APPENDIX C

The Categorization Process

The categorization of the tasks involved in the collaboration project derived from a process of listing and clustering. During the process of analyzing and coding the data from interviews and other documents (e-mails, meeting notes and personal notes), all the tasks and activities involved were listed.

As a result of this process, three main phase emerged based on the nature of the tasks and the time they happened. The phases and pertinent tasks for each phase are categorized as follows:

Initiation

1. Study tour
2. Discussion on the possible project
3. Collaborating
4. Exploring the philosophical aspect of adult learning
5. Exploring mutual interest
6. Exploring the similarities and differences between East and West
7. Exploring the mutual relationship
8. Developing collaboration
9. Exploring the proactive interest in developing relationship
10. Expressing interest
11. Exploring joint research possibilities
12. The interest in continuing the relationship that already developed in the past
13. Discussion on transpersonal psychology
14. Dialogued back and forth

Pre-development

1. Negotiating the project for collaboration
2. Exploring the project for collaboration
3. Dialoging the possibilities
4. Proposing the actual project
5. Suggestion for developing an on-line course
6. Proposing the on-line learning project
7. Starting an interesting on-line learning course
8. Seeking for financial resources
9. Exploring internal budget
10. Seeking budget
11. Applying for a mini-grant
12. Exploring the possibilities to get funding
13. Exploring external funding
14. Assign team member for financial support
15. Setting the team members
16. Organizing team members
17. Assigning tasks among team members
18. Proposing team members
19. Assigning task for team members
20. Assigning area of responsibilities for the team members
21. Exchanging syllabi
22. Exchanging other documents
23. Requesting course related materials
24. Exchanging prospectus
25. Mailing the documents to the counterpart University
26. Retrieving the syllabi
27. Communicating to locate the missing materials (syllabi)
28. Setting the communication method
29. Establishing the communication method
30. Suggesting for the listserv
31. Arranging the possibilities of creating a listserv
32. Proposing the listserv
33. Developing the listserv
34. Requesting the e-mail addresses
35. Follow up for the e-mail addresses
36. Suggesting to develop a discussion board
37. Discussing the needs for MOU/
38. Exploring how to draft a MOU
39. Contacting the Office of International Program
40. Drafting the MOU
41. Reviewing a standard template of MOU
42. Discussing with the Director of International Program regarding the MOU
43. Requesting advice from the Director of International program
44. Informing the counterpart about the MOU
45. Explaining the content of the MOU
46. Offering the opportunity to review the content of the MOU
47. Reviewing the MOU
48. Identifying/Informing the appropriate person to sign the MOU
49. Finalizing the draft of the MOU
50. Express-mailing the draft of the MOU to the counterpart
51. Discussing the response from the counterpart regarding the MOU
52. Signing the MOU – both sides
53. Visiting the Counterpart University
54. Exploring a possibilities of the visits
55. Proposing the visits
56. Discussing the needs of the visits
57. Exploring the discussion points during the visits
58. Scheduling the visits
59. Preparing related reading material for the visits
60. Informing the proposed visit to the Counterpart University
61. Arranging the meeting with the counterpart University
62. Reporting the results from the visits and meeting
63. Conducting training for team members
64. Informing the opportunity for a training that offered by the Technical Expert
65. Explaining the training content
66. Identifying the team members for the training session
67. Participating the training session
68. Giving feedback from the training session
69. Offering the follow up training
70. Discussing the constraints and problems during the training session
71. Preparing the technical matters
72. Identifying the computer capacity and the system
73. Exploring technical support
74. Hiring technical support personal
75. Exploring the availability technical equipment
76. Acknowledging the issue related to technical matters
77. Discussing the technical support with the IT manager at the University
78. Exploring other possibilities regarding technical matters

**Development Phase**

1. Discussion on shaping the homepage and web site
2. Exploring varies possibilities regarding the homepage
3. Designing the home-page
4. Custom designing the homepage
5. Contacting and requesting the University for the web site (address)
6. Hosting the web site/home page
7. Discussing the design with the graphic artist
8. Reviewing the design
9. Suggesting the modification of the design
10. Applying the home page design
11. Informing and explaining the design to counterpart University
12. Requesting comment and suggestion
13. Finalizing the homepage design
14. Coordinating with the web-designer
15. Linking sites in the home page
16. Attaching documents in the homepage
17. Negotiating for conferencing software
18. Linking conference software to the homepage
19. Informing and explaining how to use the conferencing software
20. Discussing the curriculum content
21. Exploring various possibilities in designing the curriculum
22. Exploring the key concepts
23. Drafting the curriculum content
24. Reviewing the draft
25. Informing the draft to the Counterpart University
26. Finalizing the draft
27. Posting the draft into the homepage
28. Discussing the co-designing process
29. Co-design the curriculum

For each phase the listing was collapsed based on the commonalities inherent in the tasks. The following subcategories emerged. Numbers in parenthesis represent and correspond to the tasks as listed in the first iteration.

