



## **Minutes**

### **Present**

#### **Network Representatives**

Kasturi Behari-Leak, HELTASA, South Africa  
Nitza Davidovich, INCATHE, Israel  
Clara Davies, SEDA, United Kingdom  
Ariane Dumont, SFDN, Switzerland  
Allan Goody, President, HERDSA, Australia  
Matti Lappalainen, Treasurer, PEDA-Forum, Finland  
Angela Linse, Associate Council member, POD, USA  
Deandra Little, Vice President, POD, USA  
Marianne Merkt, DGHD, Germany  
Mary Omingo, AFELT, Kenya (representing Mary Kiguru)  
Robert Pardo Silva, REDCAD, Chile  
Jakob Ravn, DUN, Denmark (representing Lars Ulriksen)  
Anne Kristin Ronsen, UHPed, Norway  
Mathana Santiwat, ThaiPOD, Thailand  
Hiro Sato, Vice President, JAED, Japan  
Patricia Staaf, Swednet, Sweden  
Denise Stockley, STLHE, Canada  
Li-Ke Wang, CHED, China

#### **Officers**

Johan Geertsema, IJAD Co-Editor  
David Green, IJAD Representative on Board  
Roz Grimmitt, IJAD Administrator  
Gerd Kortemeyer, 2020 Conference Convenor  
Kathryn Sutherland, IJAD Co-Editor  
Benno Volk, 2020 Conference Convenor

#### **Observers**

Chrissie Boughey, HELTASA, South Africa  
Guörún Geirsdóttir, Iceland  
Canna Kaewsomsri, ThaiPOD, Thailand  
Erika Kustra, STLHE, Canada  
Wenting Xing, CHED, China

## **Apologies**

Brett Becker, AISHE, Ireland  
Jaap Mulder, EHON, Netherlands  
Suki Ekaratne, SLAIHEE, Sri Lanka  
Juan Nagel Beck, REDCAD, Chile  
Lars Ulriksen, DUN, Denmark

## **1. Governance**

### **1.1 Conflicts of interest**

Roz explained that because ICED was a UK charity, it must be seen to be aware of and managing any conflicts of interest. The important principle was that Council members must act in the interests of ICED and be open about any other affiliations which may present a conflict of interest with ICED, e.g. working at a university where a conference is to be held.

**Action: Members to raise any potential conflicts of interest at relevant points throughout the meeting, and if necessary, to extricate themselves from those discussions and decisions.**

### **1.2 Minutes of ICED Council 2018 Meeting and actions arising**

Correction: page 2, final paragraph - reads "Deandre" instead of "Deandra".  
Other than that, the minutes were accepted as a true and accurate record of the meeting.

### **1.3 ICED Annual Report 2018**

The report was received.

**Action: Roz to add in the IJAD article of the year details when they become available.**

### **1.4 President's Report**

The report was received. Allan clarified that the Board meetings took place online.

A transparent process for applying for the travel grants had been established. It was suggested that the networks which received travel grants were not made public as it could discourage networks from applying in future. Roz was unsure whether it was appropriate to keep this information confidential, as ICED should be open about what it did with its funds. It could be viewed as each network's right to be able to apply for the funds and therefore a question of equity rather than something to feel embarrassed about. The principle was that ICED was supporting the networks not the individuals. Ten networks were not represented so members wondered whether this feeling of embarrassment could have prevented some networks from applying for the funds. It was likely that there were many reasons why networks did not apply and/or attend Council. The fund was very limited so it would not be possible to fund attendance for all those not present at this meeting.

**Action: Roz to re-forward details of the travel grant application process to Council and/or put them on the website to ensure all networks are aware of the opportunity.**

## **1.5 Elections and appointments to the Board**

An update paper on elections and appointments to the Board was received.

