



LEPL Shota Meskhia State Teaching University of Zugdidi

2017 Report

Table of Content

1. 2017 Report-----	3
2. Mission -----	3
3. Activity-----	4
4. Improvement of Management Mechanism-----	5
5. Promotion and Implementation of Internationalization-----	6
6. Internal Quality Assurance Mechanisms-----	7
7. Improvement of the learning environment (constantly renewing material technical base, learning and teaching methods ,finding sources of funding)-----	8
8. Promotion of Research Projects-----	10
9. Improvement of Educational programs, promoting life-long learning. Students statistics from various perspectives -----	10
10. Promotion Mechanisms for raising staff qualifications-----	15
11. Promoting Student programs -----	17
12. Implementation of Career Services (creating students', employers' and undergraduates' data base)-	18
13. Memorandums-----	19
14. Teaching University Development Strategy -----	19

1. 2017 Report

Shota Meskhia State Teaching University of Zugdidi (hereinafter-University) was founded pursuant to the order №145 as of July 13, 20017 of the Government of Georgia as the unity of three independent educational institutions - Zugdidi Branch of Ivane Javakhishvili State University of Tbilisi, LEPL Zugdidi Professional Lyceum, LEPL Senaki Agrarian-economic College with completely different missions.

The higher educational institution was named after the famous Georgian historian and public figure Shota Meskhia. As a result, Shota Meskhia State Teaching University of Zugdidi was set up in accordance with the order №122 as of May 15, 2008 of the Government of Georgia.

Pursuant to the order №182 as of October 9, 2009 of the Government of Georgia the university was identified as the Teaching University and its name changed into Shota Meskhia State Teaching University of Zugdidi

LEPL Shota Meskhia State Teaching University of Zugdidi was reorganized as non-entrepreneurial (non-commercial) legal entity of the private law as envisaged in order №456 as of December 1, 2011 of the Government of Georgia.

In accordance with order №185 non-entrepreneurial (non-commercial) legal entity of the private law- Shota Meskhia State Teaching University of Zugdidi was reorganized as a legal entity of public law- Shota Meskhia State Teaching University of Zugdidi.

2.Mission

University plans to develop highly competitive and qualified staff with the threshold standard and competences for the domestic and foreign markets oriented towards Georgian and world culture values as well as democratic and humanistic ideals in compliance with the interests and requirements of the region. The institution inspires to build optimism and future faith, create quality and different effects to become a regional center of education, the most preferable partner for both employers and employees, place where the employed will be able to maximize their capabilities, the center of economic attraction in the region which aims at introducing innovations in academic process to make sure that academic teaching equalizes with European standards and gain foothold as a highly efficient, flexible and rapidly developing institution.

Shota Meskhia State University of Zugdidi gives new scientific staff members as well as teachers opportunities to be retrained, contributes to maintaining training and research conditions in compliance with the fastest growing market demands and through constant modification of the educational programs.

3.Activity

Teaching University is a union of students and professors-multifunctional educational and scientific institution, which establishes the unified academic, vocational, educational and research space with the collaboration of the students, professors, teachers and researchers.

The unified space is based on three principles:

1. Academic freedom
2. Freedom of conscience
3. Freedom of choice

Teaching University is based on the recognized principles and approaches which are considered as the fundamental foundation of the activity and approved in the educational sphere.

The activity of teaching university is based on declared principles and important experience of management. As a foundation of a decent society, it is ready to set up educational centre, which will always provide labor market with qualified graduates, contribute to their professional and personal development and make valuable contribution to the wellbeing and development of the country.

The University conducts activities in pursuit of better education following the education reforms in compliance with revised provisions and orders approved by Academic Council and the Senate as well as Universal - Legal Acts and Methodologies published by the University in a manner prescribed by law of Georgia on "Higher Education", "Vocational Education", laws of Georgia and this statute. It opens its doors to all stakeholders either professors or students regardless of race, skin color, language, sex, religion, political views and other outlooks, nationality, ethnicity and social origin, property status and social rank, residence, citizenship and academic position.

