

Steering Committee and Task Force Chairs Joint Meeting

11-12 January 2016

Universiteit Antwerpen

MINUTES

- Present:** Sabine Pendl, President
 Francesco Girotti, Steering Committee
 Alina Gržibovska, Steering Committee
 Kirsi Korhonen, Researchers Mobility Task Force
 Minna Koutaniemi, Steering Committee
 Svend Poller, Summer Schools Task Force
 Petra Rabitsch, Student Mobility Task Force
 Anne Vorpagel, Joint Programmes Task Force
 Fiona Miller, Secretary
- Welcome to the meeting** 1 Members of the Steering Committee and the Task Force Chairs were welcomed to the meeting.
- 15-16 Jan 2015 minutes** 2 The 15-16 January 2015 minutes were approved as a correct record of the meeting.
- Actions from the meeting** 3 The majority of items had either been completed or would be discussed elsewhere on the agenda.
- 2015 Task Force reports and 2016 work programmes** 4 The 2015 reports and 2016 work programmes were discussed:
Joint Programmes Task Force: It was noted that the Task Force had considered its future at its November meeting. This was in light of the failure to secure funding for the EC project proposal and the Steering Committee's suggestion that the Task Force considered selling its knowledge to the outside world through workshops etc.

It had been agreed by the Task Force that it would not be beneficial to run external courses/workshops due to time constraints and the lack of value to the Network of such activity. The EC project would not be revised and resubmitted due to negative comments by the project evaluators on the fundamental concepts of the proposal. After consideration by the Task Force a proposal had been submitted to widen the focus of the Task Force to the internationalisation of curricula.

It was noted that the new focus of the Task Force could be further discussed with members during a dynamic working group at the AGM. It was hoped that the Task Force could gain new members following the dynamic working group sessions. There was also the possibility of using internationalisation of curricula as a theme during the 2017 Rectors meeting.

The change of name and focus of the Task Group were supported by the Joint Meeting.

Researchers Mobility Task Force: It was noted that the main activity in 2015 for the Task Force had been the successful AGM Workshop. The Chair of the Task Force had changed and new members had joined. The new members were enthusiastic and committed to the work of the Task Force.

The perceived overlap between the Task Force and the proposed Research Management Task Force was discussed and the possibility of a meeting between the Chairs of the two Task Forces. The possibility of creating one Task Force with both a researchers' mobility and research management focus was discussed. The Chair of the Researchers Mobility TF considered that the aims of the two Task Forces were too disparate but would discuss the issue within her Task Force and with the Chair of the proposed Task Force. Potential overlap with the Student Mobility Task Force was also discussed, but it was considered that the overlap was largely as a result of the Young Researchers Grant scheme, the responsibility for which could be moved if necessary, to another Task Force.

K Korhonen

The planned Researchers' Mobility activity for 2016 was discussed, and in particular the survey. It was noted that members did not always contribute when requested to surveys. The proposed job shadowing scheme was discussed and the reasoning behind it explained. Concerns were expressed over capacity in institutions with regard to job shadowing initiatives.

It was agreed that the 2016 Task Force Workplan should be rewritten before the AGM, with the planned survey removed. The Steering Committee would consider, at their meeting, how to deal with any possible overlaps between the Task Force and the proposed Research Managers Task Force.

K Korhonen
Steering
Committee

Staff Training Task Force: It was reported that following the October Steering Committee meeting the President had contacted the Chair of the Staff Training Task Force regarding the future of the Task Force. The Task Force members had been consulted and had agreed that the Task Force should be dissolved with the proviso that the Network still provide and support well targeted staff training events.

It was noted that in future proposals for staff training events would be submitted through calls for new initiatives. If no proposals were forthcoming then the Steering Committee could commission relevant staff training activity. Funding would be dependent on compliance with the staff training guidelines.

The proposal to dissolve the Task Force was supported by the meeting.

Student Mobility Task Force: It was noted that Trine Høj Eriksen had left the Task Force.

The 2016 Researchers Mobility grant call for proposals had been successful with 13 proposals submitted by member institutions. The issue of how to allocate grants when oversubscribed was discussed. It was agreed that without clear criteria it was often not possible to compare proposals from different academic fields. It was noted that the oversubscription issue had been resolved for 2016 by the University of Basel offering to fund the three additional grants. Various ways of selecting grants were discussed including a 'raffle' system. It was noted that the scheme would have a formal evaluation after five years and agreed that the issue would be dealt with as part of the evaluation. Oversubscription in 2017 would be dealt with as and when it occurred.

