



**Minutes COHEHRE Council Meeting
Microsoft TEAMS
15th of January 2024**

Agenda

1. Apologies

Patricia and Katja

2. Approval Minutes Council meeting

Will be sent out for approval at the next council meeting.

3. Conference

See outline in **ANNEX 1**

The following subjects were discussed:

- **Venue/Host**

Many avenues were explored. In the end, it was proposed to organise a shared conference between 2 institutions based in Ghent: Odisee and Artevelde.

- **Date**

Bear in mind the Enothe conference (15-19 October) and EAIE conference (17-20 September) to set a date. Probably in November.

- **Participants**

70-80 participants

- **Plan**

1. **Julie**-schedules a meeting with Odisee management to see whether the proposal is feasible
Isabelle-schedules a meeting with Patricia to see whether the proposal is feasible
2. **Isabelle**-schedule meeting with Jonathan to check the abstract platform
3. Decide on conference title
4. Communication plan on marketing the conference
5. Send out 'call for abstracts'
6. Dissemination in member institutions. Personal contact with members.
Approach: Each council member will phone their contacts within member institutions (5 institutions per person) in order to reach as many of them as possible with the aim to ignite the COHEHRE fire within each member institution and to prompt them into participating in the conference. (Also ask for the contact person for every dept within health care in their organisation to reach as many people as possible)
Isabelle-will make a list of the members in a shared document in which each of the council members can indicate which institution they would like to contact
Council-get in touch with members

- **Possible speakers/training leaders**
Isabelle-sends out an invitation to the committee members to send in their proposals

- **Result poll on top 3 training sessions**
 11 people responded.
 It was decided to stick with the original idea of the following training topics:
 - Simulation as a learning method
 - Living Labs
 - Integration AI in teaching + online assessment

- **Call for Scientific Committee Members**
 A call has been sent out in the last newsletter for more Scientific Committee members. Even though we should have enough SCMs to review the abstracts, it might be good to have a bigger group to assist in the organisation of scientific activities.

- **Student involvement**
 The idea was to open a few vacancies for users s.a. students (no Student Conference at the same time) since the focus lies on developing something for students.
 - *Number of students*
 Depending on the training facilitator's view.
 Still 5 students/training or more? 70/30 staff/student ratio?
 - *Requirements for registration*
 Facilitator of training could set criteria or rules (2nd year bachelors? Preparation?...)
 - *First come first served basis*
 - *Invite partners to bring a few students to present something*

- **Call for abstracts**
Isabelle-Gets in touch with Jonathan to see whether it is working and to plan a meeting.

To be discussed at the next council meeting, once we know the host(s):
 - Publication in indexed journal (this way Portugal could join + added value for participants)(António as supplement edition: 3 best articles/presentation, publish full article in there)
 - Adjusted assessment criteria: quantitative/qualitative
 - Abstracts: mix of sharing good practice/development

- **General assembly: Co-creating the future of COEHRE**
To be discussed at the next council meeting:
 - Brainstorm moderated by expert in brainstorms
 - Discussing future of the consortium. Creates more ownership. Council hears the members.
 Do you like the symposium? What do you like about the student activities?
 Have an expert in brainstorm sessions. Who? Suggestions?
Isabelle-gets in touch with Filip for what concerns an expert in brainstorms
Council-invited to propose some names as well

4. Activities

Isabelle-asks teams for folders with activity description and registration instructions.

Isabelle-ask Filip about the DiSI (Diversity and Social Inclusion) for students to be organised in Autumn as well? Where?

António-sends application link for activity spring

To be looked into at the next council meeting:

STUDENTS SPRING 2024		
April	BIP-Social Transformation	ESSNorteCVP, Portugal
	Challenges of the Future in Pediatric Rehabilitation	IPS,Portugal

STUDENTS AUTUMN 2024		
	BIP-Creating Digital Approaches for equitable access to mental health	IPS, Portugal
	BIP-Interdisciplinary program on palliative and end-of-life care	Artevelde, Belgium
	DiSI???	

STUDENTS SPRING 2025		
	BIP-Social Transformation	ESSNorteCVP, Portugal
	BIP-Diversity and Social Inclusion	

STAFF SPRING 2024		
	Inspiration for future leaders in higher education	
	Living Labs	
	Crisis in the classroom	Online

STAFF AUTUMN 2024		
	Conference	Turku UAS?
	BIP-Happy Power	OAMK, Finland

STAFF SPRING 2025		
	Inspiration for future leaders in higher education	
	Challenges of the Future in Pediatric Rehabilitation	IPS,Portugal
April	Symposium	FH Campus Wien Austria TBC

5. Annual report

To be discussed at the next council meeting:

Discuss what should be mentioned in the Annual Report.

