

BALEAP Annual General Meeting

7 April 2021

Minutes

Venue: Zoom Meeting (BALEAP Biennial conference, University of Glasgow)

12.35-1.30

ATTENDANCE: Sarah Brewer (Chair), Kerry Tavakoli (Events Officer), Anneli Williams (SIGs Officer), Lisa Hanson (Information and Publicity Officer), Conrad Heyns (BAS Officer), Bella Reichard (Treasurer), John Slaght (Testing Officer), Paul Hendrie (TEAP Officer), Anna Murawska (Ordinary Member), Natasha Ingall (Ordinary Member), Fiona Orel (incoming Testing Officer), Fiona Wallace (incoming Events Officer), Susie Cowley-Haselden (Incoming Research and Publications Officer – jointly held), Laetitia Monbec (Incoming Research and Publications Officer – jointly held), Yvonne Cavanagh (Administrator), >50 members

APOLOGIES: Ania Rolinska (Web Officer)

No.	Item	Detail	Who/When
1.	Welcome and Apologies	<p>The Chair welcomed everyone and took the opportunity to thank John Slaght and Kerry Tavakoli for their contribution to the Executive team. They had come to the end of their terms of office this year and were standing down from the committee.</p> <p>John Slaght had been a driving force in setting up the BALEAP Testing Guidelines and road shows. Kerry Tavakoli had been a great support to event organisers over the last year with the move to online events. She had also contributed to the CEAPA-BALEAP conference in China which would be taking place at the end of May 2021. The Chair wished to thank them for their commitment and all their hard work.</p>	
2.	Conflict of interest	None	
3.	Minutes of AGM 27/3/2020	The minutes from last year's AGM are online. The Chair asked for corrections, however, there were none. The minutes were proposed as a true and accurate record by Conrad Heyns and seconded by Bella Reichard.	
4.	Matters arising	None.	
5.	Executive Committee Election results	<p>The Chair noted that there had been more elections over the course of this year than expected due to various factors including the creation of the SIGs and the need for a new role of SIGs Officer.</p> <p>She welcomed the new members of the Executive team:</p> <ul style="list-style-type: none">• Events Officer: Fiona Wallace• Testing Officer: Fiona Orel• Incoming Chair: Conrad Heyns• Research and Publications Officer: Susie Cowley-Haselden/Laetitia Monbec• TEAP Officer: Paul Hendrie• SIGs Officer: Anneli Williams• Ordinary Members: Natasha Ingall, Anna Murawska	

		<p>Conrad Heyns would be taking on the full Chair role next year.</p> <p>Steven Herron unfortunately had to step down as the Research and Publications Officer but the committee was pleased to welcome Susie Cowley-Haselden and Laetitia Monbec. They had been elected as a joint nomination with a UK member standing with an overseas member and the role would be shared for the first time.</p> <p>Following Gary Riley-Jones' death, Paul Hendrie had been elected as TEAP Officer the previous year and had already put in a great deal of work.</p> <p>Conrad Heyn's move to the role of Incoming BALEAP Chair creates a vacancy for BAS Chair. Lia Blaj-Ward had been nominated to the role of incoming BAS Chair and elected unopposed.</p>	
6.	Proposal for appointment of new Honorary Members	<p>The Chair put forward a proposal that Olwyn Alexander and Jenifer Spencer become Honorary members and asked for members' support and agreement. The committee had proposed the appointment and Carole MacDiarmid seconded this. Both were welcomed as honorary members.</p>	
7.	Chair's Report	<p>The Chair advised that the annual report for August 2019 to July 2020 had been published on the BALEAP website. Acceptance of the report as accurate was proposed by Kerry Tavakoli and seconded by Conrad Heyns.</p> <p>The Chair stated that one of the successes of this year had been a considerable increase in members' activity, but there were other aspects of activity that she would like to report.</p> <p>Successes</p> <ul style="list-style-type: none"> • Building membership activity – SIGs, COVID-19 research project • Moving towards digital, searchable <i>Conference Proceedings</i> • Marking of BALEAP 50th anniversary with a <i>JEAP</i> special issue <p>SIGs have taken off very well and there has been a lot of activity despite COVID-19.</p> <p>The COVID-19 research project is nearing completion and is a good example of members' suggestions being taken on board i.e. to carry out research on how the EAP community had coped with COVID-19. Funding research called for by the membership is a very good use of BALEAP's resources.</p> <p>The move towards digitisation of proceedings is a great step forward and should mean that anyone who publishes a paper knows it won't 'sink without trace'. The aim is for conference papers to be published in such a way that they</p>	

