



MINUTES

taken during a meeting of the representatives of schools responsible for the quality assurance policy within the Academy

Tempus ECBAC project

Location: College of Applied Technical Sciences in Niš

Time: Friday, March 7th, 2014

Participants: Suzana Đorđević, (College of Textile, Leskovac), Đorđe Miltenović (College of Textile, Leskovac), Ivica Stančić (College of Agriculture and Food Technology, Prokuplje), Nikola Stolić (College of Agriculture and Food Technology, Prokuplje) Nebojša Dimitrijević (College of Applied Professional Studies, Vranje), Damjan Stanojević (College of Applied Professional Studies, Vranje), Radomir Cekić (College of Applied Technical Sciences, Niš), Danica Milošević (College of Applied Technical Sciences, Niš), Aleksandra Boričić (College of Applied Technical Sciences, Niš), Boban Cvetanović (College of Applied Technical Sciences, Niš), Vesna Milovanović (College of Chemical Technology, Kruševac), Sanja Kovačević (College of Professional Studies for Pre-school Teachers, Pirot).

The reason for organising the meeting is the issue of harmonisation of questionnaires for student evaluation at the level of eight colleges of professional studies participating in the Tempus ECBAC project. The aim of the meeting was, therefore, to define common questionnaires on quality assurance at the level of the Academy of professional studies which would deal with the student evaluation of study programmes, teaching process and professional, personal and interpersonal competencies of teachers/associates.

At the very beginning the participants at the meeting agreed that initially three basic questionnaires should be harmonised: a) questionnaires for freshmen, b) questionnaires for students and c) questionnaires for graduates. Likewise, it was pointed out that these surveys should be conducted on four occasions. The survey of freshmen should be conducted on the occasion of enrollment, the survey of students should be conducted at the end of each semester, while the survey of graduates should be conducted upon a successful defence of their final papers.

Bearing in mind that within their Newsletter for Students the College of Agriculture and Food Technology offer the aforementioned questionnaire for freshmen, the participants at the meeting agreed that this questionnaire be e-mailed to each of our schools with the purpose of obtaining potential suggestions and corrections until Thursday, March 13th. Suggestions should be e-mailed to Danica Milošević. Since this questionnaire implies requiring personal

information from students (gender/sex of a student) it has been agreed that Radomir Cekić, the secretary of the College of Technical Sciences in Niš, formulate a legal amendment to the questionnaire in a form of a statement which would serve as a legal justification for requiring the aforementioned information.

As to a questionnaire for students, professor Vesna Milovanović from the College of Chemical technology in Kruševac proposed a draft of the questionnaire for students relying on the current standards for the development of instruments for quality assurance in higher education. It has been agreed to e-mail the draft to each of our schools so that the members of the Quality Assurance Boards have a chance to take a look at the draft and offer their suggestions. Remarks and suggestions should be e-mailed to Danica Milošević until Thursday, March 13th. Likewise, the participants share the opinion that the analysis of the results of the surveys should be carried out by the Quality Assurance Boards. The importance of the presence of students on these boards was especially emphasised.

Within this questionnaire there should be questions which deal with the performance of student services, libraries, college bookshops and working conditions.

As to the questionnaires for graduates, it is necessary that schools submit their proposals of such questionnaire by e-mailing them to Danica Milošević until Thursday, March 13th, 2014.

It should be emphasised once more that all the conclusions reached at this meeting are subject to change, and that unique questionnaires should be reached on the basis of active participation of all schools. The final version, however, should be the result of the decision of the majority.

The next meeting which should deal with the final versions of the proposed questionnaires is scheduled for Friday, March 14th, 2014. As always, schools will be officially informed and invited to the next meeting. The invitation e-mail will contain the agenda, the time and place, as well as the name of persons whose presence is required.

In Niš,

MINUTES TAKEN BY:

March 7th, 2014 Sanja Kovačević, Pirot