



COEHRE COUNCIL SKYPE MEETING 19 NOVEMBER 2015

1. Apologies

Jen: due to computer problems

2. Approval minutes council meeting September 2015

Approved

3. Look into Council Actions September 2015

To be looked into individually

4. Staff conference 2016 – Derby

4.1. Programme-Speakers

Wednesday 13th April		
09:00-10:00	How to make best of YOUR COEHRE	Jen and Liisa will plan this
10:00-12:00	Learning from each other through benchmarking processes – internationalisation in action	Karen and Griet will present this together with their benchmarking colleagues in Metropolia, Han, Karolinska, Turkey, Portugal, etc. They will present as a group. Jeroen will send the names to Liisa
16:30-17:10	Keynote: Innovative methods for learning, teaching and curriculum development: Developing core values for present and future	Ulla-Maija will contact Brian Williams
17:10-17:50	Keynote: Sensitivity towards diversity: Reducing social and health inequality in practice	Attila will contact Judith Okely first and if she wouldn't be available Marc Johnson will be contacted

Thursday 14th April		
! Ulla-Maija and Attila can only participate in the Staff Programme after 14:15 !		
10:00-10:15	Petcha kutcha summary on COEHRE Academy activities	Isabelle will ask Filip
10:15-10:45	Keynote: Collaborative curriculum development, research and quality assurance	Liisa will contact Dr Karvinen
Managers' day	Managers' programme	Jen and Jeroen will plan this
		Jen and Jeroen will discuss whether they could use Dr Karvinen in the managers' programme before Liisa contacts him

11:45-13:15	Parallel workshops	Ulla, Attila and Jamie who are contacting the key speakers will also ask about the availability of the KN speaker to lead a parallel workshop on Thursday.
		Jamie will arrange persons who will chair the parallel workshops as council members are not available
14:15	Networking opportunity	Liisa, Célia, Ulla and Attila will plan the moderation of “Networking opportunities sessions”
	Networking: Research Interest	Liisa and Célia will plan the research workshop
	Networking: Collaboration interest	
	Networking: International coordinator interest	

Friday 15th April		
09:00-09:45	Keynote: Embedding core values: Evaluating student professional behaviour in practice	Jamie will contact HCPC and ask for a speaker
10:00-11:20	Parallel sessions	Jamie will arrange persons who will chair the parallel sessions
15:00-15:45	Keynote: Becoming an inspiring coach: skill capacity building for academic staff in respect and solidarity	Jamie contacted Julie de Witt and will get in touch with her again to see whether she would be available to do the workshop. If not, Bill or Paula could do it.

It was suggested to give better instructions to Workshop Speakers as in the past participants have complained that the workshop resembled more to a keynote.

4.2. **Wednesday: Pre-conference**

4.2.1. *How to make the best of your COHEHRE?*

Facilitators: Jen Lewis Smith and Liisa Koskinen

4.2.2. *Learning from each other through benchmarking processes – internationalization in action*

Facilitators: Jen Lewis Smith and Jeroen Martens

4.2.3. *Coehre Academy*

Facilitators: Ulla-Maija Seppänen and Attila Dobos

4.3. **Thursday: Managers' Day**

Sharing best practices, good examples of benchmarking and quality assurance were put forward as key subjects of this meeting. It was proposed that participants prepare a SWOT-analysis of their institution. Sharing information on funding opportunities is another subject that could be touched.

→ Jen and Jeroen will exchange ideas on the Deans' meeting and list 4 subjects with direct interest for the deans.

→ Isabelle will assemble e-mail addresses deans, so that J & J can target them directly

Facilitators: Jen Lewis Smith and Jeroen Martens

4.4. **Thursday: Networking Opportunity**

→ Attila will bring some ideas to the table to start everything off

4.4.1. *Research interest*

Facilitators: Célia and/or Liisa

→ Isabelle will inform Horizon 2020 participants of this networking opportunity

4.4.2. *Collaboration interest*

Facilitator: Attila Dobos

4.4.3. *International coordinators' interest*

Facilitator: Ulla-Maija Seppänen

4.5. **Friday: Parallel Sessions**

4.6. Abstracts

Seven abstracts have been received already. Jamie could find someone to help with the review process.

