

## **WELCOME Minutes, meeting Bilbao May 2015**

### **SUNDAY 10 May 2015**

Frans welcomes all Steering Group to the meeting and hopes we are going to have a fruitful meeting.  
Special thanks to Carmen as our host in Bilbao.

### **EMEU CONTRACT**

A contract model has been provided by a Horizon College partner.

#### **Actions**

- Frans to send model to all EMEU partners
- All to fill in, sign, stamp and return original by mail and snail mail

### **MINUTES**

Minutes of meeting 1 in Hoorn, The Netherlands

Minutes kick-off meeting in NL review, everyone was happy with the changes!

Dropbox is a back-up facility; only Steering Group members will use DropBox.

(See appendix 1 for DROPBOX configuration)

#### **Actions**

- Frans: to place the minutes of meeting 1 and 2 on Dropbox and website.  
to upload all project-related documents onto DropBox and website  
to update the logbook with actions agreed upon

### **MEETINGS dates**

Kuopio 9-12 November 2015

Bridgwater to be decided (Jon)

Munich to be decided (Markus)

### **INTERIM REPORT**

The Dutch National Agency announced that in June Brussels would inform all agencies on the contents of the interim reports in KA2.

#### **Actions**

- Frans to inform all EMEU partners on KA2 requirements for interim reports
- Rea to contact Peter Luijten from Dutch National Agency to ask feedback on modules on EMEU website

## **DEVELOPMENT and experiences with MODULE 1**

The conference should start with all partners telling the EMEU project group about their experiences so far. What goes well, what needs to be improved?

There are a number of items that need attention. The following actions were agreed upon:

### **Actions**

- Jon      to collect data from partners during the meeting and upload Module 1 overview on DB  
             to use the data to ask EMEU partners for Quality Assurance evaluations
- Frans    to monitor and boost the developments in the ICT teams  
             to make an overview of numbers of students attending the modules  
             (See attachment 2 Overview of sending and receiving partners)
- All      Option:  
             to upload timetable for the module can be added as a pdf document when uploading the module description to the website. Likewise with pre-tasks, drawings or other additional information for participants.

### **Action**

Louise    to describe how the above can be done

## **ECVET**

Rea provided all partners with a two-pages leaflet on Learning Outcomes. She has not received feedback from all partners. The soft skills are to be integrated into the module description. Rea will present the VERB – list during the BILBAO meeting and answer questions

Markus presented his verb list as used in e.g. Automobility and AutoMovet

### **Actions**

- Rea      to update the Module description with section on soft skills
- Louise    to upload updated module description on the website

## **EVALUATION, QUALITY AND MODULE ASSESSMENT**

The following was agreed regarding the evaluation of the modules:

The staff and students evaluation documents will become SurveyMonkey (SM) questionnaires to be filled in by staff and student (-s) at the end of a module;

**Action** Jon      to indicate when the SM-link will become available for students

The paper-based version of the students evaluation can be used to ask students questions in the video interview

**Action** ALL      to make a 2-3 min video promoting the “success” of the module  
             Louise    to upload the videos onto the EMEU website

The EUROPASS document is a compulsory Erasmus+ document. The assessment should follow national standards. If there are no national standards, Carmen’s evaluation sheet can be attached.

**Action** The host college to fill in section 5c and to (optionally) add the evaluation sheet developed by Carmen.

## THE EMEU WEBSITE

The website needs to be updated. It should become more clear who is authorized to do what. Louise will instruct staff during the meeting on how to upload their modules onto the website.

It should be decided by all teams who will be responsible for the uploading: one person per team, or one person for all teams.

Louise and Frans are the website administrators. They can change/update/delete/replace the various website sections.

### Actions

- Frans to update the website as agreed upon with Louise in Amsterdam
- All to decide if each team or 1 teams' representative will upload module (changes) to Website
- Louise to communicate with Frans each time either of them wish to make changes to the website.

