

Minutes of the INQAAHE Board meeting held at
2005 Conference, Wellington, New Zealand

Tuesday, 29 March, 2005

Present: Richard Lewis, President
Seamus Puirseil, Secretary
Dorte Kristoffersen
Tibor Szanto
Mala Singh
Tsutomu Kimura
Donald Baker
Phil Meade
Maria Jose Lemaitre
Steve Crow
Lee Harvey, Observer

Apologies: Wai Sum Wong

Incoming Board members:
V S Prasad
Marjorie Peace Lenn

In attendance: Ann Graves

The INQAAHE President, R Lewis, welcomed the Board to the 2005 conference and noted that this was a meeting of the outgoing board of INQAAHE and that incoming board members had been invited to attend. The board noted that S Crow and M Peace Lenn would be absent for the morning meeting and M J Lemaitre for the afternoon meeting due to commitments for workshops.

1. **Minutes of e-Board meeting held Nov 2004 – Jan 2005**
Agreed

2. **Matters arising**
M Singh agreed to forward the document from the AAU general assembly, held in Cape Town, in relation to the proposed African Network. M Singh advised that the objectives, of the network, are similar to those of INQAAHE and the APQN and that the membership of the network would include the wider African groups.

L Harvey advised that the glossary has not been released as it is still a work in progress. It was agreed that this be discussed at the next board meeting of the incoming board.

3. **Revised Constitution**
Following discussion it was agreed that the quorum for the board be increased from three to five, however it was agreed that the document should go to the GA without amendments. It was further agreed that the board should nominate and agree a Treasurer.

4. **Working Groups**

Guidelines of Good Practice

D Kristoffersen suggested that the best format for presentation of the Guidelines to the GA would be an outline of the evolution of the Guidelines and a discussion on their uses.

S Puirseil circulated copies of the ENQA document on Standards and Guidelines to the Board and noted that the document makes reference to the INQAAHE guidelines which have been useful in the preparation of the ENQA document.

The board agreed to amend the reference to examples of evidence to include the word sources.

Going forward it was agreed that the working group continue and to invite agencies, who have indicated their intention to use the guidelines, to report to INQAAHE.

The board agreed that the document, following inclusion of an additional paragraph, to include specific reference to UNESCO and other relevant bodies, be republished in the Journal and produced by INQAAHE in hard copy, including a covering statement, and circulated widely.

The board noted the possibility in the future of requesting those agencies applying for full membership to provide evidence of use of the guidelines.

The board agreed that, QA of QA and the production of evidence, would be an appropriate theme for the 2006 workshop and that the board could report on the CNAP review.

5. UNESCO

R Lewis welcomed Stamenka Uvalic-Trumbic, UNESCO, who joined the board meeting for this item.

S Uvalic-Trumbic thanked the board for the invitation and advised that the representative from the Iraqi Ministry of Higher Education had been unable to secure a visa and could not attend the conference. She advised that the Iraqis are at the beginning of the process of a major reform in setting up QA systems, that there was a solid tradition in the Iraqi education system and at present the requirements are for equipment, access and publications, but that the situation was improving as the Ministry becomes more stable. S Uvalic-Trumbic also suggested the possibility of a workshop in the future but highlighted the difficulties of travel, she agreed to forward the overview report to the secretariat for posting on the INQAAHE website.

S Uvalic-Trumbic and M Singh are jointly presenting the Quality Guidelines on Cross Border Higher Education to the GA, it was noted that the time allowed of 15 minutes was not sufficient. M J Lemaitre invited both presenters to join the Transnational session where time would be made for discussion of the guidelines.

S Uvalic-Trumbic advised that INQAAHE would have NGO status by Autumn and R Lewis agreed that there should be more systematic feedback from INQAAHE to UNESCO. R Lewis thanked S Uvalic-Trumbic on behalf of the board for her attendance.

