

BALEAP Annual General Meeting

2 April 2022

Minutes

Venue: University of Manchester

IN ATTENDANCE: Sarah Brewer (Chair), Anneli Williams (SIGs Officer), Lisa Hanson (Information and Publicity Officer), Conrad Heyns (BAS Officer), Bella Reichard (Treasurer), Fiona Orel (Testing Officer), Paul Hendrie (TEAP Officer), Anna Murawska (Ordinary Member), Natasha Ingall (Ordinary Member), Susie Cowley-Haselden, Research and Publications Officer, Ania Rolinska (Web Officer), Yvonne Cavanagh (Administrator), >50 members

Apologies: Fiona Wallace (Events Officer), Laetitia Monbec (Research and Publications Officer – jointly held)

No.	Item	Detail	Who/When
1.	Welcome and Apologies	The Chair welcomed everyone to the AGM.	
.	Conflict of interest	None	
2.	Minutes of AGM 7 April 2021	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. It was suggested by a member that a vote should be taken to approve them and the vote was taken by members in the room and minutes were approved.	
3.	Matters arising	None.	
4.	Executive Committee Election results	<p>There was one election for the post of Treasurer this year and the Chair was delighted to welcome Ben Brown.</p> <p>The Chair gave a special thanks to Bella Reichard who is leaving the role of Treasurer. Bella has not only made an enormous and invaluable contribution to the work of the BALEAP executive committee as Web Officer and as Treasurer but has also provided huge support to other members of the committee in their different roles.</p>	
5.	Honorary Member appointments to be proposed (if any)	There were no new honorary members proposed.	
6.	Chair's Report (SB)	<p>The Chair advised that the annual report for August 2020 to July 2021 was published on the BALEAP website. Acceptance of the report as accurate was proposed by Anneli Williams and seconded by Jennifer Sizer.</p> <p>The Chair outlined some of the key activities over the year, many of which were conducted online due to the pandemic. The online activity has actually increased the workload of the executive committee, and has been supported by the Chair.</p> <p>Achievements included:</p> <ul style="list-style-type: none">• Input to the Glasgow Conference Proceedings	

		<ul style="list-style-type: none"> • The JEAP Special issue celebrating the 50th anniversary of SELMOUS and the 20th anniversary of JEAP. • Working with Xi'an Jiaotong-Liverpool University in China for the joint CEAPA-BALEAP conference • Reviewing BALEAPs financial strategy including considering new projects <p>The Chair has continued with a range of activities including to liaise with Garnet Education, the publishers of the Conference Proceedings, to move towards digital publishing of the Proceedings and indexing of papers for Google Scholar. The 2019 conference proceedings have now been published as an e-book.</p> <p>2021 saw the publication of the report on the BALEAP funded project on 'The impact of Covid-19 on the UK EAP sector: An examination of how organisations delivering EAP were affected and responded in terms of academic delivery and operational procedures'. It is published on the website here: https://www.baleap.org/wp-content/uploads/2021/06/BALEAP-Report-Covid-and-EAP-May-2021.pdf</p> <p>Going forward, relations with CLiE (Committee for Linguistics in Education) and Cara amongst others will be further developed. We will also be looking to redesign our website and work is underway on this.</p> <p>Sarah will be working as Outgoing Chair this year, supporting Conrad Heyns as the new Chair.</p>	
7.	Treasurer's Report (BR)	<p>The Officer reported that the annual report and accounts for 2020-2021 are available on the website.</p> <p>The financial statement was proposed as correct by Andy Gillett and seconded by Anna Murawska. The audience was also asked to vote to accept the accounts by a show of hands and all were agreed.</p> <p>The accounts show a healthy position, with low costs and expenses over the last two years due to the pandemic.</p> <p>The BALEAP funding scheme for 2021-22 was our first call for funded for members' research projects. Applications were invited for projects around the theme of "" Enacting Social Justice in EAP" in line with one of the BALEAP values ("Inclusivity"). The Treasurer encouraged members to come forward with ideas to use the funds going forward.</p> <p>It was also proposed by the Treasurer that we re-appoint the accountant for another year. Lia Blaj-Ward seconded this.</p> <p>There were no questions. She introduced Ben Brown to the audience and wished him well going forward.</p>	