It was reported that the promotion tour had not been successful in Hull. The Task Force had decided to stop the activity unless invited by a specific member. The University of Valencia would be approached to see if they would be interested in a visit by the Task Force. It had also been decided that the 'fun facts' should no longer be collected due to reluctance on the part of members to provide the information.

It was reported that the University of Basel had expressed an interest in visiting MAUI institutions after the NAFSA conference.

The possibility of placing Erasmus+ Mobility reports on the Network website was discussed. It was agreed that it would be more beneficial to collect and publish testimonials from students.

The possibility of the Task Force becoming more involved in non-European mobility was discussed.

Summer Schools Task Force: It was noted that the Task Force was looking at new formats of summer school, as well as the more traditional summer schools.

It was noted that the LEF Summer School had held its final school in 2015. The proposal for the PhD series had developed out of the School. The proposal was discussed

and it was noted that the final allocation of places, in the case of oversubscription, would be at the discretion of the School's Academic Committee.

The Steering Committee agreed that funding would be granted to the PhD series, subject to receipt and approval by the Steering Committee of a budget plan.

It was noted that the Professional English Summer School would run for the third year in summer 2016. The co-ordinator had changed at short notice before the 2015 Summer School and thanks were expressed to the new co-ordinator, Kerry Dobson.

It was noted that the Summer School rules would allow for Hull to fund a fourth summer school (2017) from the underspend from previous years.

The proposed changes to the hospitality fund were discussed and recommended to the AGM. It was agreed that it would be possible for the full hospitality grant to be offered to the Professional English Summer School students even if it was over 50% of the fee.

Steering Committee: It was noted that the Network's new website had launched during 2015. The intranet was not yet available to members.

A discussion regarding publicity materials for the Network took place. It was considered that it was not necessary for the Network to have a flyer but instead there should be a pdf list of members and contact details available on the website. It was hoped that it would be possible to have a history of the Network produced. Patricia De Clopper would be approached regarding this.

F Miller

S Pendl

It was agreed that a summary of new initiatives, approved and rejected by the Steering Committee, should be added to the report.

F Miller

**2016 AGM –
New Faces
Session**

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It was noted that the 2015 New Faces session had been successful. Members agreed that the session should be held again in 2016 and new AGM attendees invited, along with any other members who wished to attend. It was agreed that the 2016 session should introduce attendees to the AGM agenda, highlighting any background issues or regulations that attendees should be aware of. This would follow a brief introduction to the Network. The Task Force Chairs would be invited to assist in the session.

**2016 AGM
Workshop**

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It was noted that the workshop on the theme of how to maximize the intercultural experience of outgoing students was being organised by staff at the Universities of Bologna and Graz. The workshop was aimed at staff dealing with

outgoing students and staff involved in international programmes and interested in intercultural competencies.

It was noted that the organisers would ideally like the size of the workshop to be 20-24 places to enable more intensive, interactive sessions. However it was agreed that there should be one place maximum available per institution. The budget would be amended accordingly once the numbers were known.

F Girotti/
F Miller

The requirements for rooms and accommodation etc would be confirmed with Queens University Belfast as soon as possible

P Rabitsch
/F Girotti

It was agreed that information about the AGM workshop should be sent out by 1 February with a deadline of 29 February (in line with the AGM information).

P Rabitsch
/F Girotti

Dynamic Working Groups

- 7 It was agreed that there should be three dynamic working groups offered at the AGM (with members attending all three working groups), two sessions on internationalisation of curricula and one session on the Mastermind project

The Joint Programmes Task Force would decide on the two topics for the internationalisation of curricula workshops and would run the workshops. The Mastermind project workshop would be preceded by a presentation during the AGM and the workshop would concentrate on discussion. The workshops would be 25 minutes in length with 90 minutes given in the programme for the session.

J Progs TF

Links with non-European Associations

- 8 An update on developments surrounding links with South American and South African associations was given. Further discussions had taken place with the Columbus Association who had expressed their interest in a possible student exchange co-operation. The fact that the UN does not provide stipends was not seen to be an issue. It was agreed that further details would be provided to the Columbus Association (examples of a fact sheet, bilateral agreement, process description including a timeline). It would be made clear to the Columbus Association that the Network was only interested in collaboration with its South American partners, and not its European partners.

