

EMEU 4th Project Meeting in Bridgwater April 11 – 13, 2016

Minutes

Introduction and status of the project

Main theme of the conference: Sustainability/project after-life

EMEU accomplishments. Meeting the outputs set in the application ☺

- 48 students in 2015. Target number 2015.
- Develop 40 module, have developed 44 + more are coming ☺
- In 2015 selected as the 'Best Practices' KA2 project.
- Finalist in the Orange Carpet Award 2016 (came in second)
- We have a good reputation as a partner group.

Snowball effect – new project developed EMEU4ALL including new sectors (approved).

The EMEU partnership is a 'perfect marriage'. Now the off-spring needs to fly more or less by themselves. We will organise a Network manager, a role and responsibility which will rotate between partners.

Within in each blood group a blood group leader needs to be elected, to facilitate communication. M&E group is too large and the SG are suggesting splitting up the group to 3 smaller blood group.

ECVET :

Using ECVET for describing learning outcomes is working now, next step is assessment. Assessment criteria needs to be available before the module to ensure transparency.

Modules should be uploaded by the end of June. Assessment criteria uploaded latest by august 2016. Rea will give bilateral feedback and support.

Validation and recognition – goes hand in hand with the embedment issue. Rea will look through the input from all partners and give her feed back and reflections.

Virtual communication:

We should give examples of virtual communication + develop a guide/template for virtual communication activities (08-A1)

Road Map for new partners

Blood group should run their own network (project). Ideally we think that 5 partners is the ideal number.

Ex. Cabinet making – 3 partners at the moment is enough. But for sustainable reasons it could be a good to include more partners.

Ex. Slovenia, HC is testing at module at the moment and it looks promising.

Test modules (Internal and external) don't go on the website + student don't count in the project statistics.

The module assessment needs to be scanned and send to the sending institution.

Use of Survey Monkey needs to be followed up – especially after the partner meetings.

Homework – SG members:

June

- 1) Impact (Frans template)
- 2) modules

August

3) assessment criteria added to modules

Report: final report in mobility tool. Frans will ask SG members for any additional information.

Blood groups

Automation: Markus/Mani is group leader.

Agreement on the time schedule, 6-7 modules planned from now to dec 2016. A total of 15 modules discussed.

Mechanical Engineering: Stefan is the blood group leader.

1 module in November/16; 1 feb. / 1 june. Modules should be 2 weeks in college 1 week in company. 6 students is the average per module.

Installation engineering: Mike Vittery, Bridgwater is the Blood Group leader.

Electrical, 3 units/modules in line + 2 coming in 2017

Construction & painters: Carmen blood group leader.

23 students send to construction modules. 9 modules now to dec. + 12 modules until june 2017.

ICT: Theo, HC is the blood group leader.

Execute 8 modules in Autumn. Piloting 2 modules.

Cabinet Making: Paul, HC is group leader.

Good plan: Autumn 2016 sept. 1 module, November 3 modules. Feb/marts 2017. Considering work placement only modules. All partners have sent and received students. 7 modules are already being offered + one under development.

Roles/tasks of the Blood group leader: mail list of the blood group; facilitate communication in the group (email, skype etc); arranging meeting on a yearly basis; quality embedment – adjust modules to fit assessment procedures; introducing new partners (if necessary)

TO DO – deadline 1st of september

Each blood **group leader** send list of group members + contact info of leader to Louise

Louise put the blood group and contact information on the web site.

Virtual Communication

In the project, we have promised to describe activities and create a manual for developing virtual activities.

The sole criteria: need for communication.

Brainstorm from groups on potential Virtual Communication activities

Automation: Programming a machine from a distance. It is normal in the industry that you are programming and controlling via the internet. Hosting school has the machine to which the information is send. Students from participating countries start to program and send their programmes to the PLC hosting country and monitor it via IP-camera. Troubleshoot their programs. Participation between 2-6 colleges.

The idea can be more complex, but the group prefer to start simple.

Mechanical Engineering: English students have a design problem, HC design a solution and drawings (BW being the customer).

Installation: Heating, ventilation, etc. control via internet (PLC-controlling) controlling via mobile phone.

Construction: JAO-ID (ID design a wooden house, which will be constructed and sold in Kuopio) + ITS-HC: Nico, HC needed a drawing of a bench. Wrote to Carmen if her students could make the drawing of the bench. Carmen made it as an optional assignment and give a reward for 'winner'.

Cabinet Making: HC-BW cultural similarities and difference between the colleges. Skype sessions for students, will pilot the module before the summer.

Idea, design, make – either one or all will pick up the making. Might add a competitive angel and price giving

Tool dictionary on facebook, Instagram etc. neticate

ICT: working in real time via internet. 2 groups: security and hosting (ATS & SAVO) / programming (ID & HC). Developed a triangle model for projects. Website, webshop, application, apps, game design.

TO DO: Each blood group creates 2 examples and deliver description before 1st of June 2016 to Frans.