6. Working Groups (II)

Relations with Regional Networks

D Kristoffersen outlined an action plan from and in addition to previous minutes as follows:

- Meetings with Regional Networks should be formalised;
- Regional Networks should be invited to nominate contact leader, with a request for reports from the leader;
- Board members should take responsibility for contact with a region and advise progress to the board;
- Future INQAAHE conferences should include more formalised meetings with regional representatives;
- Issues of common interest should be developed.

M J Lemaitre suggested that INQAAHE take a more proactive role in contacting and collaborating with regional networks, with a view to sharing experiences, material and the exchange of good practice.

R Lewis suggested that provision be made in the budget for correlation of materials in a database of materials and that someone be commissioned to collate the materials.

D Kristoffersen noted the need for formal contact persons on the board, to facilitate establishing a structure within the board for gathering and dissemination of information.

The board agreed that the incoming board should discuss the possibility of a separate meeting of representatives of regional networks, with a request to each of the networks to nominate a contact person. The board further agreed that the 2006 workshop should include a joint board/regional representatives meeting.

It was agreed that for the purposes of the General Assembly meeting, D Kristoffersen would report on the action plan as discussed.

Alternative forms of Quality Assurance

Noted that this group had not progressed and agreed, due to changes occurring, that this would be discussed by the incoming board.

7. Officers reports to the General Assembly

The board agreed that the President's report to the General Assembly would concentrate on the future of INQAAHE and outline the plan going forward, while the report of the Secretary would concentrate on progress since the previous meeting.

8. Membership Committee Report

S Crow reported an increase in the membership of 32 members since the 2004 workshop. The total membership is now 161. S Puirseil noted the efficiency of the membership committee in dealing with applications and the fact that most applications are processed within 24 hours. The membership committee advised that the new application form, which includes additional information and highlights problems, has improved the process. It was agreed that there may be a need to amend the form to enable the problems to be dealt with. It was further agreed that the committee draft a list of difficulties for discussion at the 2006 workshop.

9. Financial Matters

The board approved the Income and Expenditure account.

It was agreed that the incoming board would discuss the issue of raising funds.

The board further agreed that the incoming board would discuss the level of the membership fees and that an electronic ballot of the membership would take place.

Development Fund

R Lewis thanked T Szanto for the preparation of the document circulated to the board. It was agreed that previous officers be contacted with a request for their records. It was further agreed that the proposal be amended as discussed and adopted.

10. NAAC Application for Support

It was agreed that the incoming board would set up a sub group to deal with the development fund. It was also agreed that this group would consider the application from NAAC.

11 Future Events

Noted that the bid document, was circulated to the membership in January 2005, with a return date of February 18. Two applications had been received by the Secretariat by the cut off date. The bid for the workshop was received from NVAO in the Netherlands, the conference bid from PEQAB, Toronto.

An additional bid was received for the workshop in mid March. The board agreed that the late bid should not be considered as it was received following receipt of the bid from NVAO. The board further agreed that the NVAO should be advised that the maximum capacity should be increased to 150 delegates and that there was no requirement for formal dinners, so reducing the cost to delegates.

The board agreed to recommend both the PEQAB and NVAO bids to the General Assembly.

Wai Sum Wong joined the meeting at this stage.

12 Any other business

M Singh proposed that a criteria for acceptance or otherwise of submitted papers be outlined for future conferences. She also proposed, with the increase in membership and the new agencies, that those who had not had the opportunity to be involved in workshops be invited in the future as presenters. D Kristoffersen supported this proposal with a suggestion that teams of presenters work best, as in the Dublin conference.

It was agreed that the organisation committee for the programme be discussed by the incoming board. It was also agreed that the chair of the programme committee be briefed on what is expected, S Crow agreed to brief the future chair.

Noted that the role of the board is to agree the overall strategy and final programme for the conference.

Next meeting of the board to take place on Thursday 30 March, following the General Assembly. This will be a meeting of the incoming board.

R Lewis thanked the outgoing board members for their contributions to the board. The meeting was closed.