## VIRTUAL MOBILITY

A discussion arose around the meaning of the word Virtual Mobility. Frans explains that virtual mobility means cooperation between students and staff *at a distance*. In EU documents this is called "Internationalization@home" and it comprises activities students work on in real-time or within timeslots determined by staff.

It is agreed to change the name Virtual Mobility into Virtual Cooperation as the word mobility suggests physical exchanges.

Stefan gives an example of virtual cooperation developed by BSFT and ROC Horizon College for mechanical Engineering.

At the Kuopio meeting Horizon College aims to show examples of activities and to provide instructions on how partners can develop their own virtual cooperation activities.

Virtual cooperation activities can cover a large array of activities related to:

- Orientation into European Citizenship
- Orientation into working abroad
- Developing a product together or for each other
- Doing market research: what job opportunities are there for me abroad?
- Social activities
  - o Exchange of information (hobbies, education, careers opportunities)
  - o Creating newsletters or vocational video-clips
  - o Etc.etc.

### Action

- Frans to prepare a presentation and workshop on virtual cooperation for the Kuopio meeting in November 2015

## NEW PARTNERS

### Internal expansion

It is agreed that the EMEU partners need at least a year to introduce new partners to actively join the network. The focus is on expansion of the teams within our colleges than externally on new college partners. Examples are:

- ATS to contact Electrical/Mechanical Engineering and Construction
- SDE to contact Mechanical Engineering and Construction
- ID to contact Mechanical Engineering and Construction

### External expansion

It is agreed that EMEU Steering Group introduce new college partners and they are responsible for the instructions and monitoring regarding the modules the new partners wish to offer.

MIC, Intercompany training center, Slovenia is keen to join.

#### Action

- Frans to visit MIC, Cabinetmaking and ICT with manager and teacher 1-3 June 2015 to find out if MIC meets EMEU requirements.  
To develop a (concept) ROADMAP for new partners  
(See attachment 3: ROADMAP for New Partners)

## DISSEMINATION / IMPACT

Frans explains the status of the dissemination activities. Each partner has received a dissemination template to fill in their dissemination activities. Frans will ask for this as proof for the interim report.

#### Action

- Frans to upload dissemination template in DropBox (Dissemination) and website to create first Newsletter in MailChimp
- All to continuously update dissemination overview to sign up for Newsletter

Impact will become a matter of importance after the first year once the modules have been developed.

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### Remaining matters

Markus, asked what procedures for the invoicing for accommodation are; it has to fit into the college procedure.

Advice is to check dates the module offered and discuss with partner.

End of Steering Group session\_\_\_\_\_

## **MONDAY 11<sup>th</sup> May 2015**

Arrival and welcome to ITS, Bilbao. Warm thanks to Carmen and the principal. Frans presents the EMEU flag which will be given to each EMEU partner. Frans hopes that our cooperation in this project will further cement the relationships within the partnership. He welcomes in particular Carmen's colleagues at ITS and the two representatives from an ICT college in Bilbao.

Frans explains the status of the project: we have already sent the minimum number of students abroad, we have developed more than 50% of the Modules and the EMEU website receives many compliments. Also, new (external) partners are requesting to participate in the project. Compliments to everybody, we have many reasons to feel proud.

### **Agenda**

#### **1. Hosting teachers' experiences**

##### **a. Markus Müller, M-E Engineering, München**

talked about the experience 9 foreign students and 6 students from the college, the module was 3 weeks, and 3 companies were involved. The Module was very successful, and all students were integrated, two trainer and 2 assessors, evaluation of the module at the end of the module! WFI was not very good at the accommodation. 2/3 days at the company. students stayed an extra week. This will be a problem if asked for 6 weeks. The date of the provision for the module we need to talk about (communicate)

##### **b. Kari Varto, Construction, Kuopio**

There were only two students, the students only stayed in the college, April is not the best time to arrive in Finland. Students had some free time to experience the cultural. The students were very happy, they took some work on the building sites, and so pictures of them on the 2 weeks at the placement, they went to work at the staff summerhouse. They made a shelter for the food garbage waste! A video was shown about the students' experience.