Decisions taken:

- Matti Lappalainen was appointed Treasurer for a further two years until the end of the 2021 Council meeting.
- Kathryn Sutherland would replace David Green as IJAD Representative from January 2020 (when her term as IJAD Co-Editor would finish) until January 2022. It was agreed that in future the IJAD Representative's term would run for two years from January, to coincide with the IJAD Co-Editors' terms of office.
- Li-Ke Wang would join the Board following this meeting as the 2022 Conference Convener. He would be on the Board until the end of the 2022 conference.
- Hiro Sato would join the Election Committee to replace Mona Fjellström.

## **1.6 Governance – proposal for President-elect**

This discussion had begun some time ago to try and reduce the number of elections, which were taking place every year and proving quite challenging due to the small pool of potential candidates. A proposal was discussed at the 2018 Council meeting, but Council asked the Election Committee to revisit the proposal with the suggestion that a President-elect position be created. The proposal received at this Council meeting was an attempt to address those suggestions.

Denise proposed an additional motion, seconded by Deandra, that it be a requirement that *candidates for any elected position on the Board must have a letter of support from their network confirming that it supports their nomination. This letter would need to be forthcoming at the time of nomination.* The rationale for introducing this requirement was that someone could be elected as ICED President when President of their network. However, their term as network President could come to an end before their term as ICED President comes to an end and thus their network may no longer support them being ICED President. Council approved the motion that *nominees for elected Board positions must submit a letter of support from their network at the time of nomination.*

There was a long discussion about introducing a requirement that Network Representatives must be President/Chair of their network. The rationale being that where an ICED President or Vice President was no longer President of their network, they would continue as the Network Representative and retain their vote on Council. This was problematic for some networks as it meant their President did not have the vote. Although a network could nominate an Associate Council member (often the current network President), which was a non-voting role.

Comments and points made are summarised as follows:

- The proposal was problematic because Board members must come from among the Council members so Vice Presidents and Presidents must also be Network Representatives

- The ICED Council was made up of member networks rather than individuals, so the Network Representatives voted on behalf of their networks. Each network had one vote only so the Associate Council members could not be given an additional vote. The Network Representative and Associate Council member may need to liaise in order to agree how they would vote on behalf of their network
- Could a case be made for separating the role of President/Vice President and Network Representative? i.e. giving additional votes to the Presidents/Vice Presidents specifically. Then there could be two people from one network on Council, but one would be voting as the network and one would be voting as the President/Vice President

No decision could be taken on this matter during the meeting.

**Action: The Election Committee to look at the constitution, other rules and regulations and the Charity Commission rules to see if a solution could be found.**

The proposal to introduce a President-elect role was discussed. It was clarified that there was no expectation that the Vice President would go on to become President. If a Vice President did become President-elect then a new Vice President would have to be elected. As part of the transition to the new system, the proposal was for Allan to serve an extra year, alongside the President-elect, from the end of the 2020 conference to the end of the 2021 Council meeting.

Denise proposed an amendment to the proposal that *an election for President-elect take place as soon as possible and the successful candidate take office immediately upon election*. Comments on the amendment are summarised below:

- The President-elect would serve a shorter term than usual, maybe missing one Board meeting
- Scheduling an election immediately was not ideal as it would take place over the Northern summer when people were not available. Hence the timetable would probably need to be stretched which would further shorten the President-elect's term. The existing timetable was as such to give the candidates time to prepare.
- The reason the transition had been scheduled as such was so that it fitted in with the existing election schedule (an election was already set to take place in November 2019)
- Members wondered whether it was important in which year the President-elect took office, i.e. should it coincide with a conference year or a non-conference year? In addition, it would be nice to be able to thank the outgoing President and welcome the President-elect during a conference.

Council voted on the motion: *A President-elect position be created with a term of one year. At the end of that term the President-elect assumes the position of President for a two year term. The President-elect will be co-opted to the Board.*

Votes for: 12

Votes against: 0

**Motion carried.**

Council then voted on the motion: *An election for President-elect be held as soon as possible with the candidate taking office immediately upon election.*

Votes for: 5

Votes against: 7

Allan Goody abstained from voting

**Motion defeated.**

Therefore, the new model, as proposed by the Election Committee, would come into effect. The transition to the new model would take place as per the proposal, with the election for a President-elect taking place in November 2019 and the successful candidate taking office after the 2020 council meeting. Allan Goody would serve as President until the end of the 2021 Council meeting. As per the proposal, the President can serve only one term (three years in total).

