

# Report of the second meeting of the International Consortium for Educational Development held on 5-7 April 1995 at Dunchurch Lodge, Rugby, UK

## A Introduction and participants

This report summarises the agreements made and the actions planned at the second meeting of ICED held at Dunchurch Lodge, Rugby, England, 5-7 April 1995.

Organisations represented were:

- Arbeitsgemeinschaft für Hochschuldidaktik e.V. (AHD)** in Germany,  
*represented by Wolff-Dietrich Webler (from Universität Bielefeld);*
- CRWO** in Holland,  
*represented by Peter Bouhuijs (from the University of Limburg, Maastricht);*
- Dansk Universitetspædagogisk Netværk (DUN)** in Denmark,  
*represented by Arne Jakobsen (from Danmarks Tekniske Universitet, Lyngby);*
- EDUC-net and PEDA-forum** in Norway,  
*represented by Rainer Nyberg (from Abo Akademi University, Vasa);*
- Higher Education Quality Council (HEQC)** in the UK,  
*represented by Robin Jackson;*
- Higher Education Research and Development Society of Australasia (HERDSA),**  
*represented by Gay Crebert (from Queensland University of Technology, Brisbane);*
- Nettverk for Universitets- og Høyskolepedagogikk (PEDNETT)** in Norway,  
*represented by Gunnar Handal (from the University of Oslo);*
- Professional and Organisational Development Network in Higher Education (POD)** in USA,  
*represented by Karron Lewis (from the University of Texas at Austin, USA);*
- Society for Teaching and Learning in Higher Education (STLHE)** in Canada,  
*represented by Chris Knapper (from Queen's University at Kingston, Ontario);*
- South African Association for Academic Development,**  
*represented by Kibbie Naidoo (from the University of Natal);*
- Staff and Educational Development Association (SEDA)** in the UK,  
*represented by David Baume (from London Guildhall University).*

Organisations unable to send representatives were:

- Association Internationale de Pédagogie Universitaire (AIPU)** in French speaking countries,  
*contact Jean-Marie de Ketele (from the Université Catholique de Louvain, Belgium);*
- Association pour le Développement des Méthodes de formation dans l'Enseignement Supérieur (ADMES)** in France,  
*contact Jean-Pierre Frémeaux (from the Université Paris-Nord);*
- Österreichische Gesellschaft für Hochschuldidaktik** in Austria,  
*contact Gottfried Csanyi (from the University of Vienna);*
- An informal network of educational developers** in Sweden,  
*contact Magnus Hakansson (from Stockholm University)*

Facilitators were Graham Gibbs and Carole Baume from the Oxford Centre for Staff Development.

## B Publications

### 1 International Journal for Educational Development

- 1.1 David Baume (SEDA), Chris Knapper (STLHE) and Patricia Weeks (HERDSA) were confirmed as editors. It was suggested that a guest editor might be used especially for thematic issues.
- 1.2 The editorial board will be made up of one representative from each of the national networks in ICED.
- 1.3 The journal will be published by Kogan Page. Other publishers were suggested, if Kogan Page are not able to continue - Doug Dollar of New Forums Press (via Karron), Jim Anker of Anker Publications (via Chris), Kluwer (via Peter).
- 1.4 The articles will be published in the English language, with abstracts in other languages (suggested French and German). It was suggested that articles in languages other than English could be abstracted in English with details of how the original language version could be accessed electronically.
- 1.5 David will negotiate with Kogan Page to aim for the journal to have two editions a year for at least the first year, thereafter growing to three editions a year.
- 1.6 At least one issue each year should consist of articles commissioned (requested - not funded) on a theme which has international appeal - the articles to consider different international perspectives. The second edition for 1996 would be on the theme of the 1996 conference - The Preparation of University Teachers. The first edition in 1996 should be more generally about educational development in each network country, to confirm the internationality of the journal. It might contain articles on the different bases of professionalism (educational psychology based and discipline based). A future theme might be open and distance learning (Rainer offered contributions from Finland). A journal procedure to consider is publishing peer reviews and reactions alongside papers, in order to stimulate debate.
- 1.7 The duties of members of the editorial board will include:
  - finding papers, in the first instance;
  - finding referees for articles;
  - ensuring standards for the journal;
  - ensuring the international dimension continues;
  - ensuring that all (including the UK!) contexts are made explicit.
- 1.8 A sub-set of ICED listserv or another closed e-mail net to be established by Chris, to conduct the business of the editorial board.
- 1.9 David will provide a cut-down version of his four-page paper together with instructions for authors.
- 1.10 All organisations to say on their membership forms something like:

"[The National Network] is affiliated to ICED, the International Consortium for Educational Development. ICED publishes the International Journal for educational Development. The annual subscription to the journal is [David to advise]. You can add this to your membership fee. Please check this box if you wish to subscribe to the journal."