##### **c. Jan Cuperus, Construction, Horizon College,**

another presentation about construction, 1 student, Moona, from Finland, they would like to have more. A very nice student, two days at the company, a student looked after Moona in the work placement. She had 3 days at school. 1 day she had to do CAD design, the student worked with the other students from the college. Worked with a buddy system.

##### **d. Aster de Vos, Cabinet making, Horizon College**

two girls were attending from Finland, explained the kings day in Holland, they were 3 weeks at the school making the table. In the first three weeks they work 1 day at the saw mill, 4 – 5 days a week they are in the company. Social skills, they were very independent, so Aster did not get involved in the social skills. Placement of accommodation could be improved.

##### **e. Timo, Construction, Jyväskylä College**

Timo explained the experience, 6 weeks 4 school and 2 in college, first two weeks for training in the school, one of the boys got the flu, and the interaction between Finnish and Dutch students could be improved. This experience has made Timo think about ways to improve the hosting of students. The work placement, however, was very good, the boys took a good job from the placement.

3. **ECVET Rea Tuominen), Jyvaskyla**

Rea describes the status of the learning outcome description in Modules I and re-introduces the VERB-list. What have we done ok and what needs to be improved to create transparent objective descriptions.

Rea explains the ECVET system.

All staff have experience with assessing the student's outcomes, the process of evaluation and recognition, that we have a quality system process. The learning outcomes descriptions seem to be working really well.

Rea reminds the group the procedure for checking learning outcomes. You need to speak with your coordinator or the steering member if you have any issues regarding LO's.

4. **Team session 1**

All teams discuss and rewrite the objectives under the K, S and C sections of their module descriptions.

5. **Plenary session**

Team sessions proved to be very useful; in most groups there was a clear need for rewriting the objectives. We recognise that the objectives are written from a teacher's perspective and may also be copied (translated) from the National Qualification Files. Tomorrow during Team Session 2 we will continue with this assignment.

**END OF DAY ONE and boat trip on Bilbao river**

**Tuesday 12<sup>th</sup> May 2015**

Morning programme:	Visit to companies Lunch
Afternoon programme:	The EMEU website and Team Session I (cont.)

### **The EMEU website**

Louise gives an update of the status of the website and instructs all on how to access and use the UMBRACO website. Louise discussed with Frans, who also has administrative rights, on which sections need upgrading and filling in.

### **Actions**

- **Uploading modules**  
Each partner is to upload its own modules onto the website. Each college decides whether this should be done by all team members or by a coordinator for all teams;
- **Registering for a module**  
Team members receive an ID and password; these are needed for the registration process.  
When students sign up, the hosting college receives an email.  
The student also receives an email with instructions for e.g. writing a CV and motivation letter .  
Team members should sign up for a module themselves to see if the procedure works correctly.

### **Team session 1 (cont.)**

The teams continue the discussions and rewriting of the objectives under K,S,C

### **Introduction into Kuopio, Janaa Rasanen.**

Janaa presents Kuopio in such an enthusiastic and motivating way that we really cannot wait until 9<sup>th</sup> November to visit Kuopio in Winter, because “who would want to visit Kuopio in Summer....!”

### **Conclusions of programme**

- Frans summarizes the aims and results of Meeting Nr 2 in Bilbao. We have taken major steps forward, especially in the area of Learning outcomes descriptions. There are several Verb-lists and each team needs to use what serves them best as long as it contributes to transparent descriptions.
- The visits to the companies were all successful and much appreciated; there may be opportunities here for work placements.
- The team sessions proved there still some work to be done on the module descriptions. Agreements were made regarding the follow-up activities in this area.
- The website is now becoming our true work tool; modules need to be uploaded and sections are to be filled in. Everybody has been instructed on how to upload the modules and make changes.
- Dropbox is only for the use of the Steering Group members and acts as a back-up.

