



## MINUTES COHEHRE COUNCIL MEETING

Ghent Belgium

2<sup>nd</sup> - 4<sup>th</sup> of September 2015

### 1. APOLOGIES

### 2. APPROVAL MINUTES

#### 2.1. Skype Council Meeting June 2015

Approved.

When going through the action list, new ideas were put forward concerning the Deans' Meeting and the increase of the Coehre visibility by means of a Pop-Up stand or speech at conferences.

<b>ACTION</b>		
	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 disperse them to the council.
	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.
	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.
	Isabelle	(1)Assemble all e-mail addresses of the deans, so that Jen and Jeroen can target them directly. (2)Transfer profit Budapest conference to Semmelweis and keep Jen posted so that she could thank them.

### 3. STAFF CONFERENCE 2016 – Derby, United Kingdom

The European theme 2016 hasn't been announced as yet. Therefore Europe Direct has been contacted directly and came back with the following suggestions:

- European Year of Identity and Solidarity 2016
- European Year on Combating Violence against Women

A brainstorm took place trying to combine both titles in order to be in sync with the European Theme 2016, when announced.

### 3.1. Conference themes and subthemes

Heads were put together, ideas voiced and listed resulting in the following Theme and Subthemes.

DATE: 13-15 April 2016

THEME: Learning and Practicing Respect and Solidarity for All

SUBTHEMES:

#### 1. **Innovative methods for learning, teaching and curriculum development for core values and competences**

- Lifelong learning process
- Learn for the future
- Global responsibility of the teachers teaching the students.
- Gamification

#### 2. **Sensitivity towards diversity reducing social and health inequality in practice**

- Intercultural issues
- Human rights
- Entitlement (to service delivery), related to social economic status (inequality act UK).
- Access to health
- Effect of globalization: not sharing the same risk in different societies in Europe in terms of Wilkinson's theory 'distribution of resources in relation to distribution of health'.
- Applications.

#### 3. **Embedding core values: Evaluating student professional behavior in practice**

- Practice placement evaluation
- Self-evaluation
- Feedback
- Student follow-up system (interesting to hear how it works in other depts.)

#### 4. **Staff development: becoming an inspiring coach – Skill capacity building for academic staff in respect and solidarity**

- Becoming and being a role model
- How to become a role model and embody the attitudes you want the students to have
- Skills for teachers are passion and the ability to inspire your students to learn.
- That passion can be reflected onto the patients

#### 5. **Developing collaborative research**

### 4. **CONFERENCE ORGANISATION**

Jen has updated the council on the progress of the organization of the conference by the Derby Organising Team.

#### 4.1. Speakers

For suggestions see preliminary program.

<b>ACTION</b>	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.
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#### 4.2. **WEDNESDAY: Pre-conference**

Participants in the pre-conference will buy their own lunch, this won't be included in the conference budget. Water and coffee will be foreseen. This will be clearly stated in the conference book.

##### 4.2.1. **How to make the best of YOUR Coehre?**

Facilitators: Jen Lewis Smith and Liisa Koskinen

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

It was suggested to ask Griet de Smet or Karen van de Putte from Artevelde University to speak of their experiences with benchmarking.

Facilitators: Jen Lewis Smith and Jeroen Martens

##### 4.2.3. **COEHRE Academy**

A Hot house was suggested. This will be prepared by Ulla-Maija and Filip.

Facilitators: Ulla-Maija Seppänen and Attila Dobos

#### 4.3. **THURSDAY: Managers' Day (Deans and other managers e.g. heads of departments)**

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.

Facilitators: Jen Lewis Smith and Jeroen Martens

**ACTION**

Jen and Jeroen

Work on the managers' day program

#### 4.4. **THURSDAY: Networking opportunity**

This could probably take place in a room where several 'islands' or a kind of 'market place' could be introduced.

**ACTION**

Attila

Will bring some ideas to the table to start everything of

##### 4.4.1. **Research interest**

The facilitators will assure that people are moving into the same direction. They will ask participants to think for a minute about what they have to offer using the Petcha Kutcha method and ask examples of good practices. Subsequently, they will be put in small groups to work together. It was thought that someone with a research background could guide them such as Kris Thienpont.

Facilitators: Célia and/or Liisa

**ACTION**

Isabelle

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**

The chairing of the parallel sessions will be organized by Derby. The final number of chairs will be known after the list of accepted abstracts has been finalized. Around 9 or 10 people will be needed.