## 2 International Year Book of Educational Development Services

- 2.1 David will explore with Kogan Page and Chris Osborne (the current editor) the possibility of ICED taking over the current (soon to be homeless!) International Year Book of Educational Technology.
- 2.2 ICED would, of course, be the first entry in the Year Book.
- 2.3 David and Graham will meet with Chris Osborne, who will be asked to continue his sterling work.

## 3 World Wide Web pages

- 3.1 Rainer will establish a home page for ICED from which all national networks can link their home pages.
- 3.2 Rainer will work with Graham and David on the development of the Web pages. (If necessary this development will draw on ICED funds.) Graham will contact British Telecom about further support for electronic communications.
- 3.3 Karron will send to David and Graham details of the POD colleague who is doing work on categories for the World Wide Web.
- 3.4 A start can be made with those networks which have already produced Web pages, aiming for every national network to have a Web presence via the ICED home page by the end of 1995.
- 3.5 Rainer will prepare a 'How to use the Web' instruction to go out over the e-mail net and on paper.
- 3.6 A Web page should also be prepared for the journals of each network.

## C Electronic communications

### 4 ICED e-mail

- 4.1 Chris will continue to run this at least for one more year to enable members to communicate.
- 4.2 Chris will explain how to use this e-mail to all members - by 'the last post'!

### 5 Electronic networks for sharing information more widely

- 5.1 There are already many electronic networks:

POD	EDUC-NET
EARDHE	SEDA
STLHE	AERA-J
STAFF-DEVELOPMENT	T-ASSIST
ASSESS	AAHE
PBL	PBLIST

Chris will circulate details of what these do and how to subscribe to (and sign off from!) them.

- 5.2 Where national organisations have special interest groups, members will encourage them to establish electronic communications, and will let other members know how to subscribe.

## D Conferences

### 6 Possible ICED project topics

The following list of possible project topics was generated:

- The Preparation of University Teachers
- Faculty Roles and Rewards
- Career Development for University Teachers
- Evaluation (of the process of learning)
- Educational Development Strategies within Universities
- Work Based Learning
- Developing Learning Skills Strategies

### 7 General principles for conferences

- 7.1 Choose topic of clear international current interest where international perspectives would be valuable
- 7.2 Aim at educational developers in order to develop their expertise and support them in bringing about change
- 7.3 Rotate around countries of ICED membership
- 7.4 Criteria for selection should include potential for impact on educational development in that country
- 7.5 Where possible link to research and events within ICED member countries
- 7.6 Publish in theme-based issue of ICED Journal
- 7.7 Use to produce World Wide Web pages describing practice
- 7.8 Use press releases or invitation of those the country wishes to influence for policy impact
- 7.9 Include session(s) at conference on how to produce policy change in relation to topic
- 7.10 Include a session on how to disseminate these ideas back in one's own setting

### 8 1996 Conference proposal

Topic	The Preparation of University Teachers
Venue	Abo Akademi University, Vasa, Finland
Date	Two or three days between June 3rd and 15th, 1996
Planning Team	Rainer, Graham, Chris
Audience	About 100 educational development experts who know about their own and alternative strategies for preparing university teachers.
Add-on events	ICED Business meeting (in Rainer's summer house?) An outing to 'an old village' with a local restaurant! Graham (and other ICED people?) to arrive early to run workshops for faculty Meeting of all Finland's University Provosts afterwards (? with Provosts from the Baltic States) SAAAD event in South Africa (with British Council support) in 1997 with selected speakers from conference.
Admin	National network events afterwards on the same topic, led by those who attended. Advertising, bookings, finance, papers: OCSD in Oxford
Preparation	Accommodation, local arrangements: Rainer's colleagues in Finland Structured formats to describe national training schemes (e.g. poster proforma)
Possible sessions	Peter's moderated poster session format (with questions) Some demonstration workshops, Some sessions on 'trends in ...' Some sessions for Vice-Rectors

## **E Developing the structure and organisation of ICED**

### **9 ICED's structure**

- 9.1 ICED is a consortium of national networks. The networks are the member; individuals represent them. There is a need for some continuity of representation during the first few years of ICED, so national networks with rotating presidents might consider a more permanent international representative.
- 9.2 ICED will accept representatives from more than one network in a country (if more than one exists!)
- 9.3 Networks can put "[Network] is 'affiliated' with/to ICED" on their national publicity. Membership might mean paying some form of fee to cover the costs of ICED, perhaps a percentage of turnover or membership fees (so that networks who don't have formalised membership would not be penalised).
- 9.4 ICED should have as little formal structure as possible, consistent with being able to carry out the projects we wish to do (and the associated fund raising).
- 9.5 Graham will act as Coordinator or Convenor of ICED.