→ Guidelines for presentations should be highlighted on the website

4.7. Registration form

→ On conference website registration form it should be stated that pictures will be taken and only used within Coehre.

4.8. Conference website

Website will be updated soon and will be made more dynamic. The booking process will be up soon.

→ Liisa will have a quick look through the website and tell her opinion.

4.9. Conference Budget

→ The new budget sheet will be forwarded to Isabelle and Jen by Jamie

4.10. Conference Survey

→ Attila will forward list of remarks to council for them to add their remarks/improvements concerning the survey

5. **Student conference 2016 – Derby**

Facilitators: Ulla-Maija and Attila

5.1. *Programme*

Students can meet with local council and commissioners thanks to Derek.

Other team members are looking into which sites could be visited.

Jasminder set up a charity in derby to help women escape from arranged marriages. She is on the list as speaker for students. Karma Nirvana is the name of the charity.

→ Attila will get in touch with Jill Scofield who is in charge of the Student conference. He will put Ulla in cc

5.2. *Accommodation*

→ Tara will provide an update on student accommodation next week.

5.3. *Tutors*

→ Derby to add accommodation and travel for up to 3 tutors in Budget sheet (it is preferred though that they would come on Erasmus/Staff Exchange)

5.4. *Student network*

→ It was suggested to have a contact 'student' person at the institutions, so that information for students are dispersed to all the students

6. Conference 2018

Jeroen announced that Arteveldehogeschool Gent would like to host the conference in 2018.

7. COEHRE Website

→ Jen to review the website texts by next week.

→ Isabelle looks into staff feedback on activities

→ Jen will write a text to explain what exactly the dissemination part of 'Research and innovation development is about. An explanatory text will be needed for the managers' section as well.

8. Newsletter

TOPICS	
Message from the president	Jen
Call for abstracts	Isabelle
Conference Derby 2016	Isabelle
Student conference Derby 2016	Attila
Coehre Academy updates	Filip

9. Future council meetings

START	FINISH	PLACE
Wed 06.01.16 – noon	Fri 08.01.16 – noon	Ghent, Belgium
Mon 21.03.16 - 10am Belgian time SKYPE MEETING	12am	
Tue 12.04.16	Fri 14.04.16	Derby, UK
Wed 15.06.16 – noon	Fri 17.06.16 – noon	Ghent, Belgium/Setúbal, Portugal

→ Isabelle will check prices for flights and accommodation to see whether it would be feasible to have the June council meeting in Setúbal. This should be communicated to Célia by next week.

10. Any other business

ACTIONS SEPTEMBER 2015

Derby speakers	Derby/Liisa	(1)Wait for the Derby Organising Team for suggestions on Keynotes/Workshops. When they find interesting speakers, we could use them, if not, we could contact the suggested speakers. (2)Liisa will assure the balance of nationalities of speakers.
Derby Deans' meeting aka Managers' day	Jen/Jeroen	Exchange ideas on the Deans' Meeting.
		List 4 subjects with direct interest for the deans.
	Jen	Jen will write to the dean of Semmelweis to get involved, as he has all the contacts. If they would hold a conference, Coehre could do a presentation or hold a deans' meeting.
	Isabelle	(1)Assemble all e-mail addresses of the deans, so that Jen and Jeroen can target them directly.
Networking opportunity: - research - collaboration interest - international coordinators' interest	Attila	Will bring some ideas to the table to start everything of
Derby Research	Isabelle	Inform Horizon 2020 participants of this networking opportunity
Derby Abstracts	Derby	(1)Guidelines for presentations are always available on the conference website but nobody seems to read this. Highlight it, so it can't be missed on the Abstract part of the website.
		(2)Abstracts reviewing: Derby is welcome to add some researchers to help out.
Derby Student Conference	Isabelle	Adapt conference guidelines for student conference: up to 3 tutors from other countries than the host can be funded. Food will be provided for them during the conference, anything outside that is paid for by themselves.
	Jamie	Accommodation and travel for tutors could be budgeted on student conference. Some could come on Erasmus/Staff Exchange.
	Isabelle	Arrange a meeting in Derby to discuss Student Conference in October. Look into how many people the council can send to the above meeting in October
	Ulla-Maija	Will think of how it might work, in next meeting it will be decided how to proceed.
Pictures	Attila	Will contact the rector for approval of using his picture on the website
	Isabelle	(1) Check pictures in the newsletter
		(2)On conference website registration form it should be stated that pictures will be taken and only used within Coehre.
	Ulla-Maija	Copyright and ownership of pictures: a document should be signed by photographers that Coehre has the right to use the pictures.
Coehre website	Isabelle	Look into staff feedback on activities
Coehre website: Research and innovation development	Jen	Will write a text to explain what exactly the dissemination part is about. An explanatory

