

Time	Minutes Kick off meeting in EMEU at Horizon College
1.12.14	
09.15 – 09.30	Welcome at ROC Horizon College, location Heerhugowaard
	Frans gives remark on official starting date of EMEU project: 15th of November 2015 Quick introduction of new members / persons in EMEU
09.30 – 10.30	Introduction to EMEU project by Frans van Schaik: aims, roles, tasks and projectlog Frans gives an introduction to aims, roles and tasks in EMEU based on PP (see attachment) <ul style="list-style-type: none"> • Especially stress on evaluation topics • Remark on EIC (Education in international context) as a strategic approach in own college • Introduction of the “projectlog” as a more operative document in connection to the project application important remark: all places concerning tasks on virtual communication the responsibility of SDE is to be replaced by ID College
10.30 – 10.45	Break
10.45 – 12.00	Introduction into EU ECVET TOOLKIT for Engineering by Rea Tuominen Practical examples and future tasks for all teams Rea gives information about: <ul style="list-style-type: none"> • Explanation of the aim of ECVET • Point out the necessity of checking the module descriptions concerning the learning outcomes • Central point of ECVET: ensuring the quality of transnational learning, that means the sending organization agrees with the hosting organization about the learning outcomes • Recommendation of design of learning outcomes, also respecting the level 3-4 description in EQF • Total number of LO for 2-3 weeks should not exceed 10-15 • Transparency of assessment including criteria and methods and assessors level • Discussion about the levels of assessment results (maybe using the levels agreed on in the AutoMOVET project)
12.00 – 13.30	Lunch at college restaurant
13.30 – 15.30	Group and teamwork: Presentation of modules on offer in Spring 2015 All teams (vocational sectors) working in groups and presenting the module descriptions for offer in Spring 2015 according to module format and

	<p>including practical arrangements (arrival, accommodation, departure, etc.) as far as possible.</p> <p>Decision about using a modified format. Markus will provide the modified format latest on 19.12.2014. All partners will use the new format and modify their module descriptions for modules in spring 2015 latest on 31.01.2015.</p>
15.30 – 16.00	<p>Plenary session: questions and answers program Day 1</p> <p>Question about funding for students mobility: depending on sending organization, EU or college funding possible.</p> <p>Discussion about assessment: agreement on using the local assessment criteria and marking scheme for the moment, but continue discussion in steering group after gaining first experiences in modules offered in spring 2015</p>
16.00 – 16.30	Guided tour through Engineering departments at Horizon College
18.30 – 22.00	Surprise event (Heerhugowaard)

2.12.14	
09.00 – 09.30	<p>Welcome by Frans and Introduction to the program of the day Remark on module descriptions delivered yet: all partners are forced to use the common format and give a print version to Frans this day</p> <p>Impact and Dissemination Frans gives explanation related to slides chapter 4b of PowerPoint presentation and following concerning the impact and dissemination.</p>
09.30 – 10.30	<p>Introduction into Virtual Mobility activities; Kent Andersen (SDE) /F v Schaik Kent introduces approaches to virtual mobility based on own experiences. Two major important links can be used to support virtual mobility in connection to the modules</p> <p>www.languages.dk www.languages.dk/emeu/#students</p> <p>Mulidict.net</p> <ul style="list-style-type: none"> - Wordlink - Clilstore
10.30 – 10.45	Break
10.45 – 11.45	<p>Virtual Mobility activities in the EMEU project; All teams Sorting out possibilities of involving virtual mobility</p>
11.45 – 12.15	<p>Plenary session (Results of VM session) e.g. Munich EP Module: - provide glossary or other information on content level of module to be translated in mother tongue via multidict.net - provision of list of partners in the module → students can get into bilateral or multilateral contact following own interest e.g. via facebook -</p> <p>More examples to be added by all teams</p>
12.15 – 13.30	Lunch at theatre Brasserie
13.30 – 17.00	Visits to team companies for vocational teams

