

Minutes of the INQAAHE Board meeting held at PEQAB Offices, Toronto

1 and 2 October 2006

Present: Richard Lewis, President
Seamus Puirseil, Secretary
Donald Baker, Treasurer
Jorge Mora
Tibor Szanto
Marjorie Peace Lenn
Nadia Badrawi
Peter Cheung

Apologies: Dorte Kristoffersen
Lee Harvey, Observer
Mala Singh
V S Prasad

In attendance: Ann Graves

The INQAAHE President, Richard Lewis, welcomed the Board and in particular Nadia Badrawi to her first meeting and formally opened the meeting. It was agreed that the items on the Agenda be dealt with in order that most suited our hosts.

1. **Minutes of Board meeting held 16 and 19 May, 2006**
Minutes approved.

Matters arising

The board agreed that the President would write the minute, to cover Item 12, any other business, in relation to the preliminary discussions regarding the Secretariat.

2. **World Bank (DFG)**

The President advised that discussions with Rick Hopper of the World Bank had only taken place shortly before his flight and so he was not in a position to present a written report but was able to give a verbal report to the Board.

Richard Lewis reviewed the history of engagement with the World Bank including the funding of APQN and RIACES. This was followed by a grant to Africa and an expected grant to a Middle East region. In 2005 there was a suggestion that a global grant through INQAAHE would be useful.

Subsequently the messages received were less clear but there are now strong indications that an application from INQAAHE for a global Development Fund Grant might be favourably received.

Following discussion it was agreed that an application for support from the World Bank Development fund be made, that the application include a proposal outlining what INQAAHE has achieved in the past and what it continues to achieve, ongoing developments on capacity building, the objectives of the network.

The board agreed that the six activity areas, as agreed at the Hague board meeting, remain relevant for grant application:

- Training and development programmes
- Regional information clearing houses
- Staff exchange programmes
- The establishment of a regional pools of external academic reviewers and facilitating the exchange of reviewers
- Regional quality assurance services
- The establishment of links on a region by region basis with other organisations interested in the quality of education

It was agreed that a five year grant be applied for and an outline for the first phase would

Opmerking [AG1]:

include proposals for funding activities best carried out on a global basis while the subsequent phases of the bid would include proposals to build on the successful initiatives undertaken by the regional networks so that they might be continued after the expiry of the regional grants. It was noted that an important element of the application would be the indication of how the work of the global network could be maintained when World Bank funding is no longer available. The board agreed that the WB committee would meet following the main board meeting to discuss the grant application.

3. Guidelines of Good Practice

The board agreed to republish the Guidelines of Good Practice based on the discussions in Wellington and including the following amendments to the draft proposed:

1. the introduction to the GGP document be revised to read "The original guidelines were published in 2003, this revised edition of the Guidelines of Good Practice..."
2. an example of a source of evidence for the Objectives of the Agency be a written Mission statement or set of objectives;
3. EQA be replaced with EQAA throughout the text;
4. "against its decisions" be deleted from System of Appeal section;
5. the proposed addition to the System of Appeal be excluded.

4. 2007 Conference

Don Baker advised that all physical arrangements are in place for the venue and accommodation and that the conference website is live and up to date. He further advised that all major speakers had confirmed their agreement and that the call for papers had been widely issued. At the moment the organisers are working on the substance of the programme.

The board noted the progress report from Dorte Kristoffersen on behalf of the Conference Committee and agreed the general thrust of the programme. The board further agreed that co-facilitators be assigned to each of the workshops and that they provide a report on their session.

It was agreed that the title of this workshop be changed to –
The challenges of the International Recognition of Qualifications and that the topics for discussion should include:
Qualifications Frameworks;
QA and Development of Q Frameworks and
the Role of QA Bodies.

The board agreed to replace the final keynote (wrap up session) with an uplifting and inspiring panel discussion on the future to include keynotes summaries. It was further agreed that Don Baker would chair the panel and that Lee Harvey, Stamenka Uvalic-Trumbic (UNESCO), Prof Oyewole (AAU), Russell Jones, Michael Skolnik and Peter Cheung be invited as members of the panel.

The board noted that the meeting of the board on Sunday 1 April would be a combined meeting of the incoming and outgoing board of INQAAHE.

The board further noted that additional time would need to be given to a meeting of the Regions and the World Bank committee.

5. Report from the Secretary

Séamus Puirseil, Secretary, reported on the progress of membership of the Network with 17 new members to date in 2006 and that the Membership Committee was working well with a turn around decision on applications, normally within two working days.

Following discussion by the board it was agreed that the Secretariat contact the Regional Representatives with a view to determining gaps in the membership, following which non INQAAHE members would be invited to join the network.

It was further agreed that a model policy be drafted on the use of the INQAAHE logo for discussion at the next board meeting.

