

**The twelveth Council Meeting of
International Consortium for Educational Development (ICED)
April 9-11 2005**

Minutes

Saturday April 9, 0900 – 16.00

1. Opening

Welcome (Carla/Vesna)

Program Announcements (Vesna)

The opening was recorded by Croatian television.

The President welcomed the representatives of the partner organisations and presented the meeting agenda. She also read the Aims of ICED and commented on the importance of these aims. ICED now has 19 partner organisations.

Agenda:

1. Reports from partner organisation
2. IJAD
3. ICED 2006 conference
4. ICED economy and financial matters
5. ICED website
6. Membership issues
7. Other matters

Council members present:

Australia: HERDSA by John Dearn

Belgium: CgHO by Carla Nelissen (President of ICED)

Croatia: UNIVERSITAS by Vesna Kovac

Denmark: DUN by Povl Götke

Finland: PEDA-forum by Markku Ihonen

Germany: AHD by Johannes Wildt and

Ireland: AISHE by Sandra Griffiths

Netherlands: CRWO by Hanno van Keulen

Norway: PEDNETT by Kirsten Hofgaard Lycke (Past president of ICED)

Spain: RED-U by Carmen Vizcarro

UK: SEDA by Kristine O'Connor

US: POD by Virleen Carlson

IJAD editors:

Angela Brew

Lynn McAlpine

Rhona Sharpe

Congress convenor (2006):

Ronald McDonald

Greetings

Carla presented greetings from council members and others not present:

Russia: Maria Kondrashova

Slovenia: Barica Marentic Pozarnic

South Africa: Chris Kapp

Sri Lanka: Suki Ekaratne

Switzerland: Nicole Rege Colet

Belgium (F) (Dieudonné Leclerc)

Pat Rogers (Past president 2002-2004)

Graham Gibbs (founder)

Representatives who had not replied to the invitation to the meeting (Sweden) were noted and suggestions for follow up were discussed.

2 Reports from partner organisations and issues raised

Reports from partner organisations were presented briefly as they will also be presented to a broader audience March 11th. The reports are appended. Instead representatives emphasised issues of concern to their networks or institutions. Given time these issues would have been discussed further at the meeting, but was now left to informal discussion between council members.

Issues raised by council members were:

Vesna (UNIVERSITAS):

How can attitudes and structures be changed to promote more thinking about teaching development as a regular part of the job?

John (HERDSA):

How should networks handle issues such as:

The advocacy role – the resources required with h ed as a hot issue?

Being a volunteer association/organisation with “amateurs” in this role?

The governance role – meetings with no money to bring people together compromises the work! The size of the executive body...

The continuity question in the leadership – for instance having two vice presidents with one from New Zealand and past president on committee

The focus of HERDSA in the research – practice dimension, how to hold a balance

Perceptions about the whole academic development issue – what it is about? Nice people but what are the effects? – as part of the h.ed. system?

Santina (AHD):

Where should academic developers/unit be placed in the institutional organisations, as academics or part of management?

Markku (PEDA-forum):

10 years experience with success, now it is important to find ways to face new challenges: what should be the role of the academic developer: proactive or reactive? Should we make the policies of the university our own or should we have our own strategies independent of such policies?

Hanno (CRWO):

How do you organise the national network, based on individuals or institutions, informal or formalised, fee or free?

Carmen (RED-U):

Administering money creates work! Can partnership with institutions relieve us of such work and be more effective? How can we make busy people engage in and participate in the net work work load?

Discuss that we don't exist from an official point of view! As professionals or as researchers?

What do we think teacher training for academic staff should be? What are the core conditions? What kind of activities should be there? What are our own criteria?

SEDA (Kristine):

Who are we? – Many people are not called staff/academic developers but are doing this kind of work!

How should SEDA establish relations with bodies that have government funding and that do some of the work SEDA does? – What should be SEDA's identity?

AISHE (Sandra):

How do academic developers work in the face of new quality assurance/audit initiatives and with diversity?

How does education reflect on the way we stand out as a society?

DUN (Povl):

All previous issues can be related to DUN as well!

POD (Virleen):

What should POD do in a situation with too much money and find constructive ways to find new paths building on long traditions?

PEDNETT (Kirsten)

How can a small informal network participate in an international collaboration in a fruitful way?

CgHO (Carla)

How do we find successors for our work?

Action:

The President will consider whether there will be an opportunity to return to some of the issues at the next council meeting.

3. IJAD

A report on IJAD 2005 had been distributed by e-mail before the council meeting and was presented by Angela, Lynn and Rhona. The report is appended.

IJAD websites (Angela)

<http://www.tandf.co.uk/journals/titles/1360144x.asp>

<http://www.queensu.ca/idc/ijad>

Status:

Journal volumes are on schedule and future volumes are on track. Council highly appreciates the work of the editors.

The journal database:

A database for overview of submissions has been developed (Angela). The data base is vital to the work of the editors and simplify reporting on the work. The work on updating and using the database could be simplified and be more effective with a web-based system. The editors suggest that ICED contributes to the funding of such a database since the royalties at present do cover any administrative support.

