

## Minutes of the INQAAHE Board meeting held at NVAO offices, The Hague

Tuesday 16 May 2006

Present: Richard Lewis, President  
Dorte Kristoffersen  
Tibor Szanto  
Marjorie Peace Lenn  
Peter Cheung  
Lee Harvey (Observer)

Apologies: Don Baker, Treasurer  
Séamus Puirseil, Secretary  
Jorge Mora  
Mala Singh  
V S Prasad

In attendance: Ann Graves  
Ian McKenna

The INQAAHE President, Richard Lewis, invited Mark Fredericks of NVAO to join the meeting, as representative of the local organising committee, to discuss arrangements for the Workshop.

Richard Lewis warmly thanked Mark Fredricks and Tibor Szanto for all their work with the organisation of the programme and workshop. Following discussion it was agreed that the agenda for the Workshop would require some flexibility in order to facilitate additional time for discussions, particularly in relation to INQAAHE and the regions.

The Board noted that the outputs required from the workshop are to produce five working papers to be finalised at the Toronto conference. It was agreed that the President emphasise these outputs in his opening speech.

1. Standards for agencies, means of internal and external evaluation
2. QA of transnational education
3. INQAAHE and the regions
4. The impact of external quality assurance
5. The future of INQAAHE

Richard Lewis once again thanked Mark Fredericks and NVAO and Mark left the meeting.

The President opened the board meeting.

### **1. Minutes of Previous meeting**

- 1.1 The minutes were agreed.
- 1.2 Matters arising  
It was noted that Richard Lewis had tried to make contact with the representative of the AAU but to date had received no response. The board further noted the importance of developments in the African region and agreed that continued efforts be maintained to develop relations with the region.
- 1.3 The board agreed the need to develop a process for monitoring progress following board meetings.
- 1.4 The board noted as a result of the sudden and untimely death of Prem Naidoo that Mala Singh had been invited and agreed to act as a co-opted member of the board. The President paid tribute to Prem's work as an articulate, enthusiastic and hardworking member of the board of INQAAHE since 2005 and to his work for the higher education in South Africa.
- 1.5 The board further noted that Jorge Mora, the Council President of Sistema Nacional de Acreditación de la Educación Superior (SINAES) had been invited and had agreed to act as a co-opted member of the board.

## 2. World Bank and other agencies

Richard Lewis provided an oral report to the board on his recent meeting with Jamil Salmi and Rick Hopper of the World Bank. He advised the board that the outcome of the meeting was that he had been invited, at INQAAHE's expense, to take part in the Bank's conference scheduled for June 18 -20 on the theme of "Quality Assurance in Tertiary Education". The WB have also requested a statement from INQAAHE on how the Network might best contribute to the Bank's programme on the Development of Capacity for Quality Assurance in Higher Education. In this and other contexts the board noted the necessity for INQAAHE to develop a higher profile and provide clarity on the role and activities of the network.

The board agreed that the regional report from the workshop and an update on the regional networks should be available in good time for the June conference.

The board noted that the network had applied to UNESCO for two separate grants in the Participation Programme under its entitlement as an NGO. One grant was concerned with the quality assurance of cross-border education while the second was for a contribution to the Network's Development Fund.

The board agreed, in an effort to establish contact with the WB and other agencies, that an invitation to the Toronto conference be issued to all key agencies. It was also agreed to include an outline of progress in the electronic bulletin.

It was also agreed that an invitation be extended to the major actors on the Global Quality Assurance scene, including the World Bank, UNESCO and the Commonwealth of Learning, to submit papers to *Quality in Higher Education* presenting their perspectives and setting out their plans.

## 3. Guidelines of Good Practice

- (a) Following discussion of the GGP it was agreed to consider producing another document, based on the principles underlying the Guidelines, which would relate more closely to the needs of governments especially when considering the establishment of agencies and when reviewing the work of agencies.
- (b) While it was agreed to defer further discussion until following the GGP session at the workshop it was decided that any redraft of the Guidelines should reflect comments from agencies and include an additional section on Transnational education, as agreed by the General Assembly in Wellington. In addition the document should include the purposes of the guidelines as set in Prem's paper, namely

The overarching purpose of the Guidelines is to promote good practice in external quality assurance and its aims can be expressed more specifically as follows

- To promote professional development among EQA agencies and their staff.
- To be used as part of the criteria in the self and external evaluation of EQA agencies.
- To used as a framework to guide the construction of a new EQA agency.
- To promote the public accountability of EQA agencies

The GGP and the reviews of agencies

- (i) Ian McKenna gave an oral report on the recent external review of HETAC built on the ENQA and GGP guidelines. The review panel has completed a draft report which is viewed as positive. HETAC thanked the INQAAHE President for his involvement in the review
- (ii) Dorte Kristoffersen advised that the review of CNAP demanded a lot of involvement on behalf of the Chair and was time consuming. She pointed out that INQAAHE had committed itself to undertaking reviews at the request of member agencies. She believed that it was necessary to ensure that there was an INQAAHE board member on every review panel. She also suggested that it would be helpful to agree how the reviews should be carried out.

Following discussion it was agreed that Dorte Kristoffersen would draft procedure/process as a template for reviews, including an outline fee structure and discussions would proceed from there

It was further agreed that members should be reminded that the Network is prepared to organise external reviews of the operations of member agencies.