#### 4.6. **FRIDAY: Students' Newsroom/Presentation**

Facilitator: Ulla-Maija

#### 4.7. **Abstracts**

The aim is to share knowledge on every level.  
The deadline for submission of abstracts: 30.12.2015

<b>ACTION</b>	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.
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#### 4.8. **Registrations**

A special 1-day-price for Managers will be introduced for attending the Managers' day: €190.

#### 4.9. **Conference budget**

A budget sheet has been submitted by the Derby organizing team, which could be adapted after obtaining the information discussed at the council meeting.

#### 4.10. **Conference website**

<http://www.derby.ac.uk/health-and-social-care/news/events/coehre-2016/>

### 5. **STUDENT CONFERENCE**

Theme: Diversity and social exclusion

#### 5.1. **Accommodation**

Accommodation at a range of prices is being looked into by the Derby organizing team. It was suggested to set up a FB page for couch surfing. Students from Derby could support and help planning the couch surfing. Students will plan their own accommodation.

#### 5.2. **Tutors**

The amount of tutors needed depends on the amount of student groups. In Budapest 5 groups needed 5 tutors. These tutors are needed for their expertise to run Keynotes and Workshops. A lecturer from Derby, Ulla-Maija and Attila will count as 'one' as they will need to split themselves up between the Student and Staff conference.

#### 5.3. **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.

<b>ACTION</b>	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.

## 6. GRANTS

At this moment, the grants system works in the following way:

- 10 staff grants of each €500, with a maximum of 3 per institution  
€375: goes towards the registration fee  
€125: goes towards travel/accommodation
- 6 student grants of each €300, with a maximum of 3 per institution  
(Bear in mind that 1 student per institution won't need to pay the registration fee)  
€200: goes towards the registration fee  
€200: goes towards travel/accommodation  
→The amount of €125 (travel/accommodation) will be transferred in the applicant's account after sending the Coehre office the flight confirmation.
- The grants are only accessible to full members, who have paid their membership fee.
- An application form containing the following details is sent to the COEHRE Office by the 10<sup>th</sup> of January 2016:
  - Name of participant(s)
  - Contact details (telephone number, email and postal address)
  - Name of their COEHRE link contact person (e.g. International Coordinator / Dean)
  - Contact details for COEHRE link contact person (telephone number, email and postal address)
- Decisions on the amount of people who will have their Conference fees paid in full will be at the discretion of the COEHRE Council.
- Decisions will be made and communicated by 1 February 2016.

The grant system will be reviewed on a yearly basis.

Grants are meant for activities of Coehre, not only conference. This means that money that hasn't been spent at the conference could be used towards Academy grants.

The list of countries entitled to a grant has been reviewed. The following countries can now apply for a grant:

Bulgaria	Latvia	Malta	Romania
Estonia	Lithuania	Poland	Slovakia
Hungary	Macedonia	Portugal	Spain

## 7. **FUTURE CONFERENCES**

2017: Instituto Politécnico de Setúbal, Portugal

## 8. **COEHRE ACADEMY**

Several courses for students and capacity building courses for staff are organized. An overview will be featured in the September Newsletter.

### 8.1. Research

It was suggested to invite people to join the task force, focusing solely on developing research within the network.

### 8.2. Academy program

The Coehre programs for students are open courses for all Coehre students.

Some courses are organized by the member institutions featuring the Coehre logo. It was noted that this could entail a potential risk of putting our carefully built reputation on the line by letting the organizing institutions use the Coehre logo without any prior qualitative control of contents of their

courses by Coehre. For these programs, Coehre functions as a platform. Having the logo portrayed on these courses is showing that Coehre is alive and networking.

**ACTION** 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)

### 8.3. Academy Task Force

There are two circles within the Academy: the Core Group and the Task Force. The core group will be meeting in January in Ghent for half a day to work out the new functioning of the Academy and will create a concrete vision as well. Nine people applied for a place on the Task Force. The question arose on how they could meet up. It was suggested to meet once a year, perhaps at the conference. Half a day could purposefully be attached to the annual conference. The criteria on being part of the Task Force will be discussed in the Academy and results will be dispersed. Two council members and two Academy members could meet up and pour the requirements/criteria into a text/list.