Initiation
Exploring the collaboration (1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17)

Pre-development:
Negotiating and exploring the possibilities (1,2,3)
Proposing the actual project (4,5,6,7)
Seeking financial resources (8,9,10,11,12,13,14)
Setting the team (15,16,17,18,19)
Exchanging syllabi and documents (20,21,22,23,24,25,26)
Setting the communication method (27,28,29,30,31,32,33,34,35)
Drafting and signing the MOU (36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51)
Visiting the Counterpart University (52,53,54,55,56,57,58,59,60,61)
Conducting initial training for the team members (62,63,64,65,66,67,68,69)
Technical preparation (70,71,72,73,74,75,76,77,78)

Development
Designing the homepage/web site (1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19)
Co-designing the curriculum (20,21,22,23,24,25,26,27,28,29)
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE “US UNIVERSITY”
AND
THE “ASIAN UNIVERSITY”

The “US University” (thereafter referred to as “US U”), represented by its President or Provost, and the “Asian University”, represented by its vice-chancellor, have agreed to the following terms:

1. That this MOU is intended to facilitate all exchanges and cooperative initiatives between the universities in the area of instruction, exchange, development, research, and community service.

2. That the parties recognize that implementation of any agreement will depend upon the academic interest and expertise of individual faculty members and upon the availability of financial resources. Accordingly, joint institutional goals will be accomplished in accordance with separately negotiated College and Department level implementation agreement (IA)

3. A variety of cooperative approaches shall be employed, such as

   Exchange of Undergraduate and graduate students

   Exchange of faculty members

   Exchange of research personnel

   Technical assistance and/or training

   Exchange of scholarly and pedagogical materials

   Joint Research
Other cooperative efforts set forth in separate Implementing Agreements. (IA)

4. That the initial focus of this linkage agreement will be upon development of an on-line computer-conference course. Adult Development and Learning East and West (also piloting the course and monitoring the process to develop a possible prototype process model for others).

5. That financial and/or funding consideration shall become the subject of specific discussion and agreement within the framework of a separate Implementing Agreement negotiated at the College/Departmental level. No financial commitment whatever on the part of either signatory to this document is intended or implied.

6. That specific projects to which this MOU may lead be subject to joint and periodic evaluations by appropriate authorities within the respective universities.

7. That this MOU will be in effect for a period of five years and is subject to revision or modification by mutual agreement. It is also understood that either institution may terminate the agreement upon one year’s notice. It is assumed that such action would be taken only after mutual consultation in order to minimize potential inconvenience to the other party on the agreement.

8. That such Memoranda of Understanding are not intended to be legally binding documents. Rather, they are meant to describe the nature and cooperative intentions of those institutions involved, and to suggest guidelines for cooperation. Nothing, therefore, shall diminish the full autonomy of either institution, nor may any constraints be imposed by either upon the other.

PPPPPPPPPPPPP MM MMMMMMM
President Vice-Chancellor
The “US University” The “Asian University”

Date: 12/18/1998 Date: 1/18/1999
Description of the Buildings

1. Administration Building

Welcome to the Administration Building & Help Center!

From this Directory you can access a biography, photo, and contact information for team members, students, faculty, and guest speakers as well as other human resources who have agreed to be available for dialogue.

Directory of Human Resources
  • Team members
  • Faculty
  • Students
  • Guest and other human resources

If you need assistance with technical matters, the help center can help you.
HELP DESK (under construction)

2. Classroom Building

Linked to the conferencing software.
3. Chat

Welcome!

Periodically during our time together you may want to "chat" with each other. A "chat" allows you to dialogue with one another synchronously (that is, in real time). You can announce a time when you would like to chat with others or you can just visit the area periodically to see if anyone is chatting. A special chat space has been set aside in the classroom building for you use. Should you want to chat, CLICK here. Once you arrive, you will need to click on "Virtual Chat." This procedure will link you to that special chat space.

4. Library and Resource Center

Welcome to your Library and Learning Resource Center!

From this navigation site you can access libraries, bookstores, as well as other reference sites.

CLICK AND GO!:

<table>
<thead>
<tr>
<th>Link to Libraries:</th>
<th>Links to other sites:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The “US University” Library</td>
<td>Amazon.com</td>
</tr>
<tr>
<td>“Asian University” Library</td>
<td>Barnes and Noble.com</td>
</tr>
<tr>
<td>Library of Congress</td>
<td>Other relevant sites:</td>
</tr>
<tr>
<td></td>
<td>UNESCO</td>
</tr>
</tbody>
</table>

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5. Cultural Center

Welcome To Cultural Center!