#### **4. Regions**

The board agreed that the regions need to be clearly defined and that the INQAAHE link should be with the overarching rather than with the sub networks, unless the sub-network comprise agencies which are not members of the overarching network. It was further agreed that all regional networks be listed on the network website with links to regional secretariats and that Marjorie Peace Lenn would update the mapping list.

Following discussion it was decided to defer further debate on the regions until after the regional session had taken place at the workshop.

#### **5. Strategy**

Following discussion it was agreed that a mission and strategy be formulated for circulation to the membership and feedback requested.

The board noted the necessity for INQAAHE to have clear objectives and a more structured action/work plan going forward, which includes the decisions of the board, target completion dates and responsibilities of board members.

It was agreed that the short term priorities of the board are

- Developing links with Regions
- Links with International Bodies
- GGP
- GGP Review
- Improved Communications
- Awareness of Developing International Agencies
- Membership Application Process
- Research Awareness

It was further agreed that a work plan be drafted for discussion by the Board. The Board was of the view that the session on the Future of INQAAHE would generate input for the strategy.

#### **6. Constitution**

Noted the need to produce an annual report and to clearly define the roles of the officers. Further discussion on the constitution was deferred with a request that any comments for redrafting be sent to the Secretariat. It was noted that the developing strategy might also identify areas for revision of the Constitution.

#### **7. Information Leaflet**

The board agreed that the leaflet be distributed at the workshop but that, before it is reprinted for wider circulation, it should be amended in the light of the points made during the discussion. The hope was expressed that this could be done in advance of the World Bank conference in June.

#### **8. Board membership**

It was agreed that a member of the board be co-opted from the Arab States.

#### **9. Board communication – division of work**

The board noted that this item had been addressed during the strategy discussion.

#### **10. Membership application**

It was agreed that the application process be discussed away from the board meeting. It was further agreed that the network encourage professional accreditors to seek membership.

#### **11. Communication**

Following discussion the board noted that the responses received from the membership survey had been positive, however the number of responses received had been disappointing. The board agreed that members be encouraged to send views back to the network and that communication should not be a one way system. The board further agreed that the electronic bulletin be circulated more widely and that members be encouraged to submit short articles for inclusion.

It was agreed that the bi-monthly bulletin include general information to members and that INQAAHE news be circulated to the network separately.

**12. Any other business**

Ian McKenna and Ann Graves withdrew from the meeting in order that the board could have preliminary discussions on the procedures given that INQAAHE's current contract with HETAC terminates at the end of the Toronto conference.

**Friday 19 May 2006**

Present: Richard Lewis, President  
Dorte Kristoffersen  
Tibor Szanto  
Marjorie Peace Lenn  
Jorge Mora  
Lee Harvey (Observer)

Apologies: Don Baker, Treasurer  
Séamus Puirseil, Secretary  
Peter Cheung  
Mala Singh  
V S Prasad

In attendance: Ann Graves  
Ian McKenna

The INQAAHE President, Richard Lewis, welcomed Jorge Mora to his first meeting of the board, since his co-option.

### **1. 2007 Conference, Toronto.**

The President welcomed Dale Patterson of PEQAB, as representative of the local organising committee, to discuss arrangements for the 2007 Conference.

Following discussion it was agreed that a more time should be allowed for the organisation of the parallel sessions and that a ten minute break be included between each of the paper presentation during the parallel sessions. Dale Patterson agreed to check the possibility of additional rooms, should they be required. The board agreed the proposed charge of €100 for attendance at one pre conference workshop and €175 for two.

The board noted that while the venue can accommodate 500 delegates, priority would be given to network members and in the Americas priority would be given to QA bodies. The board agreed to the request by PEQAB that they set up a separate bank account to deal with the conference.

Following discussion it was agreed that the Secretary would provide a paper on Awards for discussion at the autumn meeting of the board.

The President thanked PEQAB for their efforts to date and for the development, with the assistance of Marjorie Peace Lenn, of a template as a legacy for future conferences. Dale Patterson withdrew from the meeting.

### **2. Financial Statement**

The board noted that a number of the regions which historically had benefited from the development fund were now in receipt of monies from the World Bank. Should the Bank agree to the request for a Development Grant for Africa there would be little point in maintaining the Development Fund in its present form. Following discussion and clarification the board agreed the financial statement.

The board further agreed to transfer an amount from the balance in the general account to a deposit account.

### **3. Division of Work/Communication**

The board noted that a more regular exchange of information between board members would be beneficial in order that each member would be aware of ongoing current events

**4. Alternative forms of QA**

The board noted the value of an academic paper on the Alternative Forms of QA for publication in the QA journal, it was agreed that a member of one of the network agencies be contacted with a view to drafting a paper.

**5. Guidelines of Good Practice**

It was agreed that a number of the points that were made in the discussion during the workshop should be incorporated in the draft of the proposed revised version.

**6. INQAAHE and the regions**

The board agreed that the notes from the regional groups at the workshop be compiled for reference. It was noted that an issue of the journal covering the workshop would prove informative and have a wider circulation than that of the network.

**7. Any other business**

The board agreed to cross check those agencies who were members of regional groups and had yet to become members of INQAAHE in an effort to canvass them for membership. The board requested that the President circulate an updated version of the schedule of countries with the largest populations.

The board noted that some member agencies had apparently not received the bid document for future events and it was agreed that it be circulated with a deadline date for response.

The board agreed the first week in October as the most suitable for a face to face meeting. The possibility of Toronto was discussed with Dublin as an alternative.

The President thanked the board members for their attendance and the meeting closed.