S Pendl/
AEN and
MAUI reps

A skype meeting with REARI-RJ would be held in January. It was noted that REARI-RJ was interested in staff mobility and collaboration as well as student mobility.

It was reported that potential links with the Cape Higher Education Consortium (CHEC) in South Africa continued to be developed. Stellenbosch University had indicated a willingness to facilitate discussions between the Network and CHEC. It was noted that Svend Poller would be visiting Stellenbosch in February and was willing to arrange a meeting with Huba Boshoff from Stellenbosch University and Naseema Badsha from CHEC. Sabine Pendl agreed to write an official

S Poller

S Pendl

letter to CHEC to be taken to the meeting, setting out the potential areas in which the Network would be willing to look at collaborating in. At the meeting the areas in which CHEC would find it beneficial to collaborate would be explored. It would be made clear that stipends would not be available. It was noted that there already exist disparities in funding arrangements for incoming South African students in UN institutions. The different offers would have to be clearly articulated.

It was agreed that there could be a need in the future to look at forming a Task Force to co-ordinate collaborations with non-European associations.

European Projects

- 9 It was reported that Kees Kouwenaar from the Mastermind Europe project had been invited to the AGM to update members on the project and gain their feedback.

The initial meeting of the CALOHEE project would be held in February.

It was noted that Network members would have the opportunity to play a significant role in the IMPALA project. Requests would be sent out to all members by e-mail.

It was agreed that it was not necessary to form a Task Force at present to co-ordinate the Network's involvement in European projects. When the Network was approached to become a partner in a project proposal, the Steering Committee would consider if the proposal would be beneficial to the Network, and if so identify a Task Force or individual member institutions who might be able to coordinate the Network's project activity. The Task Forces would be asked to make a recommendation to the Steering Committee about the perceived added value to the Network of the project proposals.

Reporting & Meeting schedule from 2017

- 10 It was agreed that the following changes would be made to the reporting and meeting schedule from 1 April 2017:

Late November/early December – Steering Committee meeting (planning for AGM will take place – Task Force Chairs will be asked for input into AGM and dynamic working groups by e-mail).

End February – Task Force Chairs submit year end reports and new year workplans.

Early March – Joint meeting to discuss report and workplans and last minute AGM issues.

End April - AGM

Preparation for Rectors meeting 2017	11	The need for early planning with regard to the Rectors meeting was noted. It was agreed that a possibility would be to look at a panel approach, with five or six Rectors who could lead discussion on selected topics. The proposal would be put to the AGM and ideas invited from members.	S Pendl
		It was agreed that the date should be made available to Rectors as soon as possible.	F Miller
Spring 2017 Newsletter	12	It was agreed that the following would be included in the Spring edition of the newsletter: <ul style="list-style-type: none"> • Bergen ST event • 2016 Summer Schools • 2016 AGM and Workshop • Impala and CALOHEE projects • YRG awardees (institutions) • Fun facts – one AEN and one MAUI institution • Mastermind project • Date of Rectors meeting 	
Scholars at Risk Network	13	It was reported that the UN had been invited to take up partner network membership of the Scholars at Risk Network. It was agreed that the information about individual institutional membership should be circulated to members for information. The Scholars at Risk Network would be informed of this.	F Miller F Miller
EAIE Dinner 2016	14	It was noted that for the first time interest had exceeded places at the 2015 EAIE dinner. It was considered beneficial to the Network to invite AEN and MAUI partners to the event. It was agreed that the possibility of hosting a buffet in a pub/bar, where the Network paid for the food and members paid for their own drinks would be investigated and put to the AGM for approval.	F Miller
Task Force Chairs meeting	15	The main issues arising from the Task Force Chairs meeting were discussed. The reporting and planning using the Strategic Plan matrix had been discussed and it was questioned if the process was to continue. It was reported that the Strategic Plan matrix would be discussed with members at the AGM and views sought on its future use.	
		It was noted that the Task Force Chairs considered that there should be flexibility in funding ad hoc workshops etc.	
		The issue of the timetable for the Joint meeting was discussed and in particular the time given for the TF Chairs meeting (in parallel to the Steering Committee meeting). Whilst the Steering Committee considered that they needed time to prepare, the Task Force Chairs only needed 1 – 1.5 hours. It was agreed that the timings would be looked at before the next Joint meeting. The Task Force Chairs also indicated that they would appreciate more joint discussion, particularly in areas such as the budget.	Steering Committee

**Any other
business**

16 There was no other business to report.