



Agenda COEHRE Council Meeting Ghent, Belgium 6th-8th of January 2016

1. Apologies

None

2. Minutes Council phone meeting – November 2015

All actions have been woven into the minutes below.

3. Conference 2016 – Derby, United Kingdom

3.1. [Website](#)

- The conference website needs more pictures and a good pitch on the tourist page
- Social program needs to be up and appear on the registration form as well
- The page on which speakers will be introduced is missing
- Special price for participation only in Strategic Management Meeting needs to be added to the registration form
- Registration fee option for Honorary Members should be added. They participate free of charge.

3.2. [Programme](#)

3.2.1. **Wed** – 09:00-10:00 How to make the best of your Coehre?

This will be an informal session facilitated by Jen and Liisa.

3.2.2. **Wed** – 10:00-12:00 Learning from each other through benchmarking processes

- Isabelle
- Book flights for presenters Karen and Griet
 - Contact all conference speakers for travel, practicalities and ask how they wish to be profiled in the programme eg. Dr, Phd...

3.2.3. **Wed** – 13:00-15:30 Coehre Academy

The Coehre academy core group will present this.

3.2.4. **Wed** – 16:00-16:30 Opening ceremony

This will be organized by the Rector, Dean and Jen.

3.2.5. **Wed** – 16:30-17:10 KN Innovative methods for learning, teaching and curriculum development.

Bryan Williams

Bryan agreed to do the KN.

- Ulla-Maija
- Ulla will get back to Bryan to discuss the subject and the workshop.

3.2.6. **Wed** – 17:10-17:50 KN Sensitivity towards diversity

Mark Johnson

Confirmed.

3.2.7. **Thu** – 09:00-10:00 General Assembly

3.2.8. **Thu** – 10:00-10:45 KN Collaborative curriculum development, research and quality assurance

Dr Ikali Karvinen

Dr Karvinen confirmed.

3.2.9. **Thu** – 10:45-11:45 Poster presentations

Posters will be presented like last year and will take place in the lounge. There might be 7 posters maybe less.

3.2.10. **Thu** – 11:45-13:15 Parallel workshops

The parallel workshops will be chaired by Derby

Innovative methods for learning, teaching and curriculum development	Bryan Williams	TBC
Sensitivity towards diversity reducing social and health inequality in practice	Mark Johnson	OK
Embedding core values: Evaluating student professional behavior in practice	HCPC	OK
Staff development: becoming an inspiring coach – Skill capacity building for academic staff in respect and solidarity	Julie de Witt	TBC
Developing collaborative research	Dr Ikali Karvinen Marc Warmoes	TBC

A question has been arisen from one of the participants whether it would be possible to ask the participants to do some preparatory work for a workshop. It was agreed that at the moment, this wouldn't be possible.

3.2.11. **Thu** – 14:15 Networking opportunity

It was decided to split the Networking Opportunity in only two parts being Research Space and Networking Space.

Research Space

Researchers need to meet to reach objectives. It was proposed to gather a core group together to get the Research Interest started. The names of Kris Thienpont and Derek Ward were put forward to bring on board. Kris could maybe give a sort of orientation of what is happening and act as a coach (10 min.).

Kris Thienpont confirmed.

Networking Space

Participants could talk about which networks they are involved in and its advantages. The Networking Space could facilitate participants looking for a partner.

The idea arose that participants could introduce themselves and express what/who they are looking for for their projects e.g. benchmarking, quality assurance...

In this informal session colleagues from different institutes will have the possibility to discuss some issues or mutual interests.

Isabelle

Isabelle send mail to horizon 2020 to inform about this networking opportunity

3.2.12. **Thu** – 17:00 Social Program

3.2.13. **Thu** – Strategic Management Meeting

- It was suggested to introduce a part in the program where each manager could give a short presentation about their view on how to use Coehre for seeking partnerships, support, the subjects they are dealing with, the goals they want to reach etc. It would also be a great opportunity to get to know one another.
- Seeing his background in joint degrees, Dr. Ikali Karvinen will be invited to organize a workshop in cooperation with Karen van de Putte and Jeroen Martens
- A program and invitation has been drafted, in which it will be requested to encourage researchers and partners to participate in the conference.