**ACTION** 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 Isabelle Send proposals for discussion by 8.11.2015 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

### 9. **MEMBERSHIP: ATTRACTING NEW MEMBERS**

At the moment, there is a good balance between people leaving and joining but where Coehre hasn't been successful in up to now is attracting institutions from new European countries in order to have a more diverse list of members, creating more possibilities for Coehre as well as its members. This topic has been discussed and worked out resulting in the following suggestion that will be discussed and approved/disapproved at the General Assembly in April:

Introduce a lower Membership Fee (€850) for those countries who according to the Erasmus+ European Funding Guide are deemed to have low living costs:

Bulgaria	Hungary	Lithuania	Malta	Romania
Estonia	Latvia	FYR of Macedonia	Poland	Slovakia

**ACTION** Isabelle Ask International Coordinators of member institutions to invite some people of their partner institutions to join the conference at member price.  
Jen Proposr 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.

## 10. COEHRE AS DISSEMINATION NETWORK

The idea was raised that Coehre could be part of the bidding for funding for research or Erasmus projects in order to create more visibility. When bidding for funding for research or Erasmus projects, you have to state in that plan what you are going to do with that research. Coehre could help out by inserting its name as dissemination network in that part of the application. This way a bigger audience and students could be reached as Coehre will gain visibility. It was agreed that minimum requirements should be written down in order to put this idea in practice.

**ACTION**          Jen          Create a proposal for minimum requirements

## 11. COMMUNICATION

### 11.1. Website

Website: <http://katjadee.com/koke/index.html>

The new website has been presented and discussed. The wishes for the website in the last council meeting were overviewed and remarks were taken into account.

REMARKS:

- Provide full name of Coehre
- HOME
  - Instagram YES
  - Twitter MAYBE

**ACTION**          Derby          Emma Peet could maybe feed Twitter account and Facebook account with conference news
- CALENDAR
  - Google calendar for Coehre can be made and adapted by Isabelle.
- PICTURES
  - ACTION**          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.
- US
  - Change US to ABOUT US
  - How to become a member: Membership form can be deleted on the website as instead it can be added that the form can be obtained at the Coehre office: [isabelle.delariviere@arteveldehs.be](mailto:isabelle.delariviere@arteveldehs.be)
  - General INFORMATION about Coehre
  - Alliances: NACNAH,...: add the full name of abbreviation
  - Academy: More info on the Task Force of the Academy will be added after everything is decided upon. Might be good to add Pictures of Task Force and contact details.
- STAFF
  - Staff feedback on staff page as well as student feedback.

- ACTION** Isabelle Look into staff feedback on activities
- Within staff you could have a managers' section, with a link to the deans' minutes. Contact details of deans from different universities and deans' meeting minutes could be featured in that section as well. Add section in REPORTS on managers' minutes.
  - Add: Tab for Conferences: to have more info ( add it above calendar)
  - TERMS TO BE USED ON SITE  
Staff: within staff coordinators, researchers, etc.  
Deans: change into managers
  - RESEARCH AND INNOVATION DEVELOPMENT  
Add part about dissemination which is sharing knowledge. A dissemination part, called: Dissemination documents, could possibly be added onto STAFF button.

**ACTION** 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.

### 11.2. Newsletter

The Newsletter will be having a make-over in sync with the lay-out of the website.

### 11.3. Portfolio

The new design of the portfolio will be linked to the website. Pictures will be updated, text will be adapted and aims will be looked into and shortened. The idea was raised to make a Portfolio movie or PowerPoint presentation on the website. Portfolio will be updated with pictures.

A printable version of the Portfolio will be foreseen on the website.

### 11.4. Flyer

New lay-out will be linked to the website.

### 11.5. Business cards

**ACTION** Isabelle Order business cards for council members

## 12. REVIEW COUNCIL RESPONSIBILITIES

See **ANNEX 1**

- Joint leadership of the Coehre Academy: Ulla-Maija and Attila instead of Liisa
- New: Coehre research: Célia and Liisa

'This is Coehre' by Jeroen: **ANNEX 2**

## 13. DATES FOR FUTURE COUNCIL MEETINGS

START	FINISH	PLACE
Thu 19.11.15 - 10am Belgian time SKYPE MEETING	12am (invite Jamie)	
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