The board noted the estimated Income and Expenditure accounts prepared by Richard Lewis and the Cash Statement prepared by the Secretariat.

Following discussion it was agreed that the Action Plan be updated regularly and noted its use as a work plan for the members of the board.

The board agreed that an increase in subscription rates for 2007 be deferred until following the Toronto conference. The board further agreed that the rate for subscriptions be set at €380.

6. Strategy

Following discussion the board agreed that in devising a strategy for the Network it is important to highlight the actions that need to be taken. It was further agreed that the profile of the network could be raised by:

- Transnational education – possibly a workshop and encouraging discussion at the Toronto conference;
- Highlight the value of the GGP to agencies, by contacting stakeholders eg ministries as an example of what is done elsewhere. Enable agencies to indicate to domestic stakeholders, including ministries, as to what constitutes international good practice in quality assurance in higher education.
- Listing qualification frameworks on the website;
- Marketing INQAAHE to decision makers eg World Bank, Ministries, World Trade Organisations, UN and UNESCO
- Regional Networks – training and encouraging mutual recognition in Regions;
- Increasing the number of members, particularly in areas where there are no member agencies;
- Encourage member agencies to ask for review by INQAAHE and develop a leaflet to market reviews;
- Increase the membership fees and add value to the members;
- Entering into partnerships with agencies and others with a view to organising training and developmental workshops in host countries.

It was agreed that Richard Lewis would draft documents on a) Transnational and b) Distance education for discussion.

The board noted that the action plan indicated that responsibilities for a large number of actions fell on the President. The board also agreed to review the constitution for agreement by the GA at the Toronto conference, to include a change of frequency of meetings to annual and to change the name from the General Assembly to the Annual members meeting.

The board agreed to circulate the information leaflets to all agencies and regional networks, the board further agreed that the President write to ministries profiling the network and send a copy of the leaflet and including an offer of assistance in developing agencies in the form of a question requiring a response.

The board agreed that the topic of Regional Networks for Vocational, Education and Training and in particular how INQAAHE should relate to them be raised at the meeting of the GA.

7. Regional Reports

The board noted the reports received from the Regions and agreed their usefulness as a reference of developments.

Nadia Badrawi gave a verbal report of developments in the Arab Network for Quality Assurance in Higher Education and agreed to circulate the report electronically.

The board agreed to provide a template to the Regional Representatives in order to generate a more structured report for the conference and to include the following headings:

Issues
Activities
Scale
Working Parties
Reports
Conferences
General update on what is being done in the Region.

The board also agreed that the reports received be posted on the website.

8. Election of INQAAHE President and Board

The board agreed to propose an amendment to the constitution to make provision for an annual election of half the ordinary board members for a two year period. It was noted that in order to introduce such a system half of the existing board members would need to serve for either one or three years in the first instance. The board further agreed to circulate the notice of election for board and president to the membership.

9. Future Events

Workshop 2008

The board noted the two bids received to host the 2008 workshop. Following discussion the Board agreed that CONEAU, Buenos Aires, was the preferred option for the 2008 Workshop pending clarification of a couple of issues.

Conference 2009

The board noted that there had been no bids received to date to host the 2009 conference, apart from an initial letter of interest from the UAE. The board agreed that confirmation be sought from the Director of the Commission for Academic Accreditation, UAE, that it is their intention to bid for hosting of the conference.

10. INQAAHE Quality Assurance Awards 2007

Following discussion on the proposed awards the board agreed that they would expect no more than three or four awards at any given presentation and only when there are clearly qualified candidates nominated. The board agreed that the proposed panel be invited to judge and that the president liaise directly with the panel, unless any issues arise that need discussion by the board.

11. Any other business

Don Baker advised the board that he will be leaving PEQAB within the next month but that the organisation has requested that he remain on the board to represent the local organisers until the Toronto conference. The board offered their best wishes to Don for the future.

The board discussed the archiving of INQAAHE papers and agreed that a project on QA papers and library be discussed pending further developments on the DFG.

Following discussion on the redrafting of a questionnaire for circulation to the membership, with a view to publishing in hard copy, the board agreed that a survey on www.surveymonkey.com would be more efficient and effective.

That board agreed that INQAAHE should be prepared to take a proactive role in fundraising and agreed to discuss proposals at the next meeting.

The board, on the proposal of Peter Cheung, thanked Don Baker and PEQAB for hosting the meeting and for their hospitality.

Séamus Puirseil and Ann Graves withdrew for this item.

The board noted that that the contract with HETAC to provide the INQAAHE secretariat, which had already been renewed on one occasion was due to come to an end at the conclusion of the Toronto conference.

It was agreed that the HETAC be asked to continue to serve as the secretariat for a period of 12 months following that date.

It was also agreed that the Board would favourably consider a request for supplementary funding in order to provide additional resources in particular to assist with the application to the World Bank

The meeting concluded.