



# INQAAHE

*International Network for Quality Assurance Agencies in Higher Education*

## **Minutes of the INQAAHE General Assembly**

**5 May 2010, 16.00 – 18.00 h**

***Safari Hotel, Windhoek, Namibia***

### **1. Opening and welcome**

David Woodhouse, President of INQAAHE, welcomed the delegates to the General Assembly.

### **2. Minutes meeting General Assembly, 15 May 2008, Buenos Aires**

The Minutes were approved by the General Assembly.

### **3. President's Report**

The President presented his report to the General Assembly. It has been a very busy year for INQAAHE with many activities of the working groups, the Board, networks meetings, project activities co-funded by GIQAC, and a quarterly Bulletin. Board members were also invited to represent INQAAHE and give presentations at 12 conferences and regional meetings in Africa, Asia, Europe, North America and the Caribbean. The President expressed his appreciation for all those INQAAHE members who are involved in the work of INQAAHE. At the same time he requested members to send in any suggestions for improvements.

### **4. Secretary's Report**

The Secretary presented his report to the General Assembly. The INQAAHE membership has increased steadily to 217 members including 145 full members, 29 associate members, 14 institution members and 29 affiliates. The Membership Review Committee has noted that the membership application forms do not always give the information needed, and is therefore revising the application forms. The renewed INQAAHE website which was launched in March 2009 has proven to be popular. This is reflected by the fact that the website had 13,000 unique visitors between March and December 2009. For NVAO, 2009 was the first full year of hosting the INQAAHE Secretariat. NVAO feels honored about the decision of the INQAAHE Board to extend the agreement to provide the INQAAHE Secretariat until June 2013.

### **5. Treasurer's Report**

The Treasurer Dale Patterson had resigned and therefore the Treasurer's report was presented by the Secretary who would fulfill the responsibilities of Treasurer



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until a new Treasurer is appointed. Three financial statements were presented and explained: the Accounts for 2009; the proposed budget for 2010; and, the proposed budget for 2011. Since 2010 the budget formats have been improved and revised to take into account the GIQAC co-funded project activities. With regard to the Accounts 2009 a member asked for clarification regarding the difference in the budgeted Income from projects (USD 185,000) and the realised Income from projects (USD 116,632). It was explained that this variance was due to different timings of payments by GIQAC than anticipated. The difference on budget and realisation for GIQAC co-funded projects has been brought forward to the Budget 2010. After this clarification the Accounts 2009 were approved by the General Assembly.

With regard to the Budgets 2010 and 2011 a member asked why the Development Fund had disappeared from the Equity overview. It was explained that the expenditure of INQAAHE on development activities (e.g. Support for other networks) was higher than the amount of the Development Fund, and that it was deemed appropriate to include the INQAAHE development expenditure in the costs of working groups and project related costs. With this clarification the Budget 2010 was approved by the General Assembly.

The Board had agreed that more explanation was needed regarding some aspects of the Budget 2011. There was also uncertainty about the grants to be received from GIQAC. Keeping this uncertainty in mind it was proposed to increase the regular membership fee for 2011 to EUR 460. This was in line with the previously established 5% annual membership fee increase. The overview of membership fees for 2011 was approved by the General Assembly. The General Assembly received the Budget 2011 and accepted that an explanatory note regarding the Budget 2011 would be sent to members.

## **6. Services to members**

The President asked members for any responses or reflections regarding the services INQAAHE provides for its members. A member responded that some services were very useful, e.g. the Clearinghouse (QAHEC) which had already generated a lot of questions. One member expressed his gratitude to INQAAHE for funding his attendance to the INQAAHE conference but also remarked that it required a lot of paperwork. Another member pointed to the usefulness of networks meetings for regions and professional accreditors, and thought that these meetings would need more promotion, explanation and involvement of members. The President encouraged members to send in any suggestions for



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improvements, e.g. through the questionnaire on services for members that was distributed during the General Assembly.

## **7. Discussion on Constitution issues**

The proposed changes to the Constitution were explained by the President. A discussion emerged responding to the question “What kind of network are we?” Clearly full members are the QA agencies that set up the Network and form its core. But the present Constitution does not guarantee full members a special position, e.g. regarding representation of full members in the Board. It is therefore proposed to change the Constitution so that at least 2/3 of the Board is composed of full members.

Another issue is the current position of institutions as there are institutions in all of the Full, Associate and Institution member categories. A proposal could be to have only 2 membership categories, namely full members and associate members. A member made a plea to better position the Network as a network of agencies. The communication by INQAAHE (in brochures, on the website etc.) should reflect that. Another member thought that the Network should not be exclusively for agencies, and warned that it would be too inflexible to put members in fixed and detailed categories. A member expressed that we should not worry too much about technicalities regarding voting rights but that INQAAHE must claim ownership of issues regarding external quality assurance. It was concluded that a new proposal for Constitution changes would be sent to members. Members were asked to send their suggestions for changes to the Constitution to the Secretariat. The Board would decide on a proposal for amendments to the Constitution and put it to an electronic vote of full members.

## **8. Future Events: Bid for Forum 2012**

The Board received two proposals to host the Forum 2012. One proposal was not supported by the Board as there were security issues and the proposal was made by an institution member. The Board felt more positive about another proposal but here the problem was that it is from the same region as the Madrid 2011 conference. Therefore, the Board had decided to put the current bids on hold and reopen the procedure to give full members the opportunity to submit a bid until 31st July 2010.

## **9. Future Events: Conference 2011, Madrid**

The practicalities for the Conference and the theme and five subthemes in the program were presented by Rafael Llavori (ANECA), Chair of the Local Organising



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Committee, and by Maria José Lemaitre, Chair of the Conference Program Committee.

**10. Any Other Business.**

None.

**11. End of meeting**

The meeting was closed by the President who thanked the participants for their attendance and contributions.