The University carried out set forth activities in accordance with the strategic planning priorities and envisaged mission goals

1. Improvement of Management Mechanism
2. Promotion and implementation of internationalization
3. Internal Quality Assurance Mechanisms
4. Improvement of the learning environment (constantly renewing material technical base, learning and teaching methods ,finding sources of funding)
5. Promotion of Research Projects
6. Improvement of Educational programs, promoting life-long learning. The statistics of students from various perspectives.
7. Promotion Mechanisms for raising staff qualifications
8. Promoting Student programs
9. Implementation of Career Services (creating students', employers' and undergraduates' data base)
10. Memorandums

4. Improvement of Management Mechanism

The University supported implemented international projects and activities carried out within its framework were used for strategic purposes. Accordingly, in 2017 the university conducted activities by means of additional structural units (see annex 1) to maintain contribution to internationalization, Student services and career development and lifelong education. In addition, for the purpose of integration of quality assurance functions into the management process the number of structural units of quality specialists in professional and academic fields have increased, what is more, a new practice manager for modular / dual vocational education programs had been appointed. This serves to ensure close connection between strategic objectives and operational tasks of the University, as well as implementation quality centered management.

The University Administration stipulates optimization of structural units to better manage staff scheduling and ensure management effectiveness. In terms of assessment of resources, regulations, ongoing and planned activities in regard with renewed authorization standards, the university constantly held expanded meetings, which was attended by university staff, students, and employers.

5. Promotion and Implementation of Internationalization Process

A structural unit "Career Development Center" was created, within the framework of the international program „KASEDE" which is guided by staff retrained within the scope of the same project. Five staff was retrained, including three academic and two administrative. In addition to this, within the framework of "KASEDE" the university course was created and approved as optional discipline.

Students', employers' and undergraduates' data base was created within the scope of „KASEDE" project and studies in different directions are still underway.

"Foreign Language Learning Center" was first established as a structural unit within the framework of the international project „PICASA" and it functions under coordination of trained staff of the project. Out of 5 trained staff three is attributed to academic staff but another two-administrative. In addition, the document "Internationalization" and English Language Training Course was created within the framework of the project.

A structural unit "The Centre for Continuing Education (Student Service Center)" was established within the scope of the international project „DARE". 5 personnel were retrained including three academic and two administrative employees.

In addition, student service laboratory was created within the scope of the project "DARE" where audio and video lectures are available for people with special needs (physical and mental) Student's mothers (a special room in accordance with kindergarten standards), special teaching programs, graphs, electronic lectures for IDPs. E-learning method (mixed) was first introduce and then approved.

The new laboratory has been created within the framework of the international project of "STAR" that aims to improve student-oriented learning of academic personnel through modern methodologies.

In the frames of the international project of “INTEGRITY” the plagiarism procurement regulations are ongoing where elaboration and implementation of methodologies and mechanisms for identification and elimination of plagiarism is planned.

Two students from the University participated in the exchange programme through competition in the frames of the international project of Erasmus + 2017. Shota Meskhia State University of Zugdidi has partners of the leading universities of Georgia, as well as universities of the EU member countries (Poland, Portugal).

It is planned to continue and extend partnership relationships within the Erasmus + program.

6. Introduction of the internal mechanisms of quality

The activities of the University quality assurance service are based on the planning-implementation –check and act cycle, where the semester surveys have been conducted for students, as well as administration and academic personnel to improve the teaching quality in accordance with existing methodologies and criteria. Development and action plans have been developed based on the results of the survey results, where the process of implementation are developing including the introduction of electronic management system , electronic system of learning process management, electronic document turnover system .

Assessment of the learning outcomes of educational program components has been compatible with the Order No. 3 / N of the Minister of Education and Science of Georgia. Consequently, the level of assessment of the student's learning outcome was modified (assessment system) in all academic educational programs applicable to the university.

