

**MINUTES OF THE ORDINARY MEETING
OF THE GENERAL ASSEMBLY INQAAHE
HELD DURING THE 6TH CONFERENCE OF THE INQAAHE
IN BANGALORE, INDIA**

21 March 2001

Present board members:

David Woodhouse (President)
Ton Vroeijsenstijn (Secretary)
Jacques L'Ecuyer
Maria Jose Lemaitre del Campo
Wong Wai Sum
Marjorie Peace Lenn
Ethley London
Arumugham Gnanam
Richard Lewis (Treasurer)

Absent

John Randall
Andras Rona-Tas
Lee Harvey

Members present

About 80 persons were present, with in total 37 legal votes.

1. Welcome by the president David Woodhouse

The president welcomed the members, present at the meeting and gave apologies for the absent board members. Lee Harvey and Andras Rona-Tas could not make it to come to Bangalore, John Randall had to return the day before yesterday to the UK unfortunately.

2. The minutes of the meeting held in May in Santiago de Chile

The minutes, also already published on the website were adopted without any comment or remark.

3. Report of the President

The President, David Woodhouse, gave a summary of the highlights of the last 2 years.

The Network has continued to support the publication of the Journal. In future, the association of the Network with the Journal will be indicated on the cover of the Journal.

The Network has continued to publish the biannual newsletter. From January 2001, this is being published via the Network website (www.inqaahe.nl), rather than in hard copy. This will make it more readily accessible to all member agencies and all their staff, and will also bring a significant cost-saving for the Network.

I have edited the newsletter for almost all the issues over the ten years of the Network's existence, but have now resigned that position. The Board will be seeking a member agency willing to volunteer to take on the task.

Following the successful practical workshop held in Paris in October 1997 for some INQAAHE members from Europe and North America, a practical two-day workshop for all Full Members was held in Budapest in May 2000.

The Board has agreed that such workshops will now occur biennially, in the year between the conferences. The next, in 2002, will be held in Jamaica.

In Budapest in May 2000, the Board set up four working groups, on Standards, Information-Gathering, a Quality Hallmark for QA Agencies, and Mutual Recognition of QA Agencies. Reports on these will be given later.

UNESCO has granted the Network US\$30,000 to support participants to this conference. This follows the formal agreement between INQAAHE and UNESCO signed under UNESCO's UNITWIN programme.

In addition to the agreement with UNESCO, the Network's work with other organisations is increasing. The Information-Gathering project is being carried out in collaboration with the International Association of University Presidents, and the Network is represented on an IAUP working group on global accreditation. The Network has become formally associated with the Internationalisation Quality Review Project, initiated by the OECD and now run by the European University Association.

Through the good offices of Board member Andras Rona-Tas, a subnetwork of INQAAHE has been set up for the Central and Eastern European Countries. Through the good offices of Board member Ethley London, work is advanced on a Caribbean subnetwork of INQAAHE.

The Network has now increased the membership fee to US\$200 per annum. The Board will not be recommending an increase at this meeting, so that will be the fee for 2002 and 2003 as well. This fee level has at last given the Network some extra funds to assist its developing members.

Last year, the Board established the Scholarship and Mentoring Fund, and applications are invited for grants from this fund. The concept of a Scholarship is to support a staff member from a member agency to work with another member agency for a period to enhance their skills and knowledge and assist the development of their own agency. The first scholarship has been granted to the Hungarian Accreditation Council to enable one of its staff members to spend some time with the Danish Evaluation Authority.

The concept of Mentoring is to recompense a more developed agency for taking on a longer-term advisory role to a newly-developing agency.

Members are invited to apply to the Board for grants for other projects, even if they do not fall within the Scholarship or Mentoring category. However, please remember that the amount available is small, so we are only able to give amounts in the hundreds rather than thousands of dollars.

The Board expresses its appreciation to those members that have made explicit donations to the Scholarships and Mentoring Fund.