### **10 Fund raising**

- 10.1 Graham will continue to co-ordinate fund raising.
- 10.2 Graham will discuss future funding with British Telecom now that there are concrete outcomes which can be described.
- 10.3 Other possible funders suggested are the genuinely international companies or trusts.
- 10.4 Peter offered help with EC funding.
- 10.5 Graham will write a brief guide to fund raising and circulate it.
- 10.6 For the 1996 Conference in Finland, Rainer will approach his ministry of education and 3 Finish companies.
- 10.7 If ICED needs to raise funds professionally, it will probably need to establish a Board. The Vice-Chancellor of Oxford Brookes University would need to write to prestigious people.
- 10.8 In order to mount projects and raise funds ICED will need letterhead, a logo and a prospectus. Graham and Carole will arrange these.

### **11 Meetings of ICED**

- 11.1 There should be a 'business' meeting attached to each Conference.

## **12 Advertising and Press releases**

- 12.1 Graham will draft an advert about ICED which all members can use in their newsletters, together with an up-dated executive summary. Graham will distribute this over ICED e-mail.
- 12.2 Members should also use the ICED e-mail to distribute adverts about conferences, new publications and other activities which they would like publicising in each other's newsletters and journals.
- 12.3 Each affiliated network should do their own press release on the basis of material which Graham will provide.

## **F Collaboration**

### **13 Sharing expertise and materials**

- 13.1 Members will share short articles (via e-mail) which other members may use in their publications.
- 13.2 Members will encourage the editors of their national journals for teachers in higher education to get to know each other, with the hope of exchanging articles.
- 13.3 Members will provide materials directly for 'Tables' at conferences (each national network should decide what to send - language and cost issues to be taken into account - publication lists or descriptions could be sent).
- 13.4 Representatives will ask member organisations to give 'member rates' at conferences to other ICED network members.

## **G Extending the membership of ICED**

### **14 Helping new networks to form & develop, and finding existing networks**

- 14.1 The following offers to pursue this were made:
- Spain - Graham;
  - Switzerland - Carole;
  - Flemish Universities - Peter;
  - Baltic Universities - Rainer;
  - Ireland - David;
  - South America - David;
  - Africa - Kibbie;
  - South East Asia - Gay, through Bob Cannon;
  - Egypt - David & Peter;
  - Israel - Rainer;
  - Hong Kong - Chris;
  - Czechoslovakia - Carole, through Pat Worgan;
  - India - Kibbie;
  - Mexico - Karron;
  - Rumania - David, through Chris Bell;
  - Eastern Europe - Wolff

- 14.2 Peter will investigate the existing educational development networks through his international contacts in medical education.
- 14.3 Carole will write to the two French networks to welcome them to ICED and to send them the notes of the meeting.
- 14.4 Carole will also keep in contact with the Swedish network via Magnus Hakansson, and the German speaking Austrian network who have already been in touch with us.
- 14.5 Rainer will contact University of Maryland - Improving university Teaching (IUT) - to let them know ICED exists and to negotiate reciprocal entry on World Wide Web home pages.
- 14.6 Graham will contact EARDHE with the same purpose.

## **15 Helping networks in developing higher education systems**

- 15.1 This will need funding e.g. to provide free consultancy (from well-developed national networks).

## **H Future meetings of ICED**

### **16 The next meeting**

- 16.1 The next business meeting of ICED should be before the next Conference.
- 16.2 There will be no financial support for travelling and accommodation expenses from ICED unless there are funding arrangements by then. (The original intention was that for each network the first attendance would be fully paid, second time 50%, ...)

### **17 Themes and dates for future meetings and conferences**

- 17.1 Graham will talk to Phil Candy of HERDSA about the proposed WBL Conference in 1996 (not now to be an ICED venture).
- 17.2 ICED 1996 - Finland - The Preparation of University Teachers
- 17.3 ICED support for a SAAAD dissemination event in 1997 - Preparing Teachers
- 17.4 ICED 1997 - North America - POD and STLHE to host and consult about an appropriate theme.
- 17.5 ICED 1998 - Australia - WBL?