Recording of the acts and correspondence issued in the university which is carried out in accordance with the existing legal norms of information, case proceedings and archival spheres. These norms apply to all the system of documentation created at the university, establishes governing documents and uniform rules for citizens' letters for faculty and other structural units.

Implementation of case management was processed in order to increase the participation of all structural units, the purpose of accounting and execution of documentation, implementation and archiving .

Improvement of the learning and teaching methods

The weekly meetings of professors and teachers have been planned at the university, sharing the experience of work and other activities in the lecture / group and planning ways to improve their teaching quality.

Exchange lectures in the professional direction were conducted in Senaki and Zugdidi with the purpose of conforming to the assessment , sharing the experience, evaluation of the assessment instrument in terms of its form and content.

The consultation hours for students enrolled in academic staff working hours scheme were outlined in the study table, and the monitoring was carried out regularly.

7.Improvement of the learning environment (constant perfection of material - technical base, improvement of the teaching and teaching methods, finding financing sources)

Constant renewing of material-technical base

In 2017, the students' common housing was put into operation on base of University's Zugdidi University in accordance with regulations developed. The management group was created.

Designing the completion of rehabilitation of Senaki base dormitory is underway by the Educational and Scientific Infrastructure Development Agency, as well as partial amenities of the adjacent territories, fencing of agricultural landscapes and garage of agricultural vehicles. Construction of beekeeping workshop is planned for the purpose of adding modular professional education program. The project is designed.

The full rehabilitation of the kitchen , bathrooms and heating system was carried out in the university, It has also planned to strengthen the greenhouse and livestock farm through the

introduction of new technologies. The project about transportation delivery device of manure has been designed.

The project of lift designing was completed in Zugdidi and Senaki. It has been planned to arrange the first floor adaptive environment for people with disabilities in Zugdidi, as well as purchase and arrangement of laboratory of the tooth supplier for a dental technician .The rehabilitation of existing medical cabinet is also supposed.

The interactive tablets of modern technologies are purchased, as well as electronic system of learning process management, electronic table recording of the personnel presence (electronic table with magnetic cards).Providing study materials and tools to ensure the learning process.

Acquisition of the scientific laboratory equipment for the supply of integrated modules (chemistry, physics, biology)

In order to improve the educational process of subjective and modular educational programs, the study materials / tools have been purchased such as : engineering (a welder, a carpenter, a electrician, tiler), art (a dancer), health care (a practitioner nurse, a pharmacist assistant), agrarian (a farmer, a chef), business administration (An accountant, an office manager) .

Reinventurization of the funding library has conducted for the purpose of releasing from extra copies of diseased, obsolete, unprofessional (unemployed) literature. There is a Library Catalog, that has all necessary equipment like a searching library and a reading hall ; Today there are 6659 library resources in the university in Zugdidi and there are 1312 library resource in Senaki; Registration journal; Catalog arranged by the library principles.

University Library – 6420 searching cardboards of drawers in Zugdidi and 254 searching cardboards in Senaki.

The University of Shota Rustaveli National Science Foundation and Ministry of Education and Science of Georgia are involved in the International Electronic Library Network ,thus they have free access to Elsevier's , Science Direct and Scopus bases. Electronic resources are available for university computer networks.

Integrated modules have been purchased for the implementation of educational resources (literature)

Searching financial sources

The university helps professors, administrative staff and students to find sources of funding for institutional and research development.

Promotion of scientific research projects

University annually publishes workshops, funding scientific projects and publications:

In 2017 the annual scientific conference of professors and students was held, The collection of works , scientific conference materials, monographs was published : Khachapuridze L. Speech of Georgian Orthodox parish (phraseological and lexical units); Sosialia M. and others. Marketing in small business; Bignishvili T. Chitanava L. Western literature;

The academic staff has been financed for participation in the international conference within the budget envisaged for research.

In 2017 two international conferences were held at the University, an international conference dedicated to Rustaveli's anniversary ;

International Scientific Conference (Economics, Business and Tourism: Development and Innovations) dedicated to the 10th anniversary of the university.