**Action: The following other issues were raised and would be kept on the agenda for future consideration:**

- Is the Board becoming too top heavy?
- Should there be regional representation on the Board? Having the two appointed Board members dealt with this to some extent, but perhaps the A-Z list of networks could be split into regions to ensure the international spread was even.
- There was concern that the Board tended to be dominated by the English-speaking countries.

### **1.7 General Data Protection Regulations (GDPR)**

Roz explained that she had been looking into this and how it affected ICED. The elements of the EU GDPR which were of most relevance to ICED were as follows:

- To only collect and process personal data that is genuinely needed to carry out the organisation's work
- To only retain this data for as long as needed
- To be open about what data is being collected and why
- The law applies in any circumstances where the personal data of EU citizens is processed

In terms of the work the office was doing, Roz did not think that ICED was doing anything that contravened the GDPR. However, she felt that she needed to add something on GDPR to the conference guidelines because, even though the conferences may not take place in EU member countries, many of the delegates would come from EU countries and hence GDPR would apply.

**Action: Roz to add something on GDPR to the conference guidelines.**

### **2. Membership**

Allan updated Council on potential new members:

- Colombia – Allan was keeping in contact with the relevant individual(s)

- Portugal – they were still interested, and Allan was planning to meet with them in October 2019
- Italy –a network had recently been formed and they have been in touch with Allan regarding joining ICED (this could hopefully be done in time for the 2020 conference)
- Allan had also been in contact with various individuals from Slovakia and the Czech Republic regarding a potential network. These individuals were part of a potential Erasmus+ project submission that ICED had endorsed.

### **3. Budget and Accounts**

#### **3.1 2018 & 2019 receipts and payments account**

The accounts were received. It was noted that the IJAD royalties were always received in the year after they had been generated. Also, the 2019 membership subscriptions were still being collected so the amount would be higher at the end of the year.

#### **3.2 Budget 2019 – 2022**

The budget was received.

Correction: the conference income was for the 2020 and 2022 conferences not the 2018 and 2020 ones.

Conferences were the main source of income for ICED so it was important to maintain this income stream. Council thanked Michele for his work on the 2018 conference.

Mary asked whether the numbers should show annual inflationary rises. Matti explained that the figures were reviewed from time to time, e.g. last year the travel allowances were increased quite significantly. Also, if one budget line wasn't fully used then it could be re-allocated to other areas.

The budget was very cautious and showed that unless the conferences generated more than the estimated surplus of £10,000, then ICED would not survive in the long term. In reality, the conferences had generated more than £10,000 so the future was more assured than the budget showed. In addition, the £20,000 reserve fund, which was part of ICED's risk management strategy, provided some insurance against an unsuccessful conference.

Members wondered whether the budget could assume membership growth/increased membership income. New networks didn't tend to have a lot of funds so it would be quite risky to budget on this basis. Membership income was budgeted according to what was received in the previous year. Some members wondered whether it should be even more cautious, i.e. based on the minimum payment of GBP50.00 per network, as there was no guarantee that the networks would pay the full contribution in future years, and in certain cases this could have a big impact. Allan clarified that the membership fee was GBP50.00 plus 1% of membership income. The fee was optional if the network was not able to pay it, in which case they could write to the President and request a waiver.

### **3.3 Risk Register**

The precariousness of the membership income stream should be inserted into the risk register. For example, STLHE contributed extra at present but there was no guarantee that this would continue indefinitely. The mitigating factor was the existence of the reserves.

**Action: Matti to update the risk register.**

## **4. Council meetings and Conferences**

### **4.1 2018 Conference – Atlanta, USA**

A full conference report was received. Correction: in the country representation list, the three delegates from Niger were from Nigeria. The conference had been really beneficial for generating new contacts and potential new members.