ECVET/ Assessment

In EMEU we are working with ECVET as an added value. There are now a manual both on learning outcome and assessment.

There are still 2 templates floating for module description. The template will be revised following the advise from ECVET experts. Will be uploaded to the website.

The assessment criteria should be provided prior to the module. What is described as a learning outcome, should be assessed. The assessment criteria should explain how the learning outcomes will be assessed. From august, onwards the assessment criteria should be uploaded when uploading new modules. This should ensure transparency for those sending students for a module.

SG members are responsible that there is a resource person support teams in relation to ECVET. Both in relation to describing learning outcome + assessment.

Rea will revise the ECVET manual part 2: assessment, based on the input from meeting. EQF levels will be reflected a bit more. Select only one EQF level. (August2016)

She is also developing a template for assessment, which will be uploaded to the website. It is important that the assessment reflects the national/local assessment procedures.

All the input information should not be part of the module description or assessment.

Assessment instruction will be finalised and uploaded during this week.

2 examples of module description.

Modules should be uploaded by the end of June. Assessment criteria uploaded latest by august 2016. Rea will give bilateral feedback and support.

Validation and recognition – goes hand in hand with the embedment issue. Rea will look through the input from all partners and give her feed back and reflections.

Assessment of learning outcomes.

There is a need for more clarity on the assessment criteria. Is it the learning process or the outcome, which is assessed? It needs to be described clearly both for the students and the sending organisation. The sending organisation needs to know the assessment criteria before sending and in the future this should be uploaded to the module description as a PDF.

EMEU: go from the strength of the hosting country and then adjust it to the needs of the network.

TO DO

(REA + Louise)

- revised version on the manual uploaded to the website before a week
- before the summer 1 or 2 examples of module descriptions and assessment description
- 2 examples of templates of documenting assessment. You should ideally use your own assessment procedure, scaling etc. and share this with the sending organisation.
- the final part of the manual on recognition and validation will be ready before the final conference and uploaded on the website.

(SG members):

- Ensure ECVET resource person is available for teams
- Uploading modules (deadline June 2016)
- Uploading assessment criteria for modules (Deadline 1st of September)

Looks like the ECVET term is disappearing but the concept will not disappear.

Website and communication

Two things should be changed on the website:

It should be possible to attach or access word templates or write PDF.

Links should be highlighted. As it is today it is too difficult to find the link you are looking for.

Louise will develop a template for NEWS to make it easier to provide news to the website and make it more active.

Newsletter II – Jon recommends mail chimp (EMEU is registered and it is ready for use)

Final conference

The EMEU project finishes the 14th of November. The final conference will be in the 9th and 10th of November in Aarhus, Denmark.

Venue is changed from München to Aarhus.

Time plan for Final Conference:

Monday 7 th of November	Arrival Steering group (and some Blood group members)
Tuesday 8 th of November	Steering group meeting and preparation of conference Arrival of Blood group members. From 12 o'clock blood groups prepare round table 12 o'clock Evening – informal dinner
Wednesday 9 th of Nov. 9.30 – 15.00	Conference: Opening of the conference, presentation of the project, Guest speaker, round table and signing of network contract Dinner and some entertainment/fun
Thursday 10 th Nov.	Optional Conference day: company visits, visit to campus, cultural visits evening – farewell dinner in blood groups
Friday 11 th of Nov.	Departure

Suggestions for Guest speaker: Søren Kristensen, Jao de Santos - **Louise** will contact.

Suggestion for Cultural program: The Old town, Aros, City tour,

ICT students in AARHUS TECH and HORIZON College will cooperate on making an online sign up portal for the conference. Sign should be open from mid-September.

AARHUS TECH (Louise) will organise conference room, Hotel, draft program, guest speaker and Conference Admin.

SG will support and share the responsibility preparing the content of the conference. A skype meeting or face-to-face meeting will be organised. To support the process.

Material to be handed to participants:

- Agenda
- Newsletters
- Material on a stick.

Budget:

Printing: agenda, newsletter, evaluation of the conference

Badge

USB stick

Dinners

Lunch and coffee

Transport

Presents for speakers (goodie bag with content from each country)

The EMEU Network after the project.

The EMEU partners will continue to cooperate under the umbrella of the EMEU Network. At the final conference, a contract will be signed between the partners for the continuation of the cooperation based on what has been developed in the project.

Bert and Frans will draft a contract and share with SG members. The contract should include:

Election of network manager

Plan annual conference,

support blood groups or

what should be the management tasks and responsibilities

Website (with or without EMEU4ALL)

Annual cost for membership

Blood groups are another level where sustainability needs to be ensured and incooperated in the contract

For travel and student support all partners need ERASMUS+ KA1 support

There is an interest to apply for a follow up Project: Suggestion is a Skype meeting between 3rd-6th may Louise will organise.

Minute Maker: Louise Okon Willie, AARHUS TECH