		<p>Successes</p> <ul style="list-style-type: none"> • Healthy financial position due to careful management of running costs by executive committee, with administrator input • Funding to initiatives that benefit our members' professional development, our students' learning experience and our (EAP) colleagues' practice worldwide (2021: funding for research on the theme "Enacting Social Justice in EAP") <p>Looking Forward</p> <ul style="list-style-type: none"> • Strategic allocation of further funding for research in any area to benefit our community (colleagues and students). • 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. 	
8.	Web Officer's Report (AR)	<p>The Web Officer is responsible for the day to day 'behind the scenes' running of the website.</p> <p>She has also worked with John Slaght and Fiona Orel to set up online Testing roadshows, which were very successful.</p> <p>In addition, she has updated the YouTube channel to share videos from PIMs and is working on putting last year's Glasgow conference videos on too. Please watch out for updates.</p> <p>Due to the increased activity online, e.g. PIMs, she has also worked with events organisers to help with guidelines on running events.</p> <p>We have experienced issues with the website recently and it needs an update, not just at the back end where all the administrative activity is, but also the public facing interface. We want to make it more interactive going forward and will be looking to work with a developer and consult with others on a re-design.</p> <p>Successes</p> <ul style="list-style-type: none"> • Two Online Testing Roadshows. • Keeping the BALEAP YouTube channel active. • BALEAP Zoom Room for BALEAP and SIG events. • Contributing to the PIM guidelines, especially in relation to online event organisation. <p>Looking Forward</p> <ul style="list-style-type: none"> • Redesigning the BALEAP website! <p>There were no questions.</p>	
9.	Events Officer's Report (FW)	<p>The Events Officer couldn't be with us today, so the Chair talked to her slides.</p>	

		<p>She reported that activities this year have been mainly around managing PIMs and updating guidance for hosts to incorporate online/hybrid content.</p> <p>The Durham and York PIMS were very successful, and resources are available on the website.</p> <p>There was some difficulty in securing hosts for 2022 due to the challenges through the covid pandemic and difficulties of increased workload, however, this has now improved, and more hosts are coming forward. The future of PIMs looks very positive</p> <p>The Events Officer had also helped to plan the 50th anniversary event.</p> <p>Successes</p> <ul style="list-style-type: none"> • Durham University online PIM 5th June 2021 • University of York online PIM 19th November 2021 <p>Looking Forward</p> <ul style="list-style-type: none"> • Mini/pop-up PIM June 2022 tbc • PIM to be hosted by the University of Sheffield on 12th November 2022 • PIM to be hosted by Oxford Brookes University in March 2023 	
10.	TEAP Officer's Report (PH)	<p>Since taking up the role of TEAP Officer in May 2020 the Officer's focus has been on revising the scheme following feedback from the membership to make the criteria clearer, more accessible, and to align them more closely with both the BALEAP values and other professional accreditation schemes such as the HEA.</p> <p>There has been a lot of work completed on the criteria, the handbook and revision of observation criteria etc.</p> <p>The Officer emphasised the opportunities to get involved in activities going forward. He encouraged members to come forward and help shape the TEAP scheme. It is an exciting period of development.</p> <p>We want to build capacity and increase the number of assessors and mentors.</p> <p>The plan is also to publicise the scheme more.</p> <p>Successes</p> <ul style="list-style-type: none"> • Redrafting of criteria • Redrafting of handbook • Revision of observation criteria • Development of a calendar of TEAP events • Development of opportunities for Fellows to become mentors. <p>Looking Forward</p> <ul style="list-style-type: none"> • Execute events calendar. • Build bank of TEAP observation records • Deepen connection with SIGs. 	