The University hosted scientific picnic at Senaki base within the framework of the "Science and Innovation Festival 2017" initiated by the Ministry of Education and Science of Georgia.

The academic picnic was presented by 13 tents, Ilia State University, Akaki Tsereteli State University, Millennium Challenge Fund, National Center of Korneli Kekelidze Manuscripts, "Lego Education", Zugdidi Technopark, Shota Meskhia State University of Zugdidi . Number of picnic visitors exceeded 1000.

9. Improvement of Educational programs, promoting life-long learning. Students statistics from various perspectives

In 2017, there were 519 active students at the university academic programs. The number of students enrolled in the mobility increases annually in the university. In the reporting year, the autumn mobility enrolled by 50 students. In order to assess the implementation of the program, polls were conducted by students, academic personnel, alumni and employers.

Preparation of Bachelor's educational programs and management graduate educational program of business administration is underway for the accreditation purposes, taking into consideration the new standards of accreditation with modern requirements.

Preparation an educational program is under way ,which includes determination of the strategy for elaborating higher professional curriculum programs , a strategy for the development of mechanisms for recognition of informal education and taking into account the possibility of assigning the associated quality.

Professional direction

Number of professional students enrolled in 2017: Spring reception -178, Autumn reception - 379 (Zugdidi-249, Senaki-130) Total 557; By the end of 2017 the number of professional students amount 747.



In 2017 the University implemented vocational education programmes : which of 16 was based on professional standards and 6 was based on framework documents and 1 Vocational Education Program based on professional standards.

Vocational education programs developed on the basis of the framework document those were modified based on the order of the National Center for Educational Quality Enhancement.

Professional educational programs developed on the basis of the framework of document that have been prepared to add new vocational education programs in the 3rd cycle "Information Technology", "Accounting" (Zugdidi and Senaki Base) and "Computer Network Administrator" (Zugdidi Base) . The memorandums were also signed with the employer organizations, and the relevant auditors were provided with the standards.



Standard letter of the Agreement has been concluded for the fulfillment of a new model of teaching to pilot the course of professional orientation between the UNDP Project (Registration Number N1293) and Shota Meskhia State Teaching University of Zugdidi, "Modernization of Vocational Education and Extension Systems in Agriculture". On January 30, 2017, the Coordination group was established on the basis of the Order (N01-01 / 05, 30.01.2017), which carries out various planned activities of the project.

Component 1 - Work-oriented teaching Introduction

Theoretical results of modules that are envisaged through training plan by students are effective for practical competences. Their withdrawal to the objects carried out since April 2017.

Instructors work together with the leading teacher of the theoretical issues to study the process of learning. They also get information on the criteria to be fulfilled (importance of the sequence of criteria, seasonal maintenance of the module results, etc.);

On May 26, 2017, Teaching university participated in the organized event on the framework of work-based teaching program "conscious awareness" by the Ministry of Education and Science of

Georgia in Poti within the professional program of "berry crops" . The booklets were printed, fruit and berry crops and their products were prepared .

A Tripartite agreement was signed between the University of Teaching, the employer and the vocational education.

Professional students were distributed on selected facilities: "Agro Sakhli", LLC "Gemiani" ,LLC "Keskia"

16 professional students are currently enrolled in the work-oriented teaching program for the reporting period.

In August 2017, authorization experts were invited in order to increase the 20 places to 30 that was according to 2016 authorization. On the basis of the conclusion of the experts . Teaching University will additionally have 10 places on Zugdidi base for implementing 4th cycle program for the " berry crops of fruit " .

Component 2 - Integration of General Education

Candidates for vocational education were selected to the pilot integration of basic modules into general education;

People in the training who are involved in the project-administration and in a participation of teachers' training in connection with this component has been provided (Develop guidelines);

On the basis of legal acts , the changes were made and modified by the recommendation programs of the national center for educational quality enhancement . Consequently, the program has been launched since July 3, 2017.