Action:

Council approves transfer of approximately 2000 pounds to IJAD to cover costs for establishing a database. The President/treasury group will adjust the amount if necessary.

Editors and editorial board:

In 2003-2005 IJAD has had 2 editors (Brew and McAlpine) and 1 associate editor (Sharpe). According to council decision at the 2003 meeting, the status of the associate editor should be reconsidered. The editors suggested that the associate editor was now made full editor.

Action:

Council approved that Rhona Sharpe would be co-editor of IJAD.

Council has previously discussed it's routines for appointing editors and would like to have guidelines for future reference.

Action:

Council asks the editors of IJAD to present guidelines for appointing/reappointing editors for approval at the next council meeting (2006).

The editors have followed up on the discussion at the 2004 council meeting on criteria for selecting members of the editorial board. Individual criteria of high academic/research record will be matched with geographical and other considerations for the composition of the editorial board as a whole.

Action:

Previous practice of assuming the council members (the consortium) automatically constitute the editorial board will be abandoned. The council will appoint members of the editorial board based on suggestions from the editors.

3 members of the editorial board were approved by the Council. 3 persons were suggested and will be approved as board members if they agree to participate.

The appointment of an editorial board should not change the relationship between ICED and IJAD as stated in the contract with the editors.

It should be noted that the current contract gives the publisher right to suggest members of the editorial board.

Marketing:

Council discussed how to improve the marketing of IJAD for prospective authors and for subscribers. It was noted that for instance the ISI list (US based) does not include IJAD. The standing of the journal may therefore be somewhat unclear to the public.

Action:

The editors will provide a statement about ICED that underpins the high quality of the journal and the fact that IJAD is the only international journal on academic development.

Council members will use this statement to influence national/institutional listings and for other marketing purposes.

Themes for special issues

The editors invited suggestions for special issues. Examples of such issues were:

- Institutional accountability and academic independence
- Aligning staff work with institutional mission
- Educational developers role in face of managerianism
- Questioning the impact of faculty development activities

Relationship between IJAD and the publishers.

The publisher has been taken over by Taylor and Francis and the contract needs updating.

Action:

The editors will work towards a new contract with T&F in contact with the publishers for approval at next council meeting.

The IJAD report for 2005 with the editors comments was approved by Council. The President on behalf of the ICED council thanked the editors for their work. Council highly appreciates the work of the editors and expect a notable increase in IJAD status and readership as a consequence.

4. The 2006 ICED conference.

Plans

Ranald gave the background for moving the conference from Sri Lanka to the UK (ref 2004 minutes and alternative sites for the conference). Council regretted the difficult situation Sri Lanka is in and hopes it will be possible to arrange a conference or council meeting in Sri Lanka in a not too distant future.

Plans for combining the SEDA spring conference in Liverpool and an ICED conference in Sheffield in 2006 were presented. Council approved of the plans.

The proposed dates for the conference are June 11 – 14, 2006 (reception Sunday evening, conference ending Wednesday lunch).

The proposed days for the 2006 council meeting are June 9 -11 (reception Friday evening, meeting all day Saturday and Sunday morning).

It was suggested to start/end conference with contributions from network representatives and limiting the key note to one placed in the middle of the conference.

The proposed conference theme was

Exploring Diversity and Inclusivity in Higher Education Development: Sharing international perspectives to enhance our practice

The theme was discussed and a new suggestion will be circulated by Ranald. The final decision was left to Ranald and Suki.

Action

- Conference fees will include meals and social activities, but not accommodation.
- There will be different fees for students and regular participants.
- Conference fee will be stipulated to make a reasonable surplus for ICED.
- There will be a written agreement between ICED and Sheffield Hallam University (2006 conference host) including terms for underwriting deficit, transfer of surplus and insurance. (Ref Minutes from the 2004 council meeting.)

Council also suggested ways the conference convenors may find sponsors for the event.

Conference organisation: Ranald will be chair of the conference committee with Suki as co-convenor.

Carla as president of ICED will be informed about the progress of conference planning and consulted on important decisions. ICED council will support the convenors in program planning. The council and participant network members will support convenors in reviewing processes and as chairs/discussants etc as needed.

5. Reception and lunch by invitation from the Mayor of Rijeka at the Town Hall

The ICED council and the local organising committee were honoured to be invited to a reception and lunch in the Rijeka town hall. The Mayor and the head of the Rijeka educational department both welcomed ICED and Carla thanked them both warmly on behalf of ICED.

6. Economy and financial matters

Carla raised three questions
How are we doing financially?
What is our policy in spending money?
How do we organise funding?

Financial situation:

Report from SLTHE revenue from ICED 2002 conference was presented. The report does not refer to a possible surplus from the 2004 conference.

Action:

Carla, Kirsten and Kristine will write to Julia to inquire about a possible surplus and how it has been handled.

Banking:

At the Ottawa council meeting it was decided that ICED should have its own account (Minutes pt 5) and a treasury group was appointed. Queries made by this group have not clarified the situation sufficiently. Experiences with IJAD show that it is possible to find a bank that will accept signatures from different countries. Council agreed that ICED should have a treasurer/treasury group who is responsible and not have to change the money from one year to another.