		<ul style="list-style-type: none"> Publicise scheme. Increase number of assessors 	
11.	BALEAP Accreditation Scheme Chair's report (CH)	<p>The BAS scheme has 27 members and assessments resumed in 2021, mostly online. There were two new institutions this year; the University of Dundee and University of Warwick.</p> <p>A new scheme was launched in May, which shows a decrease from 5 categories and 44 criteria to 2 categories and 20 criteria.</p> <p>The new scheme was trialled with the Universities of Bristol and Glasgow and their valuable feedback was taken on board.</p> <p>We then ran a number of training sessions last year for Assessors to prepare for the new scheme. Alongside this we created a new handbook. The new scheme will be used for all assessments going forward.</p> <p>Historically we had an external input from the British Council but we now have a contact from Eaqals; Sarah Aitken. We are working together, and it is possible we may do joint assessments with Eaqals in the future.</p> <p>We are also getting enquiries from abroad, including the Middle East, Khazakstan and China, which is very promising.</p> <p>There were no questions.</p> <p>Successes</p> <ul style="list-style-type: none"> New assessment criteria for the revised BALEAP Accreditation Scheme (BAS) trialled with the universities of Bristol and Glasgow Final draft of the new handbook and appendices written for the updated scheme Two new universities joined the scheme - the University of Dundee and the University of Warwick - both still under the old scheme Appointment of new external to the scheme - Sarah Aitken from the Eaqals organisation <p>Looking Forward</p> <ul style="list-style-type: none"> This coming year all assessments will be using the new scheme. BAS 7th May free event will be held at the University of Bristol - the theme for this will be <i>Collaboration</i>. There have been a number of serious enquiries from abroad about accreditation - very promising given the new criteria. Ongoing discussions with the Eaqals organisation with regard to the possibility of joint HE assessments. 	,
12	Research and Publications	Susie Cowley-Haselden reported that there are new funding opportunities available which were advertised	

	Officer's Report (SCH & LM)	<p>recently. There is no specific theme and applications are invited by 16th May 2022.</p> <p>The MA Dissertation award winner this year was Robert Lowton.</p> <p>Susie thanked the panel who worked on the MA Dissertation award, namely Carol MacDiarmid, Sheena Gardner, Maxine Gillway, Joy Robbins and Kerry Tavakoli. They put a great deal of time into this, which was very much appreciated. There are now seven people in the pool of panellists, including one in Japan and one in China.</p> <p>The Officers have been working to ensure that ResTES events were as global and collaborative as possible.</p> <p>Members are encouraged to watch out for news about a new sub-committee for Research and Publications which is going to be formed.</p> <p>There were no questions.</p> <p>Successes</p> <ul style="list-style-type: none"> • Funding: 2 rounds: Social Justice in Nov 21 and Open Theme in March 22 • MA Award • ResTES programme. • Baleap Conversation Sessions • New website for Research and Publications • Increased panellists pool for MA Award <p>Looking Forward</p> <ul style="list-style-type: none"> • Additional initiatives underway: developing a sub-committee to support initiatives such as critical friends, mentoring; book reviews. • Continuing to support members in scholarship and research. • Creating more opportunities for publication and dissemination 	
13	Testing Officer Report (FO)	<p>There have been two Testing Roadshows this year, co-hosted with the outgoing Testing Officer, John Slaght, with support from the Web Officer, Ania Rolinska and with Dr Anna Ziomek (Deputy Director of Assessment, University of Reading). Feedback was positive and will be used to develop further roadshows. The Web Officer was thanked for her valuable input.</p> <p>The Officer reported that TAFSIG is now doing valuable work on supporting and developing testing activity.</p> <p>The Officer role is focussing on the BALEAP Testing Guidelines and on developing ties with various other organisations. There are lots of requests about mapping tests and many institutions aren't aware of the guidance available.</p> <p>These are areas we will focus on:</p>	

		<ul style="list-style-type: none"> • Feasibility of maintaining the second part of the guidelines, as these give details about tests, but they change so much and there are so many new ones it may be difficult to manage. • Adapt guidelines to be a resource on guidance on how to evaluate in house tests. • Guideline and framework for other tests • How to link with TEAP accreditation <p>There will be a working group set up to scope out the project.</p> <p>There were no questions.</p> <p>Successes</p> <ul style="list-style-type: none"> • Testing Roadshows • Developing closer ties with other organisations <p>Looking Forward</p> <ul style="list-style-type: none"> • Testing Guidelines Project • TEAP scheme support 	
14.	Information and Publicity Officer's Report (LH)	<p>Lisa Hanson reported on the year's developments.</p> <p>The draft social media strategy has been set up and we are looking to implement that now. We want to raise awareness of BALEAP and the benefits of being in the community. We may look at other networks we can reach out to as well.</p> <p>The Officer supports the executive committee behind the scenes and raises awareness of what they are doing.</p> <p>Going forward, we have done a lot of work on the values, which we are very proud of. Thank you to the Web Officer for creating a visualisation of that. We are looking at where those values are embedded in the work that we do and where they could be further embedded. We will also introduce initiatives which will reflect those values.</p> <p>There are statistics in the Officers report on the website on day to day activities.</p> <p>We currently have 108 institutional members (up from 98 last year) and around 12% are outside the UK (up from 5%). We have 275 individual members (up from 225) with a further 125 individual concession members (up from 116) and around 31% (up from 27%) of the individual members, including concession, are reported as being based outside the UK. We also have 2 associate members and 9 honorary members</p> <p>It is encouraging to see an increase in membership numbers despite the possible financial impact on budgets the last few years might have had.</p>	