A special warm thanks to Carmen and ITS for their fantastic programme and hospitality. Colleagues present Carmen with souvenirs. Frans wishes everybody a good trip home!

## Agreements

### Item 1 EMEU teamwork regarding the Learning Outcomes description

At the Bilbao meeting it was agreed that

1. All teams would study the Learning outcomes description of Module 1 (and 2, if applicable) and rewrite, if necessary, the objectives under Knowledge, Skills and Competences.

Tools to help you rewrite the LO's are:

- The 2 pages' brochure on Learning outcomes provided by Rea
- The link to the so-called scenarios:

<http://www.languages.dk/clil4u/index.html#Scenarios4VET>

The Bloomberg wheel is also useful: <http://languages.dk/clil4u/scenarios/sc42/wheel.html>

Team representatives made a team planning in Bilbao. In this plan it should say that

2. Team representatives will rewrite the modules and send the modules for feedback to their EMEU team partners.
3. The EMEU team partners will provide feedback before a set deadline;
4. The representatives from the teams will finalize their module descriptions and upload these onto the EMEU website\*
5. All team members\* will use <http://em-eu.eu/umbraco/#/login/false> to change/add etcetera.
6. All team members will access the EMEU website regularly to show their students what modules are on offer abroad;
7. All team members will register their students that wish to do a module on the website using the ID and Password provided at the meeting
8. All team members will communicate through mail/SKYPE etc. when necessary.

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\* The steering group members will discuss with their team (-s) who will upload the modules onto the EMEU website



## **Agreements    Item 2    Assessment and evaluation of modules**

Currently there are 4 documents in use to evaluate and/or assess a module :

1. Jon: Staff evaluation document
2. Jon: Students evaluation document
3. Europass
4. Carmen's final assessment certificate
5. Video interview

After the Bilbao meeting we agreed that:

1. The staff and students evaluation documents will become SurveyMonkey questionnaires to be filled in by staff and student (-s) at the end of a module; (September 2015)  
Jon will indicate how the link will become available for students  
The **paper** version of the students evaluation can be used to ask students questions in the video interview
2. The EUROPASS document is a compulsory Erasmus+ document.  
The host college fills in section 5c and/or adds the document developed by Carmen.  
Jon will inform all partners when the SurveyMonkey links are available.
3. All teams upload the videos onto the EMEU website. \*\*\*

## **Agreements    Item 3    Cooperation between ROC ID College and ROC Horizon College**

The E&I and ICT teams have agreed to cooperate on a national level

1. To communicate and work together on the module descriptions
2. To develop common modules

## Attachment 1 Final DROPBOX configuration

1. Main folder (EMEU)
2. Project documents
  - a. Application (abridged version)
  - b. Meetings
    - i. Programs
    - ii. Meetings
    - iii. Photos
  - c. Procedures
    - i. How to....
    - ii. How to....
    - iii. How to....
    - iv. Etc.
  - d. Partner information
    - i. Partner description
  - e. Project logo (formats)
  - f. ECVET manual
    - i. ECVET PowerPoint meeting 1
    - ii. ECVET PowerPoint meeting 2
    - iii. Learning Outcomes description
  - g. Virtual Mobility manual
    - i. Version 1 manual
  - h. Modules
    - i. Module description (format)
      - HC
        - Electrical Engineering
        - Mechanical Engineering
        - ICT
        - Cabinetmaking
        - Construction
      - ITS
        - Construction
      - XABEC
        - Electrical Installation
      - BSFT
        - Mechanical/Electrical Engineering
      - SDE
        - Electrical Engineering
      - SAVO
        - Electrical Engineering
        - Mechanical Engineering
        - Construction
      - JAO
        - Construction
        - Cabinetmaking
      - BW
        - Carpentry and joinery
        - Mechanical Engineering
        - Cabinetmaking
        - Construction
      - ID
        - Electrical Engineering
        - ICT
      - ATS
        - ICT
  - i. Dissemination (all partners)