		text will be needed for the managers' section as well.
Conference 2017 Setúbal	Célia/Jen	Jen will write a 'thank you for accepting to host the conference in 2017 in Setúbal', Célia will translate it and forward it to the dean.
Conference survey	Attila	Forward list of remarks to council for them to add their remarks/improvements concerning the Conference survey
	Council	Have the remarks/improvements ready for the next meeting. Send the remarks to Isabelle in order for her to list them and hand them out to the council.
Conference 2015 Budapest	Isabelle	(2)Transfer profit Budapest conference to Semmelweis and keep Jen posted so that she could thank them.
Academy	Council	(1)Minimal requirements should be written down in order to use our logo. 'Facilitated by the Coehre network' should be mentioned on those courses. (2)Other tools for dissemination of academy plans should be looked into (website, dissemination part)
Academy Task Force	Ulla-Maija/Filip	Pour requirements/criteria into a proposal mentioning that each member on the Task Force will serve a term of '3' years. Every 3 years there will be a new election.
	Filip/Academy person/Ulla/Liisa	Will meet up in January in Ghent to discuss the issues above. No travel for the extra person can be booked unless it has been discussed with Jen.
	Filip/Ulla	Send proposals for discussion by 8.11.2015
	Isabelle	Add agenda point to the January meeting: Form academy proposal for its functioning
	Council	How to manage research? Prepare a plan for January that could be brought to the research group at the conference
Attracting new members	Isabelle	Ask International Coordinators of member institutions to invite some people of their partner institutions to join the conference at member price.
	Jen	Propose to GA to offer low membership cost to certain countries perceived as low living cost countries. Potential risk: 2 members Estonia and Hungary will pay half but we have the potential to gain €850 from different countries adding 'new blood' to Coehre. They could participate at €850.
Coehre as Dissemination Network	Jen	Create a proposal for minimum requirements

COMMENTS ON THE CONFERENCE SURVEY – FACILITATED BY ATTILA

<p>1. In how many sessions did you participate?</p>	<ul style="list-style-type: none"> • Is it evident what do we mean by „sessions“? • Perhaps if we mark the total number (... out of X), it would be more concrete...
<p>2. Please tell us your general impression of this conference: „Was the theme relevant to your work, as an educator?“ “Will you come again next year?“</p>	<ul style="list-style-type: none"> • The question itself may not be relevant for certain percent of the participants, i.e. managers, people of research interest, etc. we should add a not relevant column or let them make it empty • It’s up to many condition besides the intention we are curious about...we should articulate this more precisely, e.g. would you like to join...
<p>3. How satisfied were you regarding the organization of the conference :</p>	<ul style="list-style-type: none"> • Shouldn’t we ask about the website as well? like: handiness/usefulness/ user friendliness of the conference website
<p>4. Regarding the programme, please tell us How was the balance of different kind of sessions in the conference?</p>	<ul style="list-style-type: none"> • Again: I don’t think this question is clear for everyone or has the same meaning for everyone • Perhaps it would be instructive to know whether parallel programs created problems or not...e.g. could you participate in all events in which you would have liked to
<p>5. What was the relevancy of the content to your practice?</p>	<ul style="list-style-type: none"> • I think we should list here events only for the purpose of practical relevancy... not all of them are this kind
<p>6. What was the scientific relevancy of</p>	<ul style="list-style-type: none"> • Same as above...e.g. our dean’s and Czibere’s speech had nothing to do with science...I’m afraid
<p>open questions</p>	<ul style="list-style-type: none"> • are welcome! ☺ but some of them could be formed into Likert-scales...e.g Q10: how satisfied....