Isabelle	<ul style="list-style-type: none"> Send out personal invitations to the Strategic Managers and mention special price for one day participation in this meeting Ask international coordinators for the contact details of their deans of members that aren't on the list yet.
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3.2.14. **Fri** – 09:00-09:45 KN Embedding core values
HCPC

HCPC agreed and is now looking for the right person to give the keynote

3.2.15. **Fri** – 11:45-13:05 Parallel sessions
Chairs from Derby.

There might be 3 sessions instead of 4. It was decided that 2 rounds of revision should be sufficient.

3.2.16. **Fri** – 15:00-15:45 KN Becoming an inspiring coach
Julie de Witt

She would really appreciate a chat sometime about the direction of the keynote, especially as this will be her first ever keynote

Jen	Julie de Witt will be contacted by Jen to guide her on her KN and WS.
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3.3. Survey

Council	To look into the survey remarks of Attila and make sure that they are implemented in the new survey
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3.4. [Student conference](#)

Attila	Will get in touch with Jamie and Jill as the Student Program needs to be up urgently. They will also provide a text for the newsletter.
Ulla-Maija	
Isabelle	Get in touch with Jo for a Student Accommodation update

3.5. [Budget](#)

Isabelle	<ul style="list-style-type: none"> Get in touch with Jo for the missing quotes in the budget. Final budget draft should be signed by both Jamie and Jen
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3.6. [Grants](#)

Staff Grant x 10	€500 (€375 registration fee + €125 towards travel/accommodation)
Student Grant x 6	€400 (€200 registration fee + €200 towards travel/accommodation)

3.7. [Elections](#)

Jen	Elected in 2014 for 3 years
Liisa	Re-elected in 2014 for 3 years
Célia	Elected in 2014 for 3 years
Ulla-Maija	Elected in 2013 for 3 years, so up for re-election if interested.
Jeroen	Elected in 2015 for 3 years
Attila	Elected in 2015 for 3 years
Nominating committee	Suzanne: elected in 2014 for 2 years Toini: elected in 2015 for 2 years Sandra: elected in 2015 for 2 years

Isabelle	Will get in touch with Suzanne to hear whether she would be interested in the re-election.
Ulla-Maija	Is going to discuss it with her boss if she could put herself up for re-election.

3.8. [Twitter account](#)

Jen	Jen will discuss this when she will meet up with the Derby team.
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3.9. [Honorary members](#)

There will be no honorary members this year.

Isabelle	Will make a list of the Honorary Members and send them an invitation that they are welcome to participate (free registration). Eileen, Cor, Fons, Walter, Lily, Hein, Andy...
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3.10. [Abstracts](#)

45 abstracts have been received.

4. **Conference 2017 Setúbal and 2018 Ghent**

Dates for both conferences were discussed and will be proposed to the board of the schools.

Proposition Setúbal: 3-7 April.

Proposition Ghent : 9-13 April.

The idea of adding a sporty part to the conference in Setúbal was put forward. It would be a good way to learn to know each other.

Célia Jeroen	Will ask whether the proposed date would be possible for their institutes
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5. **Coehre Academy**

The Coehre Academy Core Force has met up to draft the outlines of the functioning of the Coehre Academy. Ulla-Maija and Madalena have presented their outcomes to the council.

A question had arisen concerning volunteers, who might be non-members. It will need to be written up that only a certain amount of volunteers can be accepted, that their position might be reviewed after 3 years and that it won't be possible for Coehre to pay them nor to reimburse accommodation and transport expenses.

Proposals have been discussed such as having Workshops in partner universities or other venues, the possibility of organizing Workshops in partner universities, so that they could see Coehre in action and be tempted to join as Member.