Unfortunately the conference surplus was subject to a US withholding tax of 30%, so the overall amount received had been USD23,124.50 (GBP17,859.68) instead of USD33,035 (GBP25,388.83). The ICED office and the US organisers had done a lot of work to find a way around this but it had not been possible. Roz had talked to a UK law firm but ICED would have had to register as a non-profit organisation in the USA, which would have cost a lot of money. They had also explored channelling the money through POD instead of Kennesaw State University but this hadn't been possible. It was clarified that the host organisation usually paid up front for securing conference suppliers.

### **4.2 2019 Council Meeting – Iceland**

The Council thanked Guðrún and the University of Iceland for hosting the Council meeting. It was hoped that the Icelandic network would join ICED.

### **4.3 2020 Conference – Zurich, Switzerland**

Benno and Gerd would share the Conference Convener role. Benno and Gerd gave an update presentation on the conference.

Council meeting dates: 13-14 June 2020

Pre-conference workshops: 15 June 2020

Conference dates: 16-18 June 2020

**Action: The Scientific Committee to look into the idea of 'un-conference' sessions.**

There would be a student panel and Council was supportive of this. As the conference theme was the future-ready graduate, it would be important to hear the student voice. The students' travel would be funded through external funding. The students would have to be carefully selected but the selection criteria were still to be discussed and decided.

Questions to Council from the conference organisation team:

a. Should there be conference proceedings?

It was suggested that this could be done as a special issue of IJAD. However, IJAD was full up to 2022 and could only publish a limited number of articles per year. In addition, IJAD didn't want to lose out on its usual article submissions. It was felt that it was up to the local team to decide if publishing conference proceedings would be helpful. If the team did go ahead with this, then they envisaged that the conference proposal reviewers could also review the papers.

b. What support would be available from ICED?

ICED didn't have a lot of funds and what it did have was used to fund people to attend the Council meeting, although they may then go on to attend the conference. Some of the individual networks might be able to help, for example by sponsoring a delegate.

c. How should the pre-conference workshops be selected?

For the Stockholm conference, each network put forward names of potential workshop leaders and this worked well. Sometimes a theme was selected and workshops targeted accordingly. It would be important to have the details of the pre-conference workshops ready at the time registration opened as people would want to register for workshops at the same time.

**Action: Roz/Benno to send an email to Council inviting them to put forward suggestions for potential workshops and leaders.**

#### **4.3.1 Call for contributions**

The draft call was received. Mary raised the issue that 'futures' may be conceptualised differently in different contexts. She felt that it might be difficult for her colleagues to contribute as the conference had been presented in quite a high-tech way.

#### **4.3.2 Timeline**

The thinking behind the timeline was to get the presenters confirmed as early as possible so that people could put their plans in place. Many people would only attend if they were presenting so this would be important for overall attendance numbers. Council suggested making the deadline of the first call later and the second call later too (with a January deadline). Then those people who needed to know early would do, but others would have a bit longer to put their plans in place.

#### **Actions:**

- **The team to review the timing of the call for proposals.**
- **The team to include the name of the month in the dates to avoid confusion.**

#### **4.3.3 Budget**

The budget had been designed to break-even at 200 delegates and hence the conference was priced quite high. This came from the conference guidelines which were over-cautious (conference numbers have varied from 250 to about 630). It was felt that this conference would be closest to the Stockholm one, which had 630 delegates, therefore it should be possible to re-budget with a break-even point of 300 or 400. In addition, the sponsorship had not yet been factored in, so this may help.

#### **Actions:**

- **Benno/Gerd to recalculate the budget with a break-even point of 300 and 400 delegates.**
- **Roz to add a note to the Conference Guidelines to reflect that the budgeted break-even delegate number be considered in the light of the potential delegate numbers for each conference given location and history. This to be done in consultation with the Board.**

#### Discussion about corporate sponsorship:

The team would be discussing whether they wished to take large amounts of sponsorship money from big Swiss corporations. In addition, if they allowed exhibitors then this would take the event into 'trade show' territory, which would cause the prices to rise. This would be the case even if there was a publisher with a book table present. They may be able to have sponsors for various elements of the conference instead and include material in the delegate bags.