		<p>can be searched for and will contribute to members' publication profiles.</p> <p>Olwyn Alexander and the Chair are working on the BALEAP <i>JEAP</i> Special Issue which is being published to celebrate 50 years of BALEAP and 20 years of JEAP.</p> <p>Looking Forward</p> <ul style="list-style-type: none"> • Supporting the process of raising EAP practitioners' profiles through research and scholarship • Forging closer connections with overseas associations, to fulfil the mission to become more global. 	
8.	Treasurer's Report	<p>Bella Reichard reported that the annual report and accounts are on the website.</p> <p>The finances have not changed much in the year. The net funds are actually higher this year due to cancelled events (PIM last March, BAS event) and running online events rather than face to face. Last year net funds were £268,906 (August 2019) and at the end of the year they were £322,337 (July 2020). This could help going forward as income may drop in the current climate due to COVID-19 and because of CPD budgets in institutions being reduced. We will still be able to support the community as we have a surplus from the last couple of years.</p> <p>We have funded the COVID Research project this year and funding streams were initiated by her predecessor Lia Blaj Ward. The results of the 2020 theme of Narratives of innovation and resilience are on the website now.</p> <p>We also have the new TEAP scholarship.</p> <p>Successes</p> <ul style="list-style-type: none"> • Healthy financial position due to careful management of running costs by exec committee, with administrator input • Funding to initiatives that benefit our members' professional development, our students' learning experience and our (EAP) colleagues' practice worldwide (2020 theme: "Narratives of innovation and resilience: Supporting student learning experiences in challenging times". See website for written accounts: https://www.baleap.org/resources/baleap-publications) <p>Looking Forward</p> <ul style="list-style-type: none"> • Strategic allocation of further funding schemes to be announced in due course. We are working out the details at present for practitioner support. • Finding the balance between keeping the organisation financially viable in uncertain times and making support and CPD available to our members and the EAP community in times of change. 	

		<p>Any ideas for SIGs or other projects from members would be welcome and members are encouraged to keep an eye on the website for opportunities.</p> <p>The financial statement was proposed as correct by Anneli Williams and seconded by Anna Murawska.</p>	
9.	Web Officer's Report	<p>Ania Rolinska was unable to attend today so Bella Reichard spoke to her slides.</p> <p>Successes</p> <ul style="list-style-type: none"> • Keeping the website up-to-date • Supporting SIGs' presence on the website • Reactivating BALEAP Youtube channel <p>Looking Forward</p> <ul style="list-style-type: none"> • BALEAP Zoom Room • Online Event Organisation processes • Continuous updates (events, pages, plugins) <p>The Zoom room is going to be funded as a resource, mainly but not exclusively for SIGs' use. There was a demand for this by the members and it may be used for meetings or webinars.</p> <p>Members noted their appreciation for this in the chat.</p> <p>If anyone has any questions for Ania, please email web@baleap.org</p>	
10.	Events Officer's Report	<p>Kerry Tavakoli reported that this year had brought dramatic changes due to the virus and having to introduce online events. The organisation of online events is quite different. At the start of the year there were many postponements and cancellations. We then progressed to our first online event in Kent in November 2020.</p> <p>The Kent event had gone very well. It was organised by Caroline Challans and was extremely successful.</p> <p>The Northumbria PIM last year had to be cancelled but went ahead this year and was well attended and also successful.</p> <p>Successes</p> <ul style="list-style-type: none"> • PIM hosted by the University of Kent, first online event. • PIM hosted by Northumbria University • Ongoing planning of CEAPA/BALEAP conference <p>The next event would be collaboration with the Chinese EAP Association for the CEAPA-BALEAP conference on EAP as a Glocal language (28-30 May 2021).</p> <p>Looking Forward</p> <ul style="list-style-type: none"> • PIM to be hosted by the University of Durham on 5 June 	

