

CENTER OF TEACHING EXCELLENCE
DEVELOPMENT PLAN 2022-2023

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Introduction

The Center for Excellence in Teaching (CTE), founded by the decision of the Governing Council of the University "Ukshin Hoti" Prizren on 12.03.2020, aims to support the academic personnel in their professional development. Based on the provisions of the statute and regulations of the university, relying on the values and strategy that emerge from these documents and in accordance with the "Strategic Plan 2020-2023", CTE continues to function according to the "Regulation on the organization and functioning of CTE" issued on 29.06.2022. In accordance with the legal basis, this center represents a mechanism for achieving the institutional goals of our university defined by the strategic plan and in accordance with the requirements of the Kosovo Accreditation Agency.

The goals of the center are to increase the academic learning by providing students with quality teaching and academic support during their studies. Within this framework, the center undertakes activities that aim to improve the quality of teaching and professional development that enables the increase of competition, mobility and academic integrity of UUHP university teachers.

This document presents the initial development plan of 2022/2023 of the center and is the continuation of the development plan of 2020/2021. The current plan 2022/2023 includes the functioning of the CTE, the further development of its resources, identifying the teachers' needs for excellence, the determination of trainers, the determination of other activities of the center and finally provides a tabular overview of the development plan.

Functionalization of CTE

Based on articles 4, 11, and 14 of the CTE functioning regulation, the first steps defined for the work of this center are listed below:

1. Selecting and Preparing the Performance Space of CTE

The university must allocate sufficient space for the center's operations. The space/offices must be equipped with all necessary equipment for an administrative office including computers, copiers, scanners and office supplies.

This space should be assigned no later than **the early December of 2022.**

2. The selection of the administrative official

The administrative official's duty is to undertake the administrative work of the center, to prepare the official documents, to copy, to transfer the data into the electronic database, to prepare the various tables and diagrams, support the coordinator, administrative personnel and trainers work, maintain the archive of the center and help in the effective running of the administrative affairs of the center.

This step must be completed by **the end of December 2022.**

3. The budget allocation for the effective running of the center's activities and services

According to Article 14 of the center's operation Regulation, the university must allocate funds in the first stages of its work until it reaches its full capacity. In the next fiscal years of the university, the CTE fund should also be included in the budget planning so that it can confront its own activity expenses.

Development of CTE resources

The CTE has already selected its governing bodies including:

1. The administrative council, which consists of a representative from each academic unit, the Vice-Rector for educational issues, the representative of the quality assurance office and the student representative.

The appointed members of this council are given below:

1. Faruk Bojaxhi
2. Fatlind Tredhaku
3. Ilir Krusha
4. Muharem Faiku
5. Nora Rada
6. Vedat Bajrami
7. Venet Shala
8. Ziriye Hasani

2. The coordinator of the CTE, chosen by the decision of the Governing Council among the regular teachers of the university,

Sermin Turtulla

3. The Council of Coaches who were elected by the certified coaches and in a regular employment relationship at the university with the right to vote in the Council:

With the right to vote:

1. Adelina Rakaj
2. Anera Alishani
3. Ercan Canhasi
4. Mirvjena Kortoci
5. Pranvera Jetishi
6. Serdan Kervan
7. Vjollca Dibra

Without the right to vote:

1. Fatmir Mehmeti
2. Halim Bajraktari
3. Shefki Shtërbani
4. Vedat Bajrami
5. Ziriye Hasani

Identifying the needs of academic personnel for excellence

The preliminary development plan of 2020-2021, taking into account the needs of teachers, had drawn five main categories of training including teaching/learning, leadership and management skills, research, career development, and gaining language skills.

The current development plan defines two main categories: teaching/learning and research. These training categories have been selected based on the following facts:

1. current needs of the academic personnel,
2. the trainers' skills in conducting training services,
3. the time of their realization within the current capacities,
4. the current state of construction and functioning of the CTE, and
5. the degree of complete fulfillment of the drafted plan.

Based on data from the Quality Assurance Office, CTE identifies the academic personnel requirements for professional excellence, as shown in the table below:

Nr.	Category	Trainings
1.	Teaching/learning	Contemporary teaching methods
		The use of technology in teaching
		Using online testing software
		Student-centered teaching method
		Laboratory workshop
2.	Research	Workshop on research methods
		Trainings for mentoring the diploma topics
		Organization of study visits in/out of the country

According to the initial plan, CTE has selected 10 trainers among university professors, who were trained by the trainers of the Center for Excellence in Teaching from the University of Pristina and by the trainers of the HERAS project with international support in September and October 2022. These trainers are trained on many topics including learning theories, learning styles, classroom management, presentation skills, student assessment, design of learning outcomes (taxonomy of Bloom's), interactive teaching techniques, inquiry-based teaching, active and interactive university teaching, problem-based learning, action research, and syllabus design. Now the trainers are trained to hold trainings and are able to organize trainings in their assigned fields for the UUHP academic personnel.

With their help, the center aims to offer the first trainings during **December 2022 - April 2023**.

Determining other activities

Based on articles 4 and 5 of the CTE functioning regulation and within the legal framework of its activities, this center in the second development plan presents activities giving rise to a more fruitful and functionalization service. These activities require the senior management and other actors support, who will benefit if the center performs successful work. The development of mutual plans with other centers of excellence and with the municipal Directorate of Education in Prizren would help coordinate market demands with the center's services. The cooperation of the center with other offices of the university, such as the office for ERASMUS, the industrial advisory board, and the office for academic affairs, are also important.

The first meetings are planned to be organized in **February-April 2023**.

The annual development plan of 2022-2023

Based on the data as mentioned above, CTE has drafted the initial development plan of 2022-2023, proclaimed in the development plan and the training calendar plan below.

Activities	Naiming	Realization period	Realization
Functionalization	CTE office	Beginning of December 2022	The economy building
	Administrative official	End of December 2022	Temporal official
	Budget allocation	New fiscal year	pending
Training	Learning styles	December 2022	2gr/15prs
	Skills for managing challenging situations in the classroom	January 2022	
	The skills of presenting and conveying information	February 2022	
	Interactive methods of lectures	March 2022	
	Active learning	April 2022	
	Other teachers' requests		
Cooperation	Meetings with MDE	February 2023	
	Other University meetings with CTE	February 2023	
	Meetings with ERASMUS office	April-May 2023	