Action:

A new treasury group was appointed:
Kristine, Carla and Hanno. Randal will participate in the group for matters regarding the 2006 conference.

The treasury group is to

- suggest suitable banking arrangements
- suggest a budget for ICED
- suggest guidelines for an ICED treasury group/treasurer
- suggest legal and other matters of attention for changing ICED from an organisation "with no money" to one that "has money" and how they may be met

The group should report to the 2006 meeting about financial matters and inquire about suitable banking arrangements. A bank account will be erected as soon as possible.

Present financial needs for ICED

- Expenses for president
- Web-based database for IJAD
- Underwrite possible loss from the 2006 conference

- Part/full reduction in fees for 3-5 participants on application in view of ICED's aims which include promoting educational development in developing countries.
- Costs /full/part) for council meetings (for instance refreshments, lunch and dinner, conference fee?)
- Costs (full/part) for board members to attend council meetings
- Web site for ICED?

Action

ICED council decided to draw from present funds to cover the following expenditures for 2005/2006

- Operational expenses for ICED accounted for by the president approximately 2000 pounds (ref Minutes 2004 meeting)
- Web-based database for IJAD approximately 2000 pounds.
- Underwrite possible loss from the 2006 conference for approximately 5000 pounds.
- Part/full reduction in fees for 3-5 participants on application in view of ICED's aims which include promoting educational development in developing countries (approximately total 1000 pounds in all)

If ICED receives a surplus from the 2004 conference, other expenditures (such as those below) will be considered by the treasury group:

- Costs /full/part) for council meetings (for instance refreshments, lunch and dinner, conference fee?)
- Costs (full/part) for board members to attend council meetings

In order to map out the legal situation and other contract matters for ICED the treasury group will be extended with Kirsten (as past president).

Securing further funding

Further funding will be sought by ensuring an income from the bi-annual conferences and through applications to EU and other bodies.

Action:

Conference convenors will attempt to organise conferences so that they give a surplus for ICED (see above).

Johannes will take responsibility for writing an application to EU to fund ICED. The proposed application will be discussed with Carla (and other council members as needed) and circulated to council members before it is sent to the EU.

Subgroup for a EU application:

Johannes, Vesna and Carmen

7. Future council meetings and conferences

Suki will be asked if it is possible to organise the 2008 conference in Sri Lanka. If this is not possible other suggestions will be explored. It is suggested that the 2008 conference will not be in Europe to ensure geographical spread.

It is suggested that the 2007 council meeting is held in a country with an emerging network in order to support their work. Ireland is one such network. It was also suggested that the 2007

meeting could be arranged outside of Europe where there is an emerging network to arrange the event.

Action:

The president will follow up on the suggestions. Decisions will be made at the 2006 council meeting.

8. Membership issues

Membership and development of new networks is initially based on personal contact. Contact has been made with Portugal and Japan without response so far.

Action:

Johannes: will develop contact with Austria.
Povl and Kirsten will follow up on the Swedish network.

9. Election of new president. Election committee.

The term of the president of ICED is 2 years. Carla will step down after the 2006 conference. The election committee consists of the president (Carla), the past president (Kirsten), and a third person to be appointed by the council.

Action

Council appoints Lynn as member of the election committee and hopes she will accept the responsibility.

The tradition has been for the election committee to invite council members to suggest who should be next president and in some cases to suggest possible candidate(s) themselves. The names of the candidates have been circulated among council members. The council members have voted on who is to be next president or (in case there has been only one candidate) given their approval.

The election committee will review the current practice and – if necessary – suggest how the election should be conducted to the council. The next president will take over after the 2006 council meeting and conference and the suggested process should be suited to this.

There should also be a statement of the duties of council members and this should be raised at the 2006 meeting.

10 Other matters

ICED newsletter

Carla will start a newsletter for ICED to be sent to a broader public than the council to keep interested parties informed about developments.

IJAD materials

IJAD materials from the publishers that did not arrive for the meeting, will be sent on to Johannes for distribution.

ICED website

The website has not been updated for some time because the contact with previous webmaster (Ken Martin) has not responded. Contact has now been made with Shelda Debowski and the web will now be updated.

Carla suggested that the website should be made more attractive and informative with more kinds of materials. Shelda has offered to help us in this.

Action

Carla will contact Shelda to develop the website.

Subgroup for developing the website:

Markku, Carla and Vesna (with colleague. Kristine will aid as “language consultant”..

11 Closing

Carla on behalf of the council thanked Vesna and the local organising committee warmly for the meeting arrangements. The friendly atmosphere, practical arrangements, tasty food and sightseeing all contributed to a very successful council meeting.

The president in particular asked Vesna to thank the Vice Rector and her colleagues who made the meeting and workshops on the last day of the meeting possible. We were very glad to participate in these events and we hope this may in some modest way contribute to the work of UNIVERSITAS.

Carla also thanked the council members for their participation and contributions to the meeting.

Angela on behalf of the IJAD board and the ICED council thanked Carla for her excellent way of chairing the meeting.

Action

Vesna will in collaboration with Carla circulate some questions to council members in order to evaluate the meeting.