#### **4.4 2021 Council Meeting – Chile**

Santiago would be very cold in June, hence the meeting might be moved to October or November.

#### **4.5 2022 Conference – Shanghai**

Li-Ke gave an update presentation on the conference. The proposed dates were 7-10 June 2022, 14-17 June 2022 or 21-24 June 2022. Mid-summer in the Nordic countries and the STLHE conference would affect attendance if the dates conflicted with either of those. The location would be the Fuyue Hotel, which charged US\$99 per night for a room. Some social activities, including a welcome reception and tours, were being planned. The organisers were starting to think about themes, perhaps something on leadership or futures. Li-Ke would be joining the Board so could pursue these discussions there.

#### **4.6 2023 Council Meeting**

The Kenyan network was still willing to host this meeting in Nairobi.

#### **4.7 Conference finances**

In the light of the issues with the Atlanta conference and tax and difficulties in getting funds out of China, Allan and Roz would investigate whether it would be possible for the funds to come through the ICED bank account.

**Action: Allan and Roz to investigate how the finances for the 2022 conference could be set up external to China to avoid issues with funds transfer to ICED.**

#### **5. IJAD Report**

A report from the editorial team was received. Key points:

- The number of article downloads had gone up, but the royalties hadn't, so the editorial team would look into this.

- The impact scores had been going up. It was acknowledged that IJAD couldn't compete with the bigger journals which published more articles. Hence the scores were weighted.
- People were now starting to pay to make their articles open access which affected metrics.
- Sharing PDFs of IJAD articles from one person to another was permitted, so Council members were encouraged to do this if someone couldn't access the journal. However, people should access articles via the link if possible, as this would be recorded in the statistics.
- SEDA purchased the journal at a discounted rate for its members as a benefit of SEDA membership. If any other networks were interested in buying IJAD subscriptions as part of their member benefits, they should contact Allan and he will negotiate with Taylor & Francis.
- Full text downloads from the USA and China had increased, which was great news. Having ICED 2018 in the USA probably helped, as did CHED joining ICED and hosting the 2017 Council meeting.
- The geography of submissions had changed, with Chile, China and Singapore joining the list. Council members were invited to encourage their colleagues to submit articles.
- Council thanked Kathryn for her 10 years on the IJAD editorial team, during which time the journal had done extremely well.
- The editorial team would continue to liaise with Taylor & Francis. IJAD was a small journal in a pool of many much bigger ones so it was quite difficult to influence them.

#### **Actions:**

- **IJAD editorial team to seek increased royalties considering the increase in downloads.**
- **Any networks interested in buying IJAD subscriptions as part of their members' benefits should contact Allan and he will negotiate with Taylor & Francis.**

#### **IJAD article of the year 2018:**

Chrissie Boughey, David Green and Katarina Mårtensson were the judges.

The winning article was '*Reflecting on institutional support for SoTL engagement: developing a conceptual framework*' by Paula Myatt, Deanne Gannaway, Ivy Chia, Kym Fraser & Jacquelin McDonald. This article had arisen out of a collaborative writing group and offered a valuable conceptual framework for educational developers to start similar conversations on campus. The article was very accessible and provided a great example of collaborative writing across countries/continents.

The judges had also identified Kathryn Sutherland's extended editorial '*Holistic academic development: Is it time to think more broadly about the academic development project?*' as worthy of an award. They felt that, although it was not a traditional article, it was extremely useful for those working in the profession, especially those new to the field. Extended editorials had had a big impact on the journal and this one had set a new bar. It had marked a departure in the thinking about what an editorial might be. It was an unusual nomination because it was not a blind peer reviewed piece. Hence, they wanted it to receive a special,

one-off award. Council agreed to this. It was noted that Kath had not been part of this process and she had left the meeting during this agenda item.

The two awards would be presented at the 2020 conference, along with next year's article of the year winner.