In sum, the Network is in good heart. The Board is honoured by the trust you have placed in us over the last two years, and we believe we have fulfilled our responsibilities.

The report of the President was accepted.

4. Report from the secretary

At the 5th conference of the INQAAHE in 2001, the General Assembly held in Santiago de Chile appointed again the Association of Universities in the Netherlands (VSNU) as secretariat and Ton Vroeijenstijn as secretary/member of the board. The main activities of the secretariat in the period May 1999 - March 2001 have been:

- Maintenance of the data base of the members
- The design and maintenance of the website
- To assist with the registration of the workshop in Budapest
- The initiative for a better data base of the full members
- Organising the elections for the board.

State of the membership

The INQAAHE has at this moment 85 full members and 50 associate members. This means a growth of about 16%. In the period 1999-2001 there has been:

- 12 applications for full membership
- 3 applications for associate membership
- 1 application for affiliate membership

In the same time, there has been a check upon the type of membership. Because also professional bodies were allowed to become full member there were:

- 5 shifts from associate member to full member
- 1 shift from full member to associate member.

In the same period there has been 5 cancellations.

In the INQAAHE are 56 different countries represented. Looking at regions, we may make a distinction between South America, North America, Europe, Africa, Asia and Australia + New Zealand.

<i>Region</i>	<i>Number</i>		
	<i>Full Member</i>	<i>Assoc. Member</i>	<i>Total</i>
Europe	30	16	46
NorthAmerica	19	13	32
SouthAmerica	10	1	11
Asia	13	7	20
Africa	6	8	14
Oceania	5	5	10
International	2		2
Total	85	50	135

The website

In September 1999 the website for the INQAAHE was launched, The address is www.inqaahe.nl. Since the launch, there have been 4450 hits. There have been visits from 65 different countries.

As soon as the information collected via the questionnaires is processed, the information will be placed on the website.

The election of the new board

The election has been finished. The outcomes will be made public later during the meeting of the General Assembly. From the 85 full time members, 29 ballot papers came back, a response of 33 % (last election it was 55%).

The future of the secretariat

There has only been one nomination for the secretary, namely the VSNU. So the board will ask the General Assembly to appoint the VSNU again.

As reaction on the report of the secretary, the question was asked if it was possible to put on the website a summarising list of the members with details of addresses, phone numbers and e-mails. The secretary promised to take care of it. He also asked members to provide him with more comments on the website. He expressed the wish that the website of the INQAAHE would have a more active role in the network.

The report of the secretary was adopted.

5. Report of the treasurer

Richard Lewis reported about the financial situation and about the financial prospects for 2002. It is the first time in the history of INQAAHE that there is a deficit. This is caused with the agreement, made in the previous GA to reimburse the out-of-pocket costs of the board members (in fact mostly for the secretariat).

BALANCE SHEET as at 31 DECEMBER 2000

	US\$	1999 US\$
Balance at Bank	15,780	9,093
Debtors		3,893

	15,780	12,986
Less		
Creditors	11,761	6,428
GENERAL FUND 31 Dec 2000	4,019	6,558

Income & expenditure account, year ended 31 December 2000

	US\$	1999 US\$		
Membership dues (see note 1)	8,026	4,819		
Surplus from Chile Conference	332	3,893		
Interest	75			

	8,433	8,712		
Less				
Journal expenses	3,015	2,680		
Newsletter	2,630	2,646		
Website- development costs -	394	1,041		
Annual costs	62	62		
Officers' expenses	1,532			
Bank changes	91	65		
Contribution to questionnaire	2,587			
Provision for Scholarship	1,449			

	10,972	10,972	6,494	6,494

Deficit for the year -		2,539	2,218	
General fund 1 Jan 2000		6,558	4,340	
General Fund 31 Dec 2000		4,019	6,558	

Note 1: Membership dues are accounted for on a cash basis

Note 2: A conversion rate of 1.47 US\$ to 1 GBP has been used.

There were no questions about the account. The financial report 2000 was accepted.

