



MINUTES COHEHRE COUNCIL SKYPE MEETING
9th of June 2015

1. APOLOGIES

No apologies

2. APPROVAL MINUTES

2.1. Council Meeting April 2015 (Budapest)

Approved

2.2. Approval minutes General Assembly 2015 – Budapest, Hungary

Approved

3. DATES FOR FUTURE COUNCIL MEETINGS

START	FINISH	PLACE
Wed 02.09.2015 - noon	Fri 04.09.2015 - noon	Ghent, Belgium
Wed 06.01.2016 - noon	Fri 08.01.2016 – noon	Ghent, Belgium (too expensive to meet in Derby)
Mon 21.03.2016 -10am		SKYPE
Tue 12.04.2016	Fri 15.04.2016	Derby, UK
Wed 15.06.2016 - noon	Fri 17.06.2016 - noon	Ghent, Belgium/Setúbal, Portugal

4. EVALUATION COHEHRE CONFERENCE 2015 – Budapest, Hungary

4.1. Participants' evaluation

The general impression at the Budapest conference was a very positive one. The Staff evaluation results have been discussed and points of improvement were voiced. It was raised that the survey could benefit from an overhaul as to keep it up-to-date and clear. Proposals will be prepared for the September meeting. A new survey will be created during that meeting.

ACTION	Attila	Forward list of remarks to council for them to add their remarks/ improvements concerning the Conference Survey
	Council	Have the remarks/improvements ready before the start of the September meeting, send them to Isabelle in order for her to list them and disperse it to the Council
	Ulla-Maija	Forward Student Evaluation to council

4.2. Deans' Meeting

A very positive outcome as a result of using topics requested by the deans. The Deans' meeting has been evaluated and suggestions were put forward:

- More diverse subjects
- Learning from each other about general management, the way staff are recruited
- Research
- Translate the enthusiasm and ideas into something vast whilst being at the conference as once out of the creative bubble, the ideas fade fast without any productive outcome
- More networking
- A two parts' program:
 - 1: Deans' meeting
 - 2: Networking, developing joint degrees, curriculum development
- Strategic Managers only: Strategic Management Meeting
- Special price € 190 + paying extra for final Dinner/Dance and Social Program participation if the cost of the extras would exceed the special price.

ACTION	Jen Jeroen Jen	Exchange ideas and put together a list with proposals Contact Sandor about Semmelweis being interested in facilitating a deans' meeting with Eastern Europe
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4.3. Internationalisation

Even though the general feeling was a positive one, it didn't reflect in the survey. In the survey, it was suggested to communicate more about the pre-conference.

4.4. Conference budget

The council is very pleased with the positive result.

ACTION	Jen Isabelle	Will send a mail to thank the organization team Will send the result to the council
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4.5. Academy meeting

The format of the Academy Meeting had been adapted in order to involve more people and to break down the 'exclusivity' barrier. The new format in the form of a Market Place has been a good experiment and well received. The main remark was to communicate more about the pre-conference.

5. CONFERENCE 2016 – DERBY, UNITED KINGDOM

5.1. Planning time/schedule

The conference will take place in the week of the 11th of April.

5.2. Theme & Subthemes

One of the remarks in the survey was to steer away from the European theme. If the council would like to follow this idea and step away from the European theme, this should be raised at the General Assembly. If next year, the feeling lingers, the council will explore this possibility.

As the EU hasn't announced the European theme 2016 as yet, no theme, subthemes nor speakers can be decided upon.

The University of Derby has many specialties that could be somehow introduced in relation to the theme such as compassion focused therapy, simulation, mentoring and leadership, etc.

5.3. Student Conference

The student conference has a continuing theme. The idea was raised to do something around deprivation as a result of closing the coalmines.

Accommodation is the main problem at the moment. The possibilities are now being explored by the organisation team in cooperation with Ulla-Maija.

ACTION	Ulla-Maija	Could maybe meet with the organization team in Derby and help where necessary
	Isabelle	
	Isabelle	Get in touch with Jamie for Submissions. Send them details submission form.
		Ask Jamie for a Promofilm of Derby that could be featured in the newsletter

5.4. Internationalisation – Academy Meeting – General Assembly

At the next face-to-face council meeting it will be decided how to proceed with Internationalisation and the Academy.

5.5. NEW: Researchers' Meeting

It was suggested to add new part to the conference in which researchers can talk about their research topics and look into how to structure it.

The proposal was to dedicate a part of Wednesday to networking and finding research collaboration. Researchers could prepare a Petcha Kutcha about the topics they are dealing with at that point of time, present it and maybe find collaborators for this.

6. CONFERENCE 2017

2017: Instituto Politécnico de Setúbal, Portugal

7. REVIEW COUNCIL ROLES AND RESPONSIBILITIES

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

	<p>COEHRE Academy Meetings as well as Dean's and International Coordinator Meetings at the Annual Conference.</p> <ul style="list-style-type: none"> • 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 • Formulates dissemination of news, other communications to the membership.
<p>Deans' Meeting Jeroen Martens Jen Lewis Smith</p>	<ul style="list-style-type: none"> •

8. COEHRE ACADEMY

An update on several future activities has been provided. The full list of activities will be featured in the upcoming newsletter.

ACTION Isabelle Isabelle will disperse the list of activities as soon as it is in her possession

9. NEWSLETTER

The Newsletter will be sent out by the end of June or the beginning of September, depending on the announcement of the European Theme 2016.

TOPICS	
Message from the president	Jen
Call for abstracts (stick to December)	Célia
Evaluation conference Budapest 2015	Célia
Theme/subthemes/dates Conference 2016	Isabelle
Student conference dates 2016	Attila
Coehre Academy upcoming events	Filip
Article Anja Stofberg blog	Isabelle
Feedback on deans' meeting <ul style="list-style-type: none"> • Subjects that were discussed • Future 	Jeroen
Student conference reviews (taken from Student Survey)	Isabelle

10. ANY OTHER BUSINESS