Allan proposed that the lead author of the winning article be offered a complimentary conference registration (so there would be two at each conference). However, many articles were written by several people as a collaborative project so it might be better done as a sum of money, e.g. £250. Or one complimentary registration could be given to the team and they could decide who would use it. The complimentary registrations would need to be included in the conference budget, not ICED's funds. **Council agreed that the winner/s of the IAJD Article of the Year award each year be offered one complimentary registration to the next conference. If there is more than one author on the paper the authors to determine how the registration is used.** The Editorial Team will continue to ask Taylor & Francis to sponsor the award.

#### **Actions:**

- **The 2020 conference committee to budget for two complimentary registrations for the 2018 and 2019 IJAD Article of the Year award winners.**
- **Roz to update the Conference Guidelines to include the need to budget for two complimentary registrations for IJAD Article of the Year winners.**

#### **5.1 Appointment of Co-Editor**

The Call for Expressions of Interest for a new Co-Editor would be distributed and Council members were encouraged to spread the word about this opportunity among their networks.

**Action: Network representatives to distribute widely the call for EOIs for a new Co-editor for IJAD.**

#### **5.2 Proposal for writing retreat at 2020 conference**

A proposal from the editorial team was received. The key change from 2018 was to run the retreat over three days instead of two as the participants had felt that two days hadn't been enough. There had been some developments since the proposal was written. The retreat would now take place in the ETH main building to reduce costs and the organisers hoped to sponsor some participants to attend.

**Action: The editorial team to redraft the budget for the 2020 writing retreat and forward to the Board for consideration.**

### **6. Spirit of ICED**

#### **6.1 Nomination**

A nomination for the E-Taleb consortium was received from SEDA. The Board had discussed the nomination prior to the Council meeting and its recommendation was not to make the award. This was partly because it didn't quite fit the criteria – there was doubt about whether

the work of the group had been over a sufficient period of time and whether it had contributed to ICED specifically. Clara explained that she had had no influence on putting forward the nomination and her view was that although it may not meet all criteria, it had been an important and transformational project which the Lebanese had owned. Another issue raised was that there was no network in Lebanon and members wondered whether such nominations should be connected to a network. If so, then the criteria should be clarified. Council also discussed whether there was an assumption that awardees were individuals. Thus far the Spirit of ICED had only been awarded to individuals. Council decided not to award the Spirit of ICED to the E-Taleb consortium on this occasion.

#### **Actions:**

- **Allan to advise Jo Peat of SEDA that the nomination of the E-Taleb Consortium for the Spirit of ICED award was not successful and provide the rationale for the decision.**
- **The Board to consider a review of the Spirit of ICED criteria.**

#### **6.2 Other forms of recognition**

Allan had set up a working group to which included Erika Kustra (STLHE), Clara Davies (SEDA) and Katarina Winka (SwedNET) . If any other Council members were interested in being on the group, they should contact Allan. The group would find out what other networks were doing in terms of recognition/awards and would work on some proposals/recommendations to put to Council.

#### **7. Research Reports and Projects**

##### **7.1 Erasmus project – Durham University (Kasturi)**

Kasturi was the ICED representative on the advisory group for this project. The project was about intercultural reflection on teaching and would be looking at teaching observation and how this might enhance teaching quality. The universities involved were from the UK, Italy and Germany. The project was still being set up, so the advisory group had not yet met and 'intercultural' would need to be defined. Kasturi was not yet completely sure what her/ICED's role would be. The Board had asked Kasturi to do it based on her own experience and knowledge, but if any commitment from ICED was required then she would need to come back to the Board. These requests came in from time to time, often at the last minute, but this was a good opportunity to get ICED involved in an international project.

##### **7.2 Erasmus project - Comenius University, Slovakia (Allan)**

This project would involve several European countries. ICED had provided a letter of support. The funding had not yet been awarded.

#### **8. Web site and social media, advocacy, public relations, lobbying**

Council members were invited to make suggestions on the website. IJAD was doing a good job on social media. Katy Linder had spent quite a bit of time on it but had now stepped down and Roeland van der Rijst had taken over. If someone wanted to take on some social media responsibilities for ICED they should contact Allan.