External monitoring has been done periodically and continues to be implemented on integrated modules through Ministry of Education and Science of Georgia.

The working meeting was held where the results of the monitoring were discussed, recommendations were made and future activities were planned that was organized by the National



Center for Educational Quality Enhancement and UNDP Project "Modernization of Vocational Education and Extension Systems in Agriculture"

The university administration and project management provide regular meetings with vocational students who follow work-oriented teaching and with coordinator teachers. The meeting aims to identify problems, make the notes for further reaction and eliminating / remedies of the problems as soon as possible.

The permanent coordination / cooperation of the internal monitoring team was carried out with an external monitoring team. (coordination group created for the implementation of modular vocational education programs)

Component 3 - Introduction of Orientation Program

Teachers and assistants were selected to pilot professional orientation schools. Two professional orientation courses were implemented : gardening and animal / poultry care.

In 2017, up to 10 meetings were held with the module implementers by the monitoring and Internal Support Working Group of Vocational Education Programs. (Modular programs during the enlarged sessions of the working group were discussed the needs / problems identified during the study process, and the ways of their prevention were outlined.

In July and November of 2017, visit of external support expert was conducted. Lecture attendance and analysis took place during the visit days. Meetings were held with vocational education teachers as well as vocational students at Zugdidi and Senaki base. The meeting was both informative and consultative.

In 2017, two modules were determined by the National Center for Educational Quality Enhancement and UNDP Project "Modernization of Vocational Education and Extension Systems in Georgia" It was planned to be implemented by 2018 within the framework of professional modules. (production of vegetable crops / technical services for agriculture weapons)

Development a continuous chain of education throughout life.

Under the UN Development Program, the University has developed over 20 short-term training courses, such as : career management courses, language courses. 209 beneficiaries in 2016 and 400 beneficiaries in 2017 were trained within the framework of "Gender Equality Development" .

Service centers established within international projects provide access to continuous education not only to anyone but also to meet the intellectual requirements and interests of professional development.

The structural unit "Extension Center" was created within the framework of UNDP, where more than 2500 beneficiaries were trained and consulted.

12 beneficiaries study within the program of "Step by Step - to a Better Future" project of the EU and the Austrian Development Agency and within the framework of the sub-program of the "Convicts (Detainee, Freedom Restricted, Conditionally Exempted and Convicted) . The following short-term training courses are implemented: "Tiler", "Welder", "Cisco Electrician "

10. Promotion Mechanisms for raising staff qualifications

The number of university academic personnel increases simultaneously with the implementation of new educational programs. In 2017, 35 academic staff and more than 80 invited professors are actively involved in educational activities and scientific projects at the University.

New employees were selected for the new educational programs through the competition, taking into consideration professional experience and relevant qualifications.

In 2017, the rules for the academic personnel were developed and the conditions were defined. Identification of affiliated professors occurred. Accordingly, the academic personnel loading scheme was changed and approved.

Improvement of existing mechanisms (professional questionnaires, reversal mechanisms, evaluation of performance, self-confidence, satisfaction research) are being undertaken to enhance and develop professional qualifications of university academic personnel and other personnel.

In the university educational programs have grown both academically and professionally according to the strategy. The number of university staff has increased.

In 2017, 36 academic personnel were employed at full working hours, 43 were invited professors and teachers.

67 Zugdidi base and 31 Senaki base are highly skilled personnel who are serving modular and subjective vocational education programs.

The number of administrative and other personnel employed in administrative-structural units amounts of 75 in the university .

More than 60 professors - teachers have been trained and mastered the latest methodology of teaching.

The National Center for Educational Quality Enhancement systematically organizes various trainings in both the Center and the University in order to facilitate professional training and professional development of vocational education programs. In 2017, three teachers were trained in the center, 40 teachers were trained at the university.

Personnel employed on professional programs were retrained within the frameworks of UNDP projects. In 2017, 8 teachers were retrained in the center, 10 teachers in the university.

