

MINUTES
of meeting of the
EMEU4All Meeting 2
held on 22nd/23rd May 2017
Hyria College Hyvinkaa, Finland

Present: All partners from Steering Group and EMEU Teams

Apologies:

Agenda	<ol style="list-style-type: none">1. Review of the Steering Group meeting2. Virtual Activities3. Website4. Hosting/Sending Students
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<u>Minute</u>	<u>Topic</u>	<u>Action By/When</u>
	Opening Intro by Frans and Tanja Student case study Yr 2 Practical Nursing programme. Daniel Gorell Video clip 'Finnish Traditions' - set the tone, very amusing Frans welcomed new comers to the project Main aims of the meeting - see image 1	

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1	<p>A review of the Steering Group meeting yesterday.</p> <p>terms to be changed to... (see image)</p> <p>Schedule adjusted Gantt chart (see image) - if dates to offer are not feasible within timeframe it must be discussed with Frans</p> <p>Reminder to embed modules into host's curriculum.</p> <p>Promote own modules - videos, offer to others(as long as they meet entry criteria)</p>	<p>Team Leaders / today</p> <p>All</p>
2	<p>Virtual Activities</p> <p>Needs communication between partners - this is key to success</p> <p>Be realistic - learners need to learn skills and knowledge (ECVET) within the module and activity timeframe</p> <p>Aim to involve 1,000 students (active and passive). Be creative to include participants with surveys, presentation audiences.</p> <p>SG MEMBERS - Will help EMEU Teams to develop modules and activities over the next two days.</p> <p>Every partner develops own modules and VAs to offer to others.</p> <p>Next conference (Bath Nov 17) - partners will be asked to present own modules and VAs (Question: how did you involve industry in development?)</p> <p>Eric from Horizon College - presented Sport Coaching video example of poor coaching techniques and the basis of assessment</p> <p>Study Module called - 'positive sport'</p>	<p>All/Ongoing</p>

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3	<p>Website - Louise - Aarhus Tech</p> <p>The new site is a work in progress (see image)</p> <p>Working on e-functionality</p> <p>it is now technically possible to upload own modules</p> <p>Louise explained how the front page will be structured</p> <p>A request for good quality images - send through your Steering Group member</p> <p>The navigation has been simplified</p> <p>The blue menu bar is just for student use - Links to modules, before mobility, showcases, partners, FAQ</p> <p>Menu at the top of the page links for The EMEU Network, Teachers, News</p> <p>Enter modules links - icons allocated for each subject - educations are placed within each module icon</p> <p>Teams to discuss if changes required - pass to Louise. Content or icon changes NOT structure</p> <p>Sectors - give description. Each EMEU team leader to provide to Louise.</p>	<p>All / June</p> <p>All / June</p> <p>Emeu Team Leaders/ today</p>

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	<p>Bottom left of screen - icons for 'archive' and 'active'. Archived modules automatically deposited to here once the end date is passed. Nothing is deleted from the site.</p> <p>Example provided of a construction module</p> <p>Sign up for students is here at the bottom</p> <p>A code is generated by the teacher for each student when applying to join a module.</p> <p>Partner.em-eu.eu - login will be provided (uses odoo software)</p> <p>Links on left of the page</p> <p>Partner College description can be done by everyone - edit tab, save.</p> <p>Must be the International lead in your college.</p> <p>Modules - enter all information in boxes</p> <p>Sign up list will appear - can export to excel</p> <p>At present there is no block on quantity of students who sign up. It can be introduced later. Host selects.</p> <p>Student Link - enter name, module, email and save. Student completes registration with code received</p> <p>Teacher link - enter All teacher contact detail</p> <p>News link - enter own news. Allocate who is responsible for upload.</p> <p>Pictures can be uploaded, link for video upload.</p> <p>Do not use .csv file</p> <p>Student work stored with host partner</p> <p>Login codes - (see image) use partner.em.....</p> <p>Password for all 123456</p>	<p>Module Teacher at each partner / before module delivery</p> <p>International Lead from each partner - July 2017</p> <p>Teacher and Students/ prior to delivery</p> <p>Partner Lead / ongoing</p>

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	<p>Virtual activity format - there is no formal format</p> <p>Only requirement is the Knowledge, skills etc (ECVET)</p> <p>Summary</p> <p>Feedback from all teams. Good progress</p> <p>End day 1</p> <p>Evening dinner and entertainment</p>	

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4	<p>Day 2</p> <p>Working in Teams dates for offer for Study Module 1 and VA 2 discussions</p> <p>Sending and Hosting Students - Rea</p> <p>Access website em-eu.eu</p> <p>For teachers - links to hosting and sending</p> <p>Creating- 'before-during-after'</p> <p>Use the new template for study modules - the document is in the 'before' link</p> <p>Survey for students in 'during'</p> <p>Survey for staff in 'after'</p> <p>Automatic send to Jon for QA and analysis</p> <p>Follow guidance and links</p> <p>The sending partner is responsible for all documents</p> <p>Link to ECVET MANUAL</p>	All Teams

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7	<p>Louise-Tasks</p> <p>Descriptions needed for each sector - Team Leaders. Deadline 15th June</p> <p>5 good pictures required for each subject area</p> <p>Mail to Louise</p> <p>Language check - Jo</p> <p>Before mobility - any changes? Please look. Deadline 15th June</p> <p>FAQ - Jo to check</p> <p>Virtual Activity CHECK CONTENT AND LANGUAGE - Frans</p> <p>PDF to Louise low@aarhustech.dk</p> <p>No deadline...as and when</p> <p>EMEU network</p> <p>Frans Louise Jon</p> <p>EMEU template</p> <p>Language Dennis and Jo</p> <p>Functionality</p> <p>Deadline 2nd June</p> <p>All to complete evaluation - EMEU network - partner meetings (scroll down)- EMEU4All- evaluate meeting blue link to form</p>	<p>Team Leaders</p> <p>– All / Deadline</p> <p>15th June</p> <p>Louise to upload - Summer 2017</p> <p>Louise to send content to Jo for proof-reading – adho</p> <p>Frans</p> <p>All to Louise / ongoing</p> <p>Frans Louise</p> <p>Jon</p> <p>Dennis and Jo</p> <p>All attendees</p>

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8.	<p>Intro to Bath visit Jo</p> <p>Thanks to all from Frans</p>	