**Action: Any Network representative or nominee of their network who would like to lead a social media strategy for ICED should contact Allan.**

The conference team would make a start on promoting ICED 2020 on social media once agreement was reached on the timeline. Kath suggested tweeting details of the presenters day by day in the lead up to the conference.

## **9. AOB**

### **9.1 ICED Special Interest Groups (Allan)**

The Council for Academics at Risk (CARA, [www.cara.ngo](http://www.cara.ngo)) had been in contact. This organisation supported displaced/refugee academics, especially those from Syria at the moment. They were hoping for a presence at ICED 2020 but it might also be worth setting up a special interest group (SIG) around this area. There may be potential to link with Scholars at Risk, the US equivalent organisation.

**Action: Benno to liaise with CARA regarding its role at ICED 2020.**

A broader discussion was held on the topic of SIGs within ICED. A Council member would probably need to lead a SIG although anyone could be on a SIG. They didn't have to be a Council member and networks could nominate suitable individuals. Members wondered about their set up. How formal should they be and what would be their relationship with Council? SIGs could be a good way to connect members of individual networks (including former Council members) and might increase ICED's visibility. They also might be a good way to have some continuity and communication between each Council meeting. It might be more appropriate to use a different term, e.g. action groups.

**Action: Denise and Robert to develop a proposal regarding ICED SIGs for presentation to the Board.**

There was a discussion about whether CARA was a logical fit for ICED as it supported academics generally, rather than academic developers. How could ICED decide which group it should support, what did ICED advocate and who did it advocate for? Educational developers or academics more generally? This may be a discussion for Denise and Robert in their proposal about SIGs. Allan felt that CARA did seem to be a logical fit as it supported academics, which is what academic developers do. ICED perhaps needs to review its aims, objectives and values. Allan proposed setting up a working group to examine these. This may help with the Spirit of ICED issue too.

**Action: The Board to consider how to progress a review of ICED aims, objectives and values.**

### **9.2 SWOT Analysis project proposal**

Allan had received a proposal from Esther Zirbel to conduct an International Educational SWOT analysis with the endorsement of ICED. Council members couldn't understand why the individual wanted to do this work and what they were going to do with the results. The

proposer could conduct the work anyway as the contact details of the member networks were online. Council did not endorse the proposal.

**Action: Allan to advise Esther that the ICED Council decided not to endorse the project and to advise her that the list of member networks was online if she wished to engage with each network.**

### **9.3 OneHE collaboration**

Many other networks had been approached by OneHE. The SEDA Co-chairs had met with Olivia Flemming but SEDA was not going ahead with a formal partnership, instead it would keep a watching brief on them. HERDSA and STLHE had done the same and as yet POD hadn't gone into partnership with them. A platform such as OneHE's could prove useful to ICED at some point in the future.

**Action: Allan to seek more information about OneHE from those individuals he knew on the advisory group and for the Board/Council to keep an eye on the situation.**

### **9.4 MBA project**

The Vice President of STLHE was doing an MBA and as part of this was going to be giving 525 hours of consultancy to an international organisation. ICED had been suggested as a suitable organisation. Denise wondered whether Council was interested and if so whether ICED had an issue that they could address. Possible areas to work on could be the vision, mission, values, communications, transparency and participation. 525 hours was a lot of time and thus would need to be properly managed. It could be a good opportunity to conduct an organisational review of ICED, e.g. what is ICED, how is it positioned, what is the landscape of HE internationally, theorisation and problematisation of teaching and learning issues, means of operation etc. Would the MBA students be interested in ICED and did ICED have enough work for that amount of days? It could be emphasised that ICED was a genuinely global network covering some very interesting issues.

**Action: Allan and Denise to liaise with the people involved with the MBA programme to discuss this opportunity and potential projects.**

### **9.5 Other**

Kasturi made some suggestions on running Council meetings in the future, for example, discussing issues in pairs in order to get everyone involved.

