification</u>			Supapan Chaiprapat<u>Livia</u> <u>Lazar</u>			
<u>1. WP4 Report</u>			<u>Livia Lazar</u>				
6. Next Sch	6. Next Scheduled Meeting						
Date:	To be scheduled between <u>183-227 May</u> June 20 <u>20N/A</u> 19	Time:	<u>N/A</u> TBS				
Location:	Bucharest, RomaniaN/ACzestochowa, Poland						