		<ul style="list-style-type: none"> • PIM to be hosted by the University of York on 19 November • Further PIMs to be arranged. An invitation will be put out shortly for proposals. <p>Kerry is delighted to hand over to the new Officer Fiona Wallace.</p> <p>Questions raised by members:</p> <p>What is the theme for Durham? It is Leadership and Management. Who is running it? Louise Greener is the organiser for Durham PIM and can be contacted directly as she is here today.</p>	
11.	TEAP Officer's Report	<p>Paul Hendrie reported that his first action as TEAP Officer had been to work on creating a TEAP scholarship, designed to support those who are not members of an institution or who are on a precarious contract.</p> <p>We want to support up to five scholarships each year which will cover all the fees for those pursuing TEAP Associate Fellow level.</p> <p>The scholarship scheme has been launched and we have had the first round of applicants already. Members are encouraged to email Paul if they are interested at teap@baleap.org.</p> <p>Additionally, online cross-institutional events have been held this year and are making it easier to have smooth connections between institutions and to have discussions about TEAP accreditation. They are well attended (40-50 on average each time). International engagement is also good including Turkey, Spain, Middle East, China etc. A wide range of institutions are expressing interest in accreditation.</p> <p>A long-standing task has been the revision of the TEAP Handbook and this is also underway.</p> <p>Paul is keen to work closely with SIGs where there are links.</p> <p>Successes</p> <ul style="list-style-type: none"> • Establishment of TEAP scholarship • Organised a series of online cross-institutional TEAP events - increased international participation • Review of criteria and Handbook now underway • Revision of mentoring process for consistency • Liaison with organiser of Ted in EAP SIG to align TEAP activities <p>Looking Forward</p> <ul style="list-style-type: none"> • Complete review of criteria & TEAP Handbook- rationalising and streamlining, considering wording • Encourage greater contribution of Fellows to development of AFs (including mentoring & organising local events) 	

		<ul style="list-style-type: none"> • Consolidate and expand range of cross-institutional TEAP events • Publish a yearly TEAP events calendar <p>Questions:</p> <p>A question was asked about the inclusion of corpus linguistics in criteria of Handbook. Paul advised they had looked at feedback from a BAAL SIG event which looked at the use of corpus work and the integration of this in the competency framework. The workgroup was considering revisions to the framework based on this work with corpus linguistics. There may be re-wording of the criteria.</p> <p>Another member asked if there would be a consultation on the streamlining of the TEAP competency framework. This would be a vital part of the process. The framework was developed in 2008 and the Handbook was published in 2014 so there has been a lot of work since and some advancement in theory and practice.</p> <p>Once the criteria themselves have been reviewed, there will be a consultation and an email will be sent out.</p>	
12.	BALEAP Accreditation Scheme Chair's report	<p>Conrad Heyns reported that last year has been very quiet on accreditations, as all but one had to be cancelled due to lockdown.</p> <p>He was, however, thrilled to welcome Nazarbayev University, Kazakhstan, as an accredited institution.</p> <p>There had been a lot of work going on internally this year to review criteria and draft new criteria. Some piloting had been done but the new criteria would be trialled this August with two well established centres. Various working parties had been re-drafting the handbook.</p> <p>The criteria are being reduced from 42 to 20, with more emphasis on the centres describing their context.</p> <p>The intention is to adapt criteria to make them more suitable for international use. The updated scheme will be officially launched next year, but on 21 May there will be a soft launch. We will explain why we are revising the scheme and will have some surprises on the day too. Please put it in your diary!</p> <p>Successes</p> <ul style="list-style-type: none"> • First centre in Kazakhstan to be accredited - Nazarbayev University in February 2020 • New assessment criteria drafted for the BALEAP Accreditation Scheme (BAS) • New Handbook and appendices written for the updated scheme <p>Looking Forward</p> <ul style="list-style-type: none"> • Friday 21 May soft launch of the new scheme (this will replace the normally full free day in May) 	