## Action list from the second meeting of ICED, April 1995

### **International Journal for Educational Development**

- All: Let David know, by the end of May, if you are not to be the representative of your network on the board, and who will represent your network.
- All: To let David have, by the end of May brief abstracts for two papers which could be published in the journal.
- DB: To negotiate with Kogan Page to aim for the journal to have two editions a year for at least the first year, thereafter growing to three editions a year.
- CK: To establish a sub-set of ICED listserv or another closed e-mail net to conduct the business of the editorial board.
- DB: To provide a cut-down version of his four-page paper together with instructions for authors.
- All: Member organisations to say on their membership forms something like:  
"[The National Network] is affiliated to ICED, the International Consortium for Educational Development. ICED publishes the International Journal for educational Development. The annual subscription to the journal is [David to advise]. You can add this to your membership fee. Please check this box if you wish to subscribe to the journal."

### **International Year Book of Educational Development Services**

- DB: To explore with Kogan Page and Chris Osborne (the current editor) the possibility of ICED taking over the current International Year Book of Educational Technology.
- DB&GG: To meet with Chris Osborne, who will be asked to continue as editor of the Year Book.

### **World Wide Web pages**

- RN: To establish a home page for ICED from which all national networks can link their home pages.
- RN: To work (with support from Graham and David) on the development of the Web pages.
- GG: To contact British Telecom about further support for electronic communications.
- KL: To send to David and Graham details of the POD colleague who is doing work on categories for the World Wide Web.
- All: To aim for every national network to have a Web presence via the ICED home page by the end of 1995.
- RN: To prepare a 'How to use the Web' instruction to go out over the e-mail net and on paper.
- All: A Web page to be prepared for the journals of each network.



### ICED e-mail

- CK: To continue to run this at least for one more year to enable members to communicate.
- CK: To explain how to use this e-mail to all members - by 'the last post'!

### Electronic networks for sharing information more widely

- CK: To let all know what the existing networks listed below do and how to subscribe to (and sign off from!) them:

POD	EDUC-NET
EARDHE	SEDA
STLHE	AERA-J
STAFF-DEVELOPMENT	T-ASSIST
ASSESS	AAHE
PBL	PBLIST

- All: Where national organisations have special interest groups, members to encourage them to establish electronic communications, and let other members know how to subscribe.

### 1996 Conference

- RN: Planning Team will be Rainer, Graham and Chris  
GG&CK
- RN: To arrange a venue for the next ICED Business meeting (in his summer house?)
- RN: To arrange a meeting of Finland's University Provosts afterwards (? with Provosts from the Baltic States)
- KN: To arrange a spin-off SAAAD event in South Africa (with British Council support) in 1997 with selected speakers from 1996 conference.
- GG: To arrange advertising, bookings, finance, papers through OCSD in Oxford (*Graham to check with Felix!!*)
- RN: To arrange that accommodation and local arrangements are organised through his colleagues in Finland

### ICED's structure

- All: There is a need for some continuity of representative during the first few years of ICED, so national networks with rotating presidents might consider a more permanent international representative.
- All: Networks can put [Network] is 'affiliated' with/to ICED on their national publicity.
- GG: Graham will act as Coordinator or Convenor of ICED.

### **Fund raising**

- GG: To go to British Telecom for additional funding now that we have concrete outcomes which he can describe.
- All: To tell Graham if you have ideas or leads for fund raising,
- GG: To co-ordinate future fund raising
- PB: To liaise with the EC re funding.
- GG: To write and circulate a guide to fund raising.
- RN: For the 1996 Conference in Finland, to approach his ministry of education and 3 Finish companies.
- All: To give suggestions to Graham for members of a prestigious Board, to use for fund raising.
- GG&CB To arrange letterhead, logo and prospectus.

### **Advertising and Press releases**

- GG: To draft an advert about ICED which all members can use in their newsletters, together with an up-dated executive summary. Graham to distribute this over the ICED e-mail.
- All: To use the ICED e-mail to distribute adverts about conferences, new publications and other activities which they would like publicising in each other's newsletters and journals.
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### **Sharing expertise and materials**

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- All: To encourage the editors of their national journals for teachers in higher education to get to know each other, with the hope of exchanging articles.
- All: To provide materials directly for 'Tables' at conferences (each national network should decide what to send - language and cost issues to be taken into account - publication lists or descriptions could be sent).
- All: To ask member organisations to give 'member rates' at conferences to other ICED network members.

## Helping new networks to form & develop, and finding existing networks

- All: To pursue developments in other countries as follows:
- Spain - Graham;
  - Switzerland - Carole;
  - Flemish Universities - Peter;
  - Baltic Universities - Rainer;
  - Ireland - David;
  - South America - David;
  - Africa - Kibbie;
  - South East Asia - Gay, through Bob Cannon;
  - Egypt - David & Peter;
  - Israel - Rainer;
  - Hong Kong - Chris;
  - Czechoslovakia - Carole, through Pat Worgan;
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