FINANCIAL PROJECTION FOR 2001

	US\$	
Membership dues	16,150	
Surplus from conference workshop	5,000	
UNESCO sponsorship for conference attendance	30,000	
Interest	150	
		51,300
Less		
Sponsorship for conference attendance	30,000	
Journal	3,000	
Website maintenance	62	
Officers' expenses	1,400	
Bank charges	120	
Scholarships	6,000	
Mentoring schemes	3,000	
	43,582	43,582
		7,718

Concerning the financial projection for 2001, the treasurer said that no estimate has been made of the contribution to the Scholarship and Mentoring Fund or the expenditure from the fund. So far there already some agencies who had contributed voluntary to the mentoring scheme.

There will be no change in the membership fee for 2002/2003. It will be fixed at US\$ 200.

6. Proposed changes in the constitution

The president proposed to vote about the proposed change in the constitution, as been described in the paper, distributed among the participants. However, one participant made an objection, stating that there had been no time to read the proposals, and preferring that such documents be available at least some weeks before the meeting. Therefore the proposal was formulated not to vote at once, but to postpone the decision. After some deliberation in the board, it was decided to place the proposals on the website and to vote on it. By doing so, there is time to read the proposals and more members would have the possibility to vote.

7. News from the working groups

As background information, the paper of working group 4 has been distributed (see working groups) . There are 4 working groups:

1. Standards for HE institutions and programs, chaired by Lee Harvey
2. Quality hallmarks for QA agencies – if possible, the development of a code of good practice, chaired by Ton Vroeijenstijn
3. Information gathering and sharing on QA agencies, chaired by Ton Vroeijenstijn
4. Mutual recognition and its practical aspects, chaired by David Woodhouse

The president gave some clarifications about the working groups and highlighted some topics. The information will be placed on the website (see working groups). The president hopes members will be involved in the discussion.

8. Outcomes of the elections

After the request for nominations for president, secretary and other board members, there came for the post of president and secretary no other nominations than Maria Jose Lemaitre del Campo (Chile) for president and Ton Vroeijenstijn (the Netherlands) for secretary. So they could be considered as being elected.

There have been 6 other nominations for 5 posts. In total 29 votes had been returned (less than 30%). The elected members are :

- * Mala Singh (South Africa)
- * Wong Wai Sum (Hong Kong, China)
- * Marjorie Peace Lenn (USA)
- * John Randall (UK)
- * Juan Carlos Pugliese (Argentina)

After the announcement of the new board, David Woodhouse passed the chair to Maria Jose Lemaitre del Campo .

9. Thanks and welcome by the new president

The new president started by thanking the past president, David Woodhouse, for all he has done for INQAAHE in the last 10 years. Also thanks to the board members, not returning in the board: Jacques L'Ecuyer (also 10 years serving on the board) and Ethley London and Arumugham Gnanam, serving one term. The president welcomed the new incoming board members.

10. Venue of the 7th INQAAHE conference in 2003.

There are two candidates: Ireland and New Zealand. Each of the representatives gave a short statement and highlighted the good reasons to choose them. After the statements and some discussion with the participants, the secretary distributed ballot papers, one for each legal vote.

There were 37 rights to votes. The outcome of the voting was:

Ireland	20 votes
New Zealand	17 votes

The president declared that the votes decided to have the INQAAHE-conference 2003 in Ireland. She wished the future organisers good luck.

11. 2002 Workshop

The practical oriented workshop in Budapest had been very successful. Therefore the board is proposing to organise such a workshop again in 2002. Jamaica is willing to organise the workshop in 2002. Jamaica will pay the local expenses. Travel and lodging has to be paid by the participants. The venue site is already booked. The cost will be about US\$ 190 per day (but includes everything (meals, drinks, sports activities etc) there will be no additional costs). The dates might be the beginning of May.

12. Any other business

Nothing came up.

13. Closing of the meeting

The president closed the General Assembly meeting 2001 by thanking all participation for their presence and their participation in the discussion.