**ANNEX 1****REVIEW COUNCIL RESPONSIBILITIES**

<b>POSITION</b>	<b>SPECIFIC TASKS</b>
<b>President</b> Jennifer Lewis Smith	<ul style="list-style-type: none"> <li>• Key representative for the organisation</li> <li>• Steers the strategic development of the organization</li> <li>• Ensures that the organisation remains financially viable</li> <li>• Chairs Council meetings as well as the General Assembly and will have the casting vote in any deliberations</li> <li>• Manages relationships with other linked organisations</li> <li>• Prepares the annual budget for consultation</li> <li>• Organises the annual deans' meeting</li> </ul>
<b>Vice-President</b> Liisa Koskinen	<ul style="list-style-type: none"> <li>• This role is assumed by a council member in addition to other duties</li> <li>• The main role is to deputise for the President</li> <li>• May be invited to take on defined tasks by the President</li> </ul>
<b>Treasurer</b> Jeroen Martens	<ul style="list-style-type: none"> <li>• Belgian</li> <li>• Works closely with the Office Manager to ensure effective and efficient operational financial management of the organisation</li> <li>• Acts in accordance with the Council's decisions regarding financial matters.</li> </ul>
<b>Annual Conference Coordinator</b> Liisa Koskinen	<ul style="list-style-type: none"> <li>• Responsible for planning and coordinating the programme for the annual conference according to the agreed conference theme and sub-themes or pillars e.g.</li> <li>• Contacts and books speakers, informing them of what they will be entitled to in the way of travel and other expenses etc.</li> <li>• Internationalisation</li> </ul>
<b>Annual Student Conference Coordinator</b> Ulla-Maija Seppänen Attila Dobos	<ul style="list-style-type: none"> <li>• Ensures that the student conference is planned to run alongside and intersect with the Annual Conference, that a dynamic and interesting programme is planned for the students and that they have an opportunity to interact with locally based students, organisations and cultural events.</li> </ul>
<b>Annual Conference Scientific Programme Coordinator</b> Célia Soares Liisa Koskinen	<ul style="list-style-type: none"> <li>• Responsible for coordinating and issuing a call for abstracts for papers and posters on the key themes of the annual conference</li> <li>• Coordinates the evaluation of submissions by a team of experts from the membership</li> <li>• Coordinates parallel session content at the conference.</li> </ul>
<b>Publication/Marketing Coordinator</b> Ulla-Maija Seppänen	<ul style="list-style-type: none"> <li>• Publicises aims and achievements of the organization</li> <li>• Raises the profile of the organization</li> <li>• Emphasizes the diverse work that Coehre undertakes apart from the yearly conference</li> <li>• Communicates an advertising or marketing brief to an external organisation or consultant.</li> </ul>
<b>Joint Leadership of COEHRE Academy</b> Ulla-Maija Seppänen Attila Dobos	<ul style="list-style-type: none"> <li>• Coordinates activities in the Academy</li> <li>• Organises ICHCI preparation seminars, Capacity Building workshops and dean's seminars</li> <li>• Generally creates an environment and helps to create partnerships for educational development and research between partners can develop</li> <li>• Nurture and manage new ideas for evaluation, research and publication between partner organisations</li> <li>• Two Council Members take on these duties in addition to general council duties. These council members will be assisted in the leadership academy by two co-operating members.</li> </ul>
<b>Liaison Social Care/Well-being</b> Célia Soares Attila Dobos Jeroen Martens	<ul style="list-style-type: none"> <li>• Inclusion in the conference/Coehre</li> </ul>
<b>General Secretary</b> Jeroen Martens	<ul style="list-style-type: none"> <li>• In addition to general council duties</li> <li>• Responsible for establishing and maintaining links with the membership through the newsletter and other correspondence</li> <li>• Responsible for ensuring notes are kept of Council Meetings and the General Assembly along with other significant meetings e.g. Annual</li> </ul>

	<p>COEHRE Academy Meetings as well as Dean's and International Coordinator Meetings at the Annual Conference.</p> <ul style="list-style-type: none"> <li>• Works closely with the Office Manager to ensure regular contact is kept with the membership, that membership status of the organisation is kept up to date and fees are notified and paid on time and ensures that actions agreed in the council meeting are carried out</li> <li>• Formulates dissemination of news, other communications to the membership.</li> </ul>
<p><b>Deans' Meeting</b> Jeroen Martens Jen Lewis Smith</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Coehre Research</b> Célia Soares Liisa Koskinen</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