Parallel: **Steering group session**

Decisions:

1. Leaderships in vocational teams:

- *Mechanical and electrical engineering* shall be reconnected to one group under leadership of BSFT and SAVO in cooperation, but with main responsibility in mechanical engineering changed from SAVO to BSFT and in electrical engineering changed from BSFT to SAVO. Markus and Jaana will cooperate in leadership of whole group M+E engineering
- *Civil engineering / construction*: leadership Horizon College with Nico Kreuk. Xabec turns to Electrical engineering, as the module is more automation related.
- *Cabinet making*: Leadership at JAO with Manu Semann
- *ICT*: leadership at Horizon College with Frans

2. Agreement about using the EQF sections KSC for description of Learning outcomes in module description

- *Markus and John will contribute with the list of verbs coming from the AutoMOVET "TermTax"*
- *Rea includes to ECVET manual*
- *Jaana and Markus modifying the format for module description and Markus provides example of filled in module description latest to 19.12.2014*
- *Partners will use format and follow example providing the module description until 30th of January (deadline)*
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3. Running first modules:

- *follow module description example (see above)*
- *documentation of assessment method and criteria and process and profile of assessors to be evaluated in next meeting in Bilbao*
- *including soft skills learning outcomes to description*

4. Dates:

next meeting spring 2015 in **Bilbao**:

- steering group meeting on 10th May 2015, travelling on 9th
- partner meeting on 11th and 12th May 2015, travelling back on 13th

meeting autumn 2015 in **Kuopio**:

- steering group meeting on 27th November 2015, travelling on 26th
- partner meeting on 28th and 29th November 2015, travelling back on 30th

	<p>meeting spring 2016 in Bridgwater:</p> <ul style="list-style-type: none"> • ?????? • ?????? <p>Final conference in autumn 2016 in Munich:</p> <ul style="list-style-type: none"> • Week 24th to 28th October 2016
3.12.14	
9:00 – 13:00	<p>Peter Luijten, NA, project monitoring and ECVET contact point</p> <ul style="list-style-type: none"> - Appreciate blended learning - Mobility tool for KA 2 not available before April 2015 - Contract between coordinator and partners: format proposal provided from NA, but can be adopted to own needs - Offering support for formulation of learning outcomes; conclusion that EMEU will produce the example and Peter will give feedback on format and formulation of learning outcomes <p>EMEU website (Louise) Louise presenting the EMEU website layout</p> <p>Contribution of partners is to upload the modules Administration log in only for Louise and Frans</p> <p>Importance of headlines of modules – content must be evident on first view</p> <p>Remark: sorting the list of modules by date of deadline for notification Sign up for modules: students together with teacher / screening process on sending school</p> <p>From each module there should be a testimony / picture / video for the module</p> <p>Leader of group in EMEU has to provide a description of related professions to the group (e.g. mechanical engineering:</p> <p>Louise will send a format for description of school</p> <p>Short terms for member state should match with the short terms used by EC (e.g. DE for Germany)</p>

Remark: the EU disclaimer must be posted on the webpage!

Louise will provide a manual for using the upload of modules in the Bilbao meeting

Quality assurance + VM example (Jon)

Giving introduction to instruments:

- survey for meeting evaluation by link to “survey monkey” send to participants by Jon
- quarterly report format sent to national
- feedback on modules: for the first modules use the formats we use due to national culture and then compare in meeting in Bilbao. Find decision about using a common document then.
- List of milestones

NA (Peter) very impressed about quality assurance tools an concept

Presentation of an example of a voluntary course “artesaanit” (Manu)

- presented on webpage and facebook
- Inspiration for virtual mobility
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National group session (action plan)

Every national group meets to create action plan. List of milestones will be delivered to Jon immediately.

Contruccion Bizkaia Intro (Carmen)

Carmen gives an introduction to Contruccion Bizkaia college as preparation to the next partner meeting in Bilbao

End of meeting