		<p>It is also encouraging to see an increase in jobs. There was a dip during the pandemic, but 96 jobs were advertised last year, an increase from 77 the year before.</p> <p>There were no questions.</p> <p>Successes</p> <ul style="list-style-type: none"> • Creation of a draft social media strategy • Supported exec members in publicising events & activities (e.g., PIMs, Glasgow conference, SIG events, Research & Publication events) • Supported exec members with some copy and/or layout of various resources (e.g., Events Handbook, Covid 19 research report, TEAP handbook) <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 further implemented. 	
15.	SIGs Officer's Report (AW)	<p>The SIGs Officer reported a very productive year. Following the easing of lockdown restrictions and the 'Introduction to SIGs' event within the BALEAP 2021 Biennial conference, all nine SIGs have continued or resumed activity on behalf of their memberships. SIGs have hosted between two and nine events over the 12 months to April 2022, an average four events per SIG, covering a variety of topics. The majority if not all events have been hosted online, generally in the form of workshops and webinars and often featuring guest speakers.</p> <p>The online activity was a great advantage, allowing more international involvement and allowing SIGs to do more in a cost-effective way.</p> <p>SIGs are very diverse and have been very good at getting opinions from students. There is a lot of activity which helps deepen EAP expertise.</p> <p>SIGs committee members have made significant progress on issues relating to governance. All SIGs have had their AGMs and the remaining two have scheduled AGMs for April 2022. Seven of the nine SIGs have submitted Annual reports and drafted Constitutions.</p> <p>It is two years since SIGs were launched and much has happened in that time. There are two new SIGs proposals in the pipeline.</p> <p>The themes of the SIGs cover disciplinary specialisations but also themes across different areas. It will be interesting to see SIGs collaborating going forward.</p> <p>Members are encouraged to get in touch with ideas for new SIGs.</p>	

		<p>There were no questions.</p> <p>Successes</p> <ul style="list-style-type: none"> • All 9 SIGs have hosted events over the last year. • Asynchronous content on websites e.g., blogs, videos • Wide variety of themes emerging: the student voice, disciplinary practices, deepening EAP expertise <p>Looking Forward</p> <ul style="list-style-type: none"> • Elections in progress to fill SIG committee vacancies. • Two new SIG proposals received, revised and ratified: Law SIG and STEM SIG • Deadline for new SIG proposals is 15 Oct 2022 Contact sigs@baleap.org 	
16.	Ordinary Members' Voice (AM)	<p>Anna Murawska explained she was involved with working on the funding streams last year under the theme of Social Justice and gave some examples of the projects that were funded. She thanked the panel involved for their help and also the Social Justice SIG who supported the work too.</p> <p>Natasha Ingall has been involved in a number of things including working on the EDI statement-and supporting members with discussion on EDI.</p> <p>She spoke positively about working with BALEAP and encouraged members to get involved .</p> <p>Successes</p> <ul style="list-style-type: none"> • Co-led the 2021 BALEAP Funding Stream • Provided pre-publication feedback on Covid 19 research report. • Initiated TEAP scholarship scheme. • Engaged in Membership discussions. • Created EDI Statement • Adding new perspectives to BALEAP Executive Committee <p>Looking Forward</p> <ul style="list-style-type: none"> • Supporting the 2022 BALEAP funding stream • Identifying areas of interest around EDI with BALEAP members • Engaging further with BALEAP members 	
17.	AOB	<p>A member asked if there will be a conference in 2023. The executive committee were still encouraging proposals.</p> <p>A question was asked about the format and timing for the afternoon and the Chair talked through the programme. The plan is to finish earlier to allow more people to join the team for the anniversary reception.</p> <p>The Chair thanked everyone for coming.</p>	
18.	Date of next meeting	The next AGM will be around the same date as this year but will be advertised nearer the time.	