While you are here you can explore general information about the United States of America and the “Asian Country”; the two countries involved in pioneering this collaborative Online Learning.
At this center you can also obtain important current news on the countries, universities, and upcoming live and cyber conferences.

- General Information About the United States
- Current News on the “US University”
- Current News on USA
- General Information about the “Asian Country”
- Current News on the “Asian University”
- Current News on the “Asian Country”
The Curriculum: Initial Draft

The “US University/"Asian University”
On-line Course
Adult Learning & development: East and West

Course Content:

This course consists of several modules, For the piloting purpose, the course will introduce Module I, entitled: Philosophical Foundation, which include the following two sections:

i. Background of Philosophy/introduction, background to Philosophical Foundation
ii. Learning from east and west.

Background of Philosophy/Introduction, background to Philosophical Foundation

Four main topics will be discussed in this section;

i. Tripartite and classification of philosophy (What is philosophy)
   Ontology,
   Epistemology
   Axiology
ii. Why study philosophical foundation (theoretical & practical)
iii. What is the meaning of philosophical foundation – the three concepts:

   adulthood, adult development and adult learning
iv. What do we mean by “Eastern: and “Western” perspective and how does this link together

Learning from East and Western Philosophies

This section will introduce specific Philosophies/Philosophers

East: SSSSSS and others

West: Socrates/Plato
   Dewey
   Others

Discussion will focused on the similarities and differences from the two different perspective and the main three concept that underlining the whole course: adulthood, adult development and adult learning.
## Module I (Introduction)

### Topic I

Understanding Philosophy: Eastern & Western

- i. What is philosophy
- ii. Why study philosophical foundation (theoretical & practical
- iii. What is the meaning of adult, adulthood, adult development, adult learning from Eastern & Western perspective.

### Topic II:

Philosophy: East and West

- i. Discussion of Eastern Philosophy with emphasis on XXXX selected philosophers and their contributions to our understanding of adulthood, adult development and adult learning:
  - SSSSSS
  - Others
- ii. Discussion of Western Philosophy with selected philosophers and their contribution to our understanding of adulthood, adult development and adult learning:
  - Socrates/Plato
  - Dewey and others
The Description of the Curriculum Posted on the Conference Site

Codesigning the Curriculum
Background

Literature on internationalizing the curriculum is increasing, but most deals with the infusion of global content from one culture to another. Collaboration in higher education and on-line learning is also on the increase, but collaborations between universities in different countries and cultures in the joint development of curriculum is a gap which our project is addressing.

Aim

The topic of adult development and learning is one which lends itself to creating a space for dialogue about our understanding of “Eastern” and “Western” perspectives on humanity. Consequently, this learning opportunity aims more at deepening our knowledge and understanding of the similarities as well as differences in our ways of perceiving, interpreting, and experiencing. Less emphasis will be placed on achievement and performance as emphasized in traditional course formats.

A complementary aim is to experience an on line virtual learning environment. Toward that end a simulated campus named “Asian U/US U” has been graphically designed and will serve as our home page. The campus, which depicts individuals from both cultures, houses 5 buildings or areas: The classroom, Administrative building, Library/Resource Center, Cultural Centre, and the Chat Area.
To access the campus go to the following URL xxxxxxxxxxxx
There one will also find descriptions of each building (forthcoming after we receive your response to ZZZZZZZ communication).

Format & Content

We would think that about 8 modules may be needed to cover the expansive territory of adult development and learning. What do you think? We have here a draft of Module One: Philosophical Foundations of Adult Development & Learning. Please review and discuss among yourselves and then communicate with us any suggestions you might have. As you can see, Topic II on Eastern philosophy will be yours to develop although we would be glad to give input should you like (especially given the burgeoning of transpersonal studies in this country). As you can see, we still must flesh out together the accompanying
plans and activities we would like to design. We will also need to develop relevant bibliographies, identify relevant internet/web sites which could be accessed, identify potential guest speakers, reading material, photographs or sketches we would like to upload. Also helpful might be a glossary of terms, relevant quotes, etc. and anything else you can think of. For us to be able to discuss and dialogue matters with each other, you must go to the left side bar and click on "Communications" and from there click on "Discussion Board."

Module 1:
Philosophical Foundations of Adult Development & Learning

Topic 1
Understanding Philosophy: Eastern & Western

i. What is philosophy
ii. Why study philosophical foundation (theoretical & practical)
iii. What is the meaning of adult, adulthood, adult development, adult learning from Eastern & Western perspective

Topic II
Philosophy; East & West

i. Discussion of Eastern Philosophy with emphasis on Indian selected philosophers and their contribution to our understanding of adulthood, adult development, & adult learning:
   * SSSSSSSSSS
   * Please identify others

i. Discussion of Western Philosophy with selected philosophers and their contribution to our understanding of adulthood, adult development & adult learning:
   * Socrates/Plato
   * Dewey & others
Vitae

Omar Abdull Kareem