



## Minutes of the 13th meeting

18-11-2024

### Location:

online

### Attendees

ACEEU - Münster, Germany

*Thorsten Kliewe - chair@aceeu.org*

*Federica Casaccio - casaccio@aceeu.org*

University of Barcelona

*Jan Philipp Czakert - philippczakert@ub.edu*

Trendhuis - Mechelen, Belgium

*Nathalie Bekx - nathalie.bekx@trendhuis.be*

*Véronique Verbraeken - veronique.verbraeken@trendhuis.be*

University of Camerino, Italy

*Andrea Marconi - andrea.marconi@unicam.it*

*Fabrizio Fornari - fabrizio.fornari@unicam.it*

### Excused

University of Barcelona

*Rita Berger - ritaberger@ub.edu*

Momentum, Leitrim, Ireland

*Laurence Cole - laurence@momentumconsulting.ie*

## WP4 - Nudging and self-nudging toolkits

### Further development of the guidelines and framework for the toolkits

During the TPM in Camerino, we began developing a [framework for the toolkits](#) based on the needs and barriers recorded in WP3. The updated document should be used as a guide for creating the nudges.

The University of Camerino refined the toolkit design by developing [guidelines](#) and writing a brief introduction for the [nudging](#) and [self-nudging](#) toolkit.

They also created a structure for the toolkits, suggesting 8 types of nudges and 12 types of self-nudges.

#### [Nudging Toolkit for Administrative Staff](#)

1. *Nudging Framework by Domain*
2. *Ready-Made Slogans & Visual Cues*
3. *Tailored Nudging Techniques*
4. *Automated Prompts and Progress Tracking*
5. *Data Analytics Integration*
6. *Peer Benchmarking and Social Proof*
7. *User-Friendly Digital Tools and Resources*
8. *Professional Development and Mentoring Nudges*

#### [Self-Nudging Toolkit for Educators](#)

1. *Lesson Planning and Curriculum Design*
2. *In-Class Teaching and Student Engagement*
3. *Didactic Material Creation and Sharing*
4. *Student Assessment and Progress Monitoring*
5. *Evaluation of Learning Outcomes*
6. *Feedback Mechanisms (Instructor and Student)*
7. *Tutoring and Mentoring*
8. *Collaboration with Peers and Continuous Professional Development*
9. *Classroom Management and Student Behavior Tracking*
10. *Course Documentation and Administrative Tasks*

A [template](#) is available to record each nudge and its specifications. Each partner must enter three nudges and three self-nudges into the available template, using the same structure.

Please note that these nudges should be newly developed, as few examples currently exist.

To assist the other partners in creating the nudges and self-nudges, the university of Camerino already created three nudges and three self-nudges.

#### **Nudges for Administrative Staff**

[Nudge 1](#): Enhance Your Teaching with Digital Tools!

[Nudge 2](#): Digital Professor of the Year

[Nudge 3](#): Your Digital Toolbox

#### **Self-nudges for educators**

[Self-nudge 1](#): The Digital Breakthrough Board

[Self-nudge 2](#): One-Minute Digital Diary

[Self-nudge 3](#): The Digital Deal

The University of Camerino suggested a chain approach, but this would take too long. The nudges must be ready by mid-January for Trendhuis to merge into a booklet.

Most partners prefer to start immediately due to the busy period ahead.

To avoid overlaps, all partners are invited to share topics and types of nudges they will work on in the **operational working document** within the Teams environment.

We will schedule an **online meeting mid-December** to review progress, ensuring all partners complete their nudges by **mid-January**, when we will meet online again.

-----**TO DO**-----

**ACEEU**: Send a reminder with the link to the operational working document to all partners.

**Trendhuis**: Send two Doodle polls for the online-meetings.

**All partners**: Respond asap to the Doodle polls. Start creating the nudges now, if you expect to be too busy later. Update the operational working document with your topics.

## Draft dissemination plan Nudging 360

### **Trendhuis proposes a multi-layered approach for the dissemination**

- academic dissemination through universities
- ethical dissemination via ACEEU
- marketing campaigns and digital dissemination through marketing and research agencies
- cross-promotion through partnerships and networks
- using educational technology platforms
- workshops and training sessions on digital nudging and self-nudging
- ACEEU can be responsible for collecting feedback on dissemination efforts.

We will discuss this [draft dissemination plan](#) further in January.