



Minutes of the 14th meeting

13-12-2024

Location: online

Attendees

ACEEU - Münster, Germany

Thorsten Kliewe - chair@aceeu.org

Federica Casaccio - casaccio@aceeu.org

University of Barcelona

Rita Berger - ritaberger@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

Momentum, Leitrim, Ireland

Laurence Cole - laurence@momentumconsulting.ie

Excused

University of Barcelona

Jan Philipp Czakert - philippczakert@ub.edu

University of Camerino, Italy

Fabrizio Fornari - fabrizio.fornari@unicam.it

On-the-spot check and December 2024 report

Trendhuis: The on-the-spot check in October went well. Epos was very interested in the digital nudges, but we couldn't present the nudges at the time, which was their main concern. They also asked about the role and progress of the ethical council. Additionally, they mentioned that if the results were insufficient, they might request a breakdown of the hours worked. They emphasized the importance of focusing on results and dissemination.

In December, we submitted a detailed progress report. We believe we will receive a response in January. There shouldn't be any difficulties, as the evaluation in October was positive.

WP4 - Nudging and self-nudging toolkits

Camerino send 3 examples of digital nudges and 3 of digital self-nudges. See report meeting 13. Trendhuis included the guidelines and nudges from Camerino in our yearly report for Epos, but most partners still need to make significant progress in developing the nudges for the toolkit.

-----TO DO-----

All partners: As previously agreed, everyone is required to create three digital nudges and three digital self-nudges, following the example from the university of Camerino. Please use the [framework](#) with needs and barriers as a starting point and use the provided [template](#) to record the nudges. Write down your topics in this [Excell spreadsheet](#) provided by ACEEU.

The nudges must be ready by mid-January.

Momentum has not started creating the digital nudges yet, but they don't have any questions for now regarding the process. They can send any questions by mail to Trendhuis.

The University of Barcelona held a meeting with the Bachelor of Psychology department and developed a simple example. They introduced a nudge using an AI tool like ChatGPT as the starting page of a navigator to see if it increases usage.

This example was shared with key professors and decision-makers within the department. In January, they will follow up to assess the effectiveness of the nudge. The nudge, as well as five other examples, need to be recorded in our template of nudging360.eu

ACEEU explained that they are in the expansion phase, developing a variety of nudging techniques to select from later. While reminders and fun elements are easy to implement, they aim to diversify their approach. They've added examples to the Excel spreadsheet but haven't finished compiling them. The next step is to choose techniques strategically, through implementation can be difficult, particularly when it requires commitment from administrators or IT departments.

The Univeristy of Camerino followed the template, using creativity and collaboration to develop nudges. They worked together with their team and students to create nudges, then sought examples to refine and apply them. They have got feedback from Ariana, Fabricio, and computer science students to help validate the nudges. Despite some uncertainty, they focused on meeting deadlines and progressing with the project, staying open to refinements.

Materials provided by the University of Camerino:

- > [guidelines](#) for creating the toolkit
- > introduction for the [nudging](#) and [self-nudging](#) toolkit
- > structure [nudging](#) and [self-Nudging](#) toolkit
- > Examples: [nudge1](#), [nudge 2](#), [nudge 3](#), [self-nudge 1](#), [self-nudge 2](#), [self-nudge 3](#)

Trendhuis is developing digital nudges for HE administrators to promote sustainability and efficiency, including a real-time engagement dashboard, automated accessibility prompts, and a remote-first scheduling tool to reduce travel emissions. For HE educators, they are creating self-nudges to improve student engagement and ensure accessibility, with reminders to use interactive tools in LMS and prioritize accessibility in course materials. These nudges will be refined and expanded.

WP2 - Ethical council

Trendhuis: Our contact person hasn't yet received an invitation or any explanation about his role in the ethical council. I think it's important to address this now, as we will likely need all contact persons in February, or once we've created the nudges.

ACEEU will contact the contact persons for the ethical council from all partners to confirm that they've accepted the role and update them on the progress. It's important they are aware that they still have a role to play.

ACEEU has prepared official materials to invite the council to their first meeting. They aim to hold the meeting in the second or third week of January, depending on members' availability.

They plan to clarify each council member's role, as discussed internally, during the inaugural meeting. The meeting will begin with an introduction, followed by an explanation of roles, allowing members to decide their responsibilities. This will ensure the ethical council can effectively facilitate future meetings.

So if everyone can as we just discussed make sure that the nudging ideas are at least listed in the excell sheet that will also speed up the involvement of the council.

Evaluation of the TPM in Camerino

ACEEU shared an update on the TPM evaluation. The survey is complete, and the report is uploaded to the shared folder. Most responses were positive, but a challenge noted was limited in-person attendance. Online meetings don't have the same effect and do cost more to the partners attending the meeting in person. The partners gave their recommendations: increasing partner engagement and clarifying timelines and responsibilities are important.

Another survey link, shared previously, may have caused some confusion as it arrived around the same time as the TPM evaluation survey. This second survey is for the annual evaluation report, assessing overall progress for the past year. Some partners have already completed it, but since the report is anonymous, it is not clear who has filled it out. To avoid to have false data, ACEEU will make a new one and send it to all partners.

-----**TO DO**-----
All partners: Fill out the survey again for the annual evaluation report, resend by ACEEU

Next online meeting
16th of Januari 2025
11:30 AM - 12:30 PM (CET)

Agenda

1. Overview of all the nudges, explained by every partner
2. Momentum about WP5
3. Trendhuis about implementation of dissemination plan
4. Varia