An Academy structure will be sent out concerning the two circles within the Academy.

Work force will share and use their resources and experience that has been built. Task force are working on voluntary basis. Célia and Liisa could maybe use some ideas for research and could propose suggestions if any.

It was asked how future council meetings should be structured if the Academy meeting would be held parallel to the council meeting. It was suggested that it could maybe be a day longer. This way Academy and Research could both meet up then. It was suggested to look back over the past 3 years financially and see whether are not the defined budget for the Academy has been used fully. Another idea could be using the Helsinki meeting as the Research meeting as then all the people would be gathered there already.

The meeting of the Academy Task Force in April could be on Wednesday morning.

Ulla-Maija and Attila Isabelle	Will write guidelines and send it to the council to tweak. <ul style="list-style-type: none"> • Will look into the Academy budget, budget proposal and actually spending • On agenda next meeting: discuss the volunteer document • Create a pro-forma for Workshop leaders to fill out: amount of participants, subject, date, place, and summary of the contents of the course, the focus and how it went. This template can be sent to the course
Jeroen	Will send the Volunteer Document that Artevelde has drafted
Academy Task Force	Will make an organogram or mind map
Madalena	Will send the Academy structure about the two circles: core and task force

6. Annual Report

TOPICS	
General overview	Jen
A review of 2015 - Key achievements	- highest amount of participants - highest amount of students and abstracts - start of the restructure of the academy - no European funding for IP's but coped to do some without it with success
Key issues for Coehre to address in 2016	Jen/Liisa - new structure of the academy - supporting the new research network - webpage
Budapest conference evaluation	See article Célia in newsletter
Coehre academy - Budget - Publication: ulla maija has something written in accordance with Eipen, might be good to put it in.	Attila Ulla-Maija
Financial Report 2015	Isabelle
Membership status	Isabelle
Office report	Isabelle
Council member activities	Isabelle
Council meetings	Isabelle
Auditors report	Christine
Nominating committee	Suzan, Toini, Sandra

7. Website

The website text has been reviewed and the council has filled in the missing parts.

As our webhost Webkings has sold his business, a new webhost will take over, being www.popcom.be

It was suggested to go to a content management system for the website as this will make it more user friendly when something would need to be adapted on different pages. Attila will take the lead on the website in order for the website to be transferred to the host server within 2 weeks. The deadline for the website being up and running has been set in February.

Isabelle	<ul style="list-style-type: none"> • Will make a spreadsheet containing all the info that needs to appear on the website and will send the result to Jen who will check it and send the result to Attila • Academy Research Network will need to be added • Strategic Managers should come under staff • Get in touch with the new webhost for domain name etc.
Attila	Will get in touch with the web designer to formulate our ideas.
Council	Adapt personal profile on website. It needs to be shorter, in I-form

8. Newsletter

It's been suggested that the workshop leaders write an article about their workshop/seminar.

Message from the president	Jen
Coehre Conference Derby	Jamie
Coehre Academy updates	Ulla/Attila
Elections	Isabelle
Summary council meeting	
Student conference	Wachten op meeting derby 27/01
Experience Jeroen board	Jeroen
Launch of Website	
Research platform	Liisa (zie mail)

9. Partnerships

It was agreed that Coehre at the moment could only be a supporting partner, not a strategic partner. Its role will be limited to facilitating, dissemination, get people in touch with one another and support. In return we might get free expertise, free speakers, etc.

A policy will need to be written up, stating that all applications need to be sent to the Research Platform. When a request for a Partnership application comes in, more details will be asked as well as what is expected from us concretely. For now it has been decided to decline full partnership and accept supporting partnership. The key point of contact for applications will be Jen.

Council Isabelle	Create a clear policy on partnerships <ul style="list-style-type: none"> • Add the new policy to the website • Check whether Coehre can receive money from applications that will be disseminated to its partners or members
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10. Council meetings

START	FINISH	PLACE
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	Setúbal, Portugal