Message from the council	
Changes in the council	End of term: Ester Elected: Julie and Katja
COEHRE	New Structure
Symposium	
The numbers	
Our team	
Towards 2024	

6. New Structure implementation

To be discussed at the next council meeting:

- Is the current team big enough to implement the new structure?
- Send out call for committee members?
How to get the institution passionate to invest time in COEHRE as people want hours from their institution to invest in COEHRE?
Not that many people are doing it out of their heart anymore.
Why should management keep on investing in COEHRE?
 - improves and strengthens profile of organization
 - strengthen scientific profiles
 - attract students
 - innovation
 - help to strengthen education profile
 - networking
 - develop alliances
 - increase scientific profile
 - share experiences, expertise and good practices
 - staff growth in professionalization
- **Announcement for people to come into the committees.**
When you are a member, fee might be different when you are an active member.
Explain more clearly why you should be a member? They don't know what is expected from them to do.
- **Marketing strategy**
- **How to reach teachers in the institutions**
 - Ask contact person: how do you distribute COEHRE info to the teachers?
 - Other contact needed to reach other depts?

7. Budget 2024

To be discussed at the next council meeting:

Set budget for 2024. (not possible for this meeting since the bookkeeping hasn't been updated and checked yet)

To be considered:

- Fees that are paid need to cover running costs.
- Each activity should bring in some money to get savings.
- Go for cheap hosts not expensive host to get money.
- Augment savings. Increase the fee in 2025.
- Ascertain the needs of the members.
- Activities that serve different groups of people within the institutions.
Bigger return on membership fees.
- Increase members
- Budget sheet should include percentage for COEHRE

8. Planning Council meetings

It was decided to set a monthly meeting.

Isabelle-will send out a Doodle with date proposals.

9. Marketing plan 2024

To be discussed at the next council meeting.

- Get website up-to-date
- Introduction video of COEHRE incl. new changes

ANNEX 1: CONFERENCE OUTLINE

WEDNESDAY				THURSDAY			FRIDAY							
CREATING BIP	TRAINING 1	TRAINING 2	TRAINING 3	TRAINING 1	TRAINING 2	TRAINING 3	09:00-10:30 Parallel Sessions + E-posters							
							PS1 6xPS	PS2 6xPS	PS3 6xPS	PS4 6xPS				
							10:30-11:00 Coffee break + snacks							
							11:00-12:30 Parallel Sessions + E-posters							
							PS1 6xPS	PS2 6xPS	PS3 6xPS	PS4 6xPS				
							12:30 Round table + pitches							
							Coffee break							
							Closing 15'							
							General Assembly Co-creating the future of COHERE		Preparation pitches					
							17:30 Keynote							
18:30 Dinner on site														

TRAINING TOPICS

1. Simulation as a learning method
2. Living labs
3. Integration AI in teaching + online assessment

GUIDING PRINCIPLES CONFERENCE

- Training + Conference: added value
- Training 1/2/3 with students & staff (ex: 50%/50%)
- Sessions (sharing good practice + educational research): abstracts review to oral communication + E-Poster
- Dissemination opportunities: abstract publication in indexed journal (RIIS + 3 full articles publication)
- Co-creation as a method
- General assembly

1.1. Conference approach

2-in-1 CONFERENCE

1. Specific training on topic of choice
+ certificate of that training
3 different trainings on 3 different topics + 4th track on Creating BIPS
Participants will need to select their topic of choice to participate in.
2. Conference incl. KN, networking, scientific programme, round table, outcomes
+ certificate for conference

Students?

- Open up a number of vacancies for users s.a. students (no student conference at the same time) since the focus lies on developing something for students
- Invite partners to bring a few students to present something (maybe 5 stu per training)

The conference is based on co-creation, stakeholders involved, DiSi project will be continued but only for this year independent from conference.

1.2. Training sessions

A call has been sent out to the members to voice their Top 3 out of the 6 possible training subjects:

- Simulation as a learning method
- Living Labs
- New skills for future competences
- Integration AI in teaching + online assessment
- Community of practice + social innovation
- Internationalisation @ home

TO DO! Look into possible speakers for all of the subjects above (more info on the subjects can be found below).

1.3. Creating BIPs

Brainstorm:

- Group could result from partners
- Bring people with or without experience
- DAY 1 AM: prep, formalities, how you go about it
DAY 1 PM: people with common interests, possible themes, form a team
DAY 2: work on competences to be developed, end up with BIP document that could be coordinated by someone, submit it by one of the organisations.
- Requires specific marketing.
Question from COEHRE to members: 'Who is the person within your organization interested in creating BIPs?' Let them know that they could apply for staff mobility for training. Fund participation in conference because of training.