The university has developed and implemented various forms of incentives to increase motivation within the personnel management policy, as well as various scholarships and social benefits for students. In 2017, 19 scholarships were used by the state scholarship.

The IDP's livelihood provision agency will provide vocational students enrolled at Teaching University within the framework of the "Socially Vulnerable IDP Vocational Education Support Program" that supports for travel expenses (from home to college) since 2016.

About 30 IDP students who have been enrolled in 2016-2017 during the course of the program will reimburse transportation expenses during the study.

11. Promoting Student Programs



Student self-governance is actively involved in the management of the University and plays an important role in its development.

It is necessary to recognize the students as partners for further improvement of the

democratic system of governance which will increase their responsibility and necessary involvement in a management. In this direction, student counseling will be created in parallel with the representative bodies envisaged by the legislation and the statute.





The budget of the university is envisaged and includes financial support of student support programs, including: student conferences, social projects, promotion mechanisms, summer and winter schools, care for student oriented environment, supporting students' creative activities.

In 2017 the project Development of law was developed in Shota Meskhia State Teaching University of Zugdidi. The project was funded from the university budget and aimed at developing the direction of law in the university and its goal was to become closer with advanced western study and research systems.

The project envisaged cooperation between Georgia and European higher institutions and deepening cooperation (promoting internationalization).

The seminars, workshops, public lectures were conducted within the framework of the project with the participation of foreign and Georgian professors.

Two interdisciplinary readers (constitutional justice, private and civil law) were prepared.

Summer and winter school projects were implemented in 2017.

In 2016 the university choreographic ensemble was founded and its participation in national and international competitions were provided.(China, Batumi, Tbilisi, Zugdidi, Bulgaria). Charity concert was held "Help for socially vulnerable families".

The university supported and implemented the project "Georgian universities for the Georgian armed forces" by public lectures for military servicemen.



12 Implementation of Career Services (creating students', employers' and undergraduates' data base)

In 2017, 50 students were trained in the Career Development Center within the course of the course. The students were offered consultation on job seeking issues, professional orientation, upgrading qualifications, new qualification acquisition. Information about existing vacancies was provided. There were periodic meetings with financing, construction organizations, public schools in the region at the University .

120 students took part in weekly seminars. A survey was conducted for undergraduates of the 2010-2015-2016 to learn their satisfaction and employers satisfaction too.

Primary selection of job seekers was carried out in accordance with employer's requirements; Current vacancies have been continuing constantly to inform the undergraduates and high school students..

Employer

In 2017, the University actively cooperated with employers in creating and evaluating educational programs, while planning the components of the practice.

Employer satisfaction survey was carried out. It was planned to modify educational programs or develop new programs based on research analysis results . Their (employers) involvement in the development of strategic plan has increased.



13. Memorandums

The University Administration has signed a mutual cooperation memorandums with various organization to facilitate the establishment of students' civil and socio-cultural values. Also, up to 30 cooperation memorandums and agreements have been signed with employers to ensure the results provided by

the components of practice.

14 Teaching University development strategy

The goals , results, challenges and strategies were analyzed and evaluated by the university staff for the following strategic development priorities of the university under the Strategic Development Plan (2012-2018):

In spite of the experience of the staff in administration, periodic retraining of the administration is necessary, it is desirable to get acquainted with the international experience of management for administration; Strengthening the directions will be a priority for qualified academic personnel..

Cooperation with donor organizations and systematic trainings to increase professional level of teachers and their active participation in international projects.

Strengthening the existing incentive system that will stimulates for successful staff and students.

Improve / develop internal quality management system.

Improve learning environment and ready to make changes to the learning process.

Further updating and perfection of material-technical base.

Constant updating the library, strengthening the library network, purchasing computer programs, updating the material-technical base and arranging the latest technologies, further processing the library's automated system.

Improvement of educational process regulations and student services.

Labor market research and consideration of survey results. To develop and define the advisory groups strategy together with partner employers.

Development of educational programs in accordance with the variable requirements of the labor market (academic and professional).

Expansion of University research and creative activities.