Learning and Practicing Respect and Solidarity for All

COEHRE Annual Conference Programme 2016: STAFF PROGRAMME (19.11.2015)

Wednesday 13 April 2016	Thursday 14 April 2016	Friday 15 April 2016
<p>8.30 Registration opens</p> <p>Pre-conference activities for networking (open for all attending members)</p> <p>9.00 – 10.00 How to make best of YOUR COEHRE (Jen Lewis-Smith & Liisa Koskinen)</p> <p>10.00 – 12.00 Learning from each other through benchmarking processes – internationalisation in action (Names will be received from Jeroen)</p> <p>12.00 – 13.00 Break</p> <p>13.00 – 15.30 COEHRE Academy (Ulla-Maija Seppänen & Attila Dobos)</p> <p>16.00 – 16.30 Opening ceremony</p> <p>16.30 – 17.10 Keynote: Innovative methods for learning, teaching and curriculum development: Developing core values for present and future (Bryan Williams: Ulla-Maija will contact)</p> <p>17.10 – 17.50 Keynote: Sensitivity towards diversity: Reducing social and health inequality in practice (Judith Okely: Attila will contact)</p> <p>18.30 Reception</p>	<p>09.00 – 10.00 General Assembly</p> <p>10.00 – 10.15 Petcha kutch summary on COEHRE Academy activities Filip Dejonckheere</p> <p>10.15- 10.45 Keynote: Collaborative curriculum development, research and quality assurance Dr Ikali Karvinen, Diaconia UAS, Finland</p> <p>10.45 – 11.45 Refreshment and poster presentations</p> <p>11.45 – 13.15 Parallel workshops Chairs from Derby?</p> <ol style="list-style-type: none"> 1. Innovative methods for learning, teaching and curriculum development (Bryan Williams) 2. Sensitivity towards diversity reducing social and health inequality in practice (Judith Okely) 3 Embedding core values: Evaluating student professional behaviour in practice (Health Care Professional Council) 4. Staff development: becoming an inspiring coach – Skill capacity building for academic staff in respect and solidarity (Bill Whitehead/ Paula Crick) 5. Developing collaborative research (Celia Soares & Liisa Koskinen) <p>13.15 – 14.15 Lunch</p> <p>14.15 – Networking opportunity Research interest (Celia Soares & Liisa Koskinen) Collaboration interest (Attila Dobos) International co-ordinator interest (Ulla-Maija Seppänen)</p> <p>17.00 Social programme according to the registration</p>	<p>MANAGERS DAY</p> <p>Shared curriculum development and research and quality assurance from the management perspective (Jen Lewis-Smith & Jeroen Martens)</p> <p>09.00- 09.45 Keynote: Embedding core values: Evaluating student professional behaviour in practice (Health Care Professional Council: Jamie will contact)</p> <p>10.00 – 11.20 Parallel sessions (Chairs from Derby)</p> <p>11.20 – 11.45 Refreshment and poster viewing</p> <p>11.45 – 13.05 Parallel sessions (Chairs from Derby)</p> <p>13.05 – 14.00 Lunch</p> <p>14.00 – 15.00 Students' presentations (Ulla-Maija Seppänen & Attila Dobos)</p> <p>15.00 – 15.45 Keynote: Becoming an inspiring coach: Skill capacity building for academic staff in respect and solidarity (Dr Julie de Witt, University of Derby, UK)</p> <p>15.45 – 16.15 Closing ceremony</p> <p>18.30 – 23.00 Dinner & Dance</p>

Learning and Practicing Respect and Solidarity for All

Subthemes	Speaker/ Workshop leader	Responsible person
1. Innovative methods for learning, teaching and curriculum development: Developing core values for present and future	Bryan Williams Hanze Hogeschool	Ulla-Maija
2. Sensitivity towards diversity: Reducing social and health inequality in practice	1. Professor Judith Okely, University of Oxford, UK 2. Mark Johnson, UK	Attila
3 Embedding core values: Evaluating student professional behavior in practice	HCPC or NMC	Jamie
4. Becoming an inspiring coach: Skill capacity building for academic staff in respect and solidarity	Dr Julie de Witt, University of Derby, UK	Jamie
6. Shared curriculum development, research and quality assurance (Managers)	Dr Ikali Karvinen, Diaconia University of Applied Sciences, Finland Frederik de Decker, University of Gent	Liisa Jen
Developing collaborative research (Researchers)	Celia Soares & Liisa Koskinen	
Learning from each other through benchmarking processes – internationalization in action	Will give the names	Jeroen