		<ul style="list-style-type: none"> • Trialling of new scheme with two well established centres in August 2021 • BALEAP/BAS MoU with Aqueduto (Association for Quality Education & Training Online) <p>BAS had signed a similar MoU with EAQUALS two years ago. We are hoping to work closely with these organisations going forward.</p> <p>Questions: A question was asked about who the event in May was for. It is meant for institutions considering accreditation, as well as those already accredited. We hope for attendees from UK and abroad.</p> <p>Members asked if there would be consultation on the new criteria. Conrad explained that the assessors are talking to their own institutions and people are being targeted for their input both in the UK and abroad. The criteria are currently in draft form but feedback is being sought and factored in. The criteria will not be sent out for open discussion.</p>	
13	Research and Publications Officer's Report	<p>Steven Herron was unfortunately unable to attend today. The Chair thanked him for all his work whilst in this role and for supporting the researchers.</p> <p>Successes</p> <ul style="list-style-type: none"> • Covid-19 research project • Conference Proceedings moving closer to wider dissemination <p>The Covid-19 project researchers are presenting at the Glasgow conference this week. Surveys and interviews have taken place with members and a final report should be on the website soon.</p> <p>Looking Forward</p> <ul style="list-style-type: none"> • Shared role of Research and Publications Officer with overseas representation • Continuing to support members in scholarship and research • Creating more opportunities for publication and dissemination <p>The idea of the shared role is an exciting development and an opportunity for overseas representation. The Chair introduced Susie Cowley-Haselden and Laetitia Monbec, the new role holders.</p>	
14.	Testing Officer's Report	<p>John Slaght reported on activities and advised he has been working on expanding the BALEAP Testing Guidelines over the last 18 months. He had added his evaluation comments on the tests, which he stressed should be taken in that light. The Guidelines are designed for a wide audience including teachers, admissions officers, assessors, heads of departments etc.</p>	

		<p>Successes</p> <ul style="list-style-type: none"> • Ever expanding information in the BALEAP Testing Guidelines • Developing closer ties with UKALTA and BAAL <p>The latest Testing Guidelines are on the website.</p> <p>Looking Forward</p> <ul style="list-style-type: none"> • Online testing road show scheduled for the late Spring/early Summer • Collaboration with the new Testing Officer, Fiona Orel, in keeping testing and assessment a worthwhile part of the BALEAP experience <p>Fiona, Ania and John will run the first online testing road show early Summer. They will target relatively inexperienced language testers and encourage members to get involved.</p>	
15.	Information and Publicity Officer's Report	<p>Lisa Hanson reported on the year's developments.</p> <p>Successes</p> <ul style="list-style-type: none"> • Contribution to the Membership working group • Evaluation of BALEAP work done since 2016 membership survey and resulting "you said/we did" as well as opportunities to strengthen work done • Articulation of BALEAP's values <ul style="list-style-type: none"> <i>Our work is built on four core values</i> <ul style="list-style-type: none"> • <i>Professionalism</i> • <i>Development</i> • <i>Collaboration</i> • <i>Inclusivity</i> <p>The Membership working group has identified some core values and is keen to articulate the benefits of membership. The aim is to both increase membership levels and also to increase benefit to our members.</p> <p>There may be focus groups later to help shape future initiatives based on this work.</p> <p>Looking Forward</p> <ul style="list-style-type: none"> • Further work around values - articulation of shared understanding, analysing where already embedded in BALEAP work, identifying possible initiatives that reflect our values • Social media & marketing strategy to be finalised and implemented • Continue contribution to the Membership working group to finalise the analysis of membership benefits, identify possible enhancements, and raise awareness of benefits <p>It was suggested that the core values could be stated in the TEAP handbook.</p>	
16.	SIGs Officer's Report	<p>Anneli Williams paid tribute to Sarah Brewer and Maxine Gillway (former Chair) for supporting the creation of SIGs.</p> <p>Anneli is delighted to be involved in this initiative and it's fantastic to see the developments. Their activities are a</p>	