**Action: The Board to consider options for conduct of Council meetings in the future as part of planning for the 2020 Council meeting.**

Council thanked Hiro, who was stepping down as ICED Vice President, and David, who would be stepping down as IJAD Representative in January. Denise and Li-Ke were welcomed to the Board. This was Marianne and Clara's last meeting and they were thanked for their contributions.

The meeting closed at 17.00

## **ACTION LIST – Council meeting 19<sup>th</sup> June 2019**

- 1.3 Roz to add in the IJAD article of the year details to the annual report when they become available.
- 1.4 Roz to re-forward details of the travel grant application process to Council and/or put them on the website to ensure all networks are aware of the opportunity.
- 1.6 The Election Committee to look at the constitution, other rules and regulations and the Charity Commission rules to see if there is a solution to the issue of Network Presidents not having a vote if a member of that network is serving as an elected member of the Board and therefore the network representative.
- 1.6 The following issues relating to the constitution of the Board be kept on the agenda for future consideration.
  - Is the Board becoming too top heavy?
  - Should there be regional representation on the Board? Having the two appointed Board members dealt with to some extent, but perhaps the A-Z list of networks could be split into regions to ensure the international spread was even.
  - The Board tended to be dominated by the English-speaking countries.
- 1.7 Roz to add information on GDPR to the conference guidelines.
- 3.3 Matti to update the risk register to include the risk of reduced membership income in the future.
- 4.3 The Scientific Committee for the 2020 conference to look into the idea of 'un-conference' sessions to provide less structured discussion opportunities in the program.
- 4.3 Roz/Benno to send an email to Council inviting them to put forward suggestions for potential workshops and leaders.
  - 4.3.2 The conference committee to review the timing of the call for proposals
  - 4.3.2 The conference committee to include the name of the month in the dates to avoid confusion.
  - 4.3.3 Benno/Gerd to recalculate the budget with a break-even point of 300 and 400 delegates.
  - 4.3.3 Roz to add a note to the Conference Guidelines to reflect that the budgeted break-even delegate number be considered in the light of the potential delegate numbers for each conference given location and history. This to be done in consultation with the Board.
- 4.7 Allan and Roz to investigate how the finances for the 2022 conference could be set up external to China to avoid issues with funds transfer to ICED.
5. IJAD editorial team to seek increased royalties considering the increase in downloads.
5. Any networks interested in buying IJAD subscriptions as part of their members' benefits should contact Allan and he will negotiate with Taylor & Francis.
5. The 2020 conference committee to budget for two complimentary registrations for the 2018 and 2019 IJAD Article of the Year award winners.

5. Roz to update the Conference Guidelines to include need to budget for two complimentary registrations for IJAD Article of the Year winners.
- 5.1 Network representatives to distribute widely the call for EOIs for a new Co-editor for IJAD.
- 5.2 The editorial team to redraft the budget for the 2020 writing retreat and forward to the Board for consideration.
- 6.1 Allan to advise Jo Peat of SEDA that the nomination of the E-Taleb Consortium for the Spirit of ICED award was not successful and provide the rationale for the decision.
- 6.1 The Board to consider a review of the Spirit of ICED criteria.
8. Any Network representative or nominee of their network who would like to lead a social media strategy for ICED should contact Allan.
- 9.1 Benno to liaise with CARA regarding its role at ICED 2020 conference.
- 9.1 Denise and Robert to develop a proposal regarding ICED SIGs for presentation to the Board.
- 9.1 The Board to consider how to progress a review of ICED aims, objectives and values.
- 9.2 Allan to advise Esther that the ICED Council decided to not endorse the International Educational SWOT Analysis project and to advise her that the list of member networks is online if she wished to engage with each network.
- 9.3 Allan to seek more information about OneHE from those individuals he knew on the advisory group and for the Board/Council to keep an eye on the situation.
- 9.4 Allan and Denise to liaise with the people involved with the MBA program to discuss this opportunity and potential projects.
- 9.5 The Board to consider options for the conduct of Council meetings in the future as part of planning for the 2020 Council meeting.