		<p>great story of resilience and the SIGs have been very active online, some showing great innovation.</p> <p>A few have paused but are in good shape to re-launch. Some are very large and some in early stages. Eight started over a year ago and the Teacher Education SIG was just approved in January.</p> <ul style="list-style-type: none"> • 9 SIGs approved to date: <ul style="list-style-type: none"> ○ Transnational Education ○ Academic Literacies ○ Creative Disciplines ○ Doctoral Education ○ Social Justice ○ Developing, TEaching & Testing Academic Listeners ○ Technology Enhanced Learning ○ Testing, Assessment & Feedback ○ Teacher Education in EAP (Jan 2021) • Activity <ul style="list-style-type: none"> ○ c 30 webinars to date ○ a dozen other events (workshops, symposia, world cafe, international conference, coffee mornings, etc. • Membership: 16 to c 350 (averaging 90 per SIG) • New Proposals: 15 Oct 2021 <p>There are already new ideas coming in for new SIGs. Members commented on how good it is to have them. A question was asked by a member about how to get involved? Where is the information on the website?</p>	
17.	Ordinary Members' Report	<p>Natasha Ingall and Anna Murawska were introduced by the Chair. They have contributed enormously this year and brought enthusiasm and energy. Both said they have enjoyed the experience and found it rewarding and advised they had been involved in lots of different things.</p> <p>Successes</p> <ul style="list-style-type: none"> • Contributing to "Equality, Diversity and Inclusion (EDI)" strategy meeting • Storming ideas in the "Membership" working group • Initiating the TEAP scholarship • Participating in the BALEAP Covid19 Research selection committee • Liaising with Glasgow conference organisers to support the role of BALEAP • Adding new perspectives to BALEAP Exec Committee <p>Looking Forward</p> <ul style="list-style-type: none"> • Continuing to establish concrete EDI values and practices within BALEAP • Co-running TEAP scholarship • Managing BALEAP funding stream • Helping to generate content for the website • Disseminating Exec meetings digest 	

		<ul style="list-style-type: none"> Engaging further with BALEAP members <p>The Chair thanked both for their energy and enthusiasm and throwing themselves in to the work of the Exec.</p>	
	AOB	<p>The Chair thanked everyone for the huge amount achieved this year. The online activity has probably encouraged more sub groups and projects and there has been really good synergy.</p> <p>Questions:</p> <p>A question was asked about the MA dissertation winner. Who was it?</p> <p>The Information and Publicity officer advised that the panel met and unfortunately there wasn't a winner this year as the criteria were not as fully met as required. A notice will be put on the website to that effect. The Treasurer advised that discussion in previous years led to agreement that criteria must be met and that it was possible there might not always be a winner.</p> <p>A question was asked about whether there would be two winners next year? The Chair advised there had been two winners one year as the panel felt that both had reached the appropriate level, but awards are not carried over.</p> <p>The Chair thanked Anneli Williams and Carole MacDiarmid for an excellent conference and is looking forward to the remainder of it.</p> <p>Last but not least she thanked the members for joining the AGM.</p>	
	Date of next meeting	The next AGM will be around the same date as this year but will be advertised nearer the time.	