

BALEAP ANNUAL GENERAL MEETING

Minutes

Date: 21 April 2023

Time: 13.30-14.15

Place: University of Warwick

1. Welcome

Conrad Heyns, Chair of BALEAP, welcomed everyone to the meeting and gave an overview of today's agenda.

2. Apologies

None.

3. Declaration of conflict of interests

None declared.

4. Minutes of AGM 02/04/2022

Last year's minutes are on the BALEAP website. Natasha Ingall proposed them as correct, and this was seconded by Ania Rolinska.

5. Matters Arising from AGM 02/04/2022.

There were no matters arising from last year's minutes.

6. Executive Committee Elections

We held elections for several BALEAP Executive positions, and the results are as follows:

Web Officer (April 2023- April 2026): JOANNE RAYNOR

TEAP Officer (April 2023- April 2026): BEE BOND

Testing Officer (April 2023- April 2026): ANNA ZIOMEK

Information Officer (April 2023- April 2026): LISA HANSON - continuing.

SIGs Officer (April 2023- April 2026) PENNY TZANNI

Ordinary Members (April 2023- April 2026):

- LAURA CONNOLLY
- NATASHA INGALL
- ANDREW HEWITT

The results for the second elected position for the Ordinary Member roles was a tie. As the rules and regulations of the BALEAP organisation do not give guidance in such a situation, the BALEAP Chair and Executive Committee have offered a position on the committee to both candidates. This was seen as the fairest result. In the unlikely event such a situation occurs in the future, we will be establishing written guidelines for similar contexts.

7. Honorary Member appointments to be proposed (if any)

It has been agreed that going forward we will place a form on the BALEAP website so that members may suggest other members they feel should be offered an Honorary membership.

8. Chair's report (Conrad Heyns)

The Chair thanked Sarah Brewer, our outgoing Chair for her incredible support over the last year whilst handing over the reins.

The focus this year has been on liaising with other Executive Committee members re events, the 50th Anniversary celebration at Manchester University, the upcoming biannual conference at Warwick University, the BALEAP JEAP news, the handover of the Treasurer role, and reviewing the Membership fees, amongst other things.

WHAT'S IN A NAME

BALEAP was founded in 1972 as *SELMOUS* (Special English Language Materials for Overseas University Students) and changed its name to *The British Association of Lecturers in English for Academic Purposes* in 1989 and then to *BALEAP* in 2010 dropping the full name and meaning.

As we are significantly updating and improving our website, this seems an appropriate time to consider a possible name change. In August 2022 we sent out a survey to the BALEAP membership asking for thoughts and comments. The results were then shared and discussed further with four different focus groups:

Although we have not committed ourselves to changing the name, we are keen to get further input from BALEAP members and there will be a session at the upcoming BALEAP conference to debate this.

JEAP NEWS

Since the launch of the first eight BALEAP Special Interest Groups in 2020, SIGs have gone from strength to strength, and we now have three additional SIGs that were introduced in the last two years. BALEAP SIGs are proposed and run by BALEAP members to develop specific interests, to build on common experience, to share expertise and to meet the needs of the wide range of practitioners working in the field of EAP.

We now have eleven SIGs addressing:

Academic Literacies

- Creative Disciplines
- Developing, Teaching and Testing Academic Listening
- Doctoral Education
- Law
- Social Justice
- Science, Technology, Maths and Engineering
- Teacher Education in EAP
- Technology Enhanced Learning
- Testing, Assessment and Feedback
- Transnational Education

Created during the period of lockdown, SIGs have become truly versatile and inclusive online communities with an international membership spanning time zones and geographical divides. To promote these, we invited individual SIGs to showcase their activities in instalments of the BALEAP news in JEAP. Thus far we have had Transnational Education,

Law, and Creative Disciplines, as well as one BALEAP news focussing on the biannual conference.

LIAISING WITH OTHER ORGANISATIONS

Conrad is an inspector for Eaquals (<https://www.eaquals.org/>) as well as an Assessor for the BALEAP Accreditation Scheme (BAS). BALEAP and Eaquals have signed a MoU and are having ongoing conversations about the possibility of doing a joint pilot assessment of an HE institution to see how feasible it is to do this and if successful it may lead to further future joint assessments.

CLiE

Sarah previously contacted *CLiE (Committee for Linguistics in Education - <https://clie.org.uk>)* to represent BALEAP on the committee. Conrad has now taken over as representative for BALEAP.

FUTURE PROJECTS

- Website – developing a new website will be a key focus this coming year.
- Membership fees –We plan to review fee levels to take account of the varied sizes and types of members we have.
- Forging closer connections with overseas associations

ANNUAL TRUSTEES REPORT

This has been written for the period 1 August 2021 – 31 July 2022 and is presented here along with the accounts for this period.

The Chair invited any questions, but none were asked.

9. Presentation of the annual report August 2021 – July 2022

Ben Brown, Treasurer, presented the annual accounts, which can be found on the website. The accounts were proposed as accurate by Conrad Heyns and seconded by Fiona Wallace. No questions were asked.

10. Re-appointment of accountant

Ben also put forward a motion to retain our accountant, Barrie Buels. This was proposed by Ania Rolinska and seconded by Anneli Williams.

11. Treasurer's report (Ben Brown)

Ben reported that careful financial management over the past few years has placed BALEAP in a healthy position, to continue to operate in the current uncertain climate and support the professional development of its membership. Detailed figures are provided in BALEAP's annual 2021-2022 report and financial statements submitted to the AGM for approval.

BALEAP's healthy finances have enabled the charity to support face-to-face events, including the 50th Anniversary AGM at the University of Manchester in April 2022; PIMs in Universities of Leeds, Sheffield, and Oxford Brookes University; and planning for the charity's first ever international PIM at Nazarbayev University in Kazakhstan. Robust financial stewardship has also supported the planning of the 2023 biennial conference in University of Warwick, keeping registration costs to a minimum.

In response to the August 2021 survey sent to the BALEAP mailing list, inviting members to suggest further ideas to ensure that surplus funds from previous years are re-invested into benefits for the community, a number of suggestions have been implemented in line with the organisational values. These include supporting five Research Funding awards of up to £5,000 on broad areas which further the development of the field of EAP, and support for a Scoping Study on Access to Literature. The BALEAP funding scheme for 2021-22 was on the theme of "Enacting Social Justice in EAP" in line with one of the BALEAP values ("Inclusivity"), and the four projects which benefitted from the award are progressing with the research. The SIGs community came about during the pandemic, and out of necessity was based online, but it has since developed its face-to-face activities. Support for these face-to-face activities has been available through the SIGs annual fund and in subsidised attendance at the 2023 conference, to enable the SIGs to develop their profiles and networks.

This coming year, funds will be prioritised for research projects with members and for a new website, which is overdue.

12. OFFICER REPORTS

Web Officer (Ania Rolinska)

In the last 12 months, the website statistics show the website is not used as fully as possible and this may be due to lack of interactivity, out-of-date design, complicated navigation, and a case of the website malfunctioning due to issues with the server and plug-ins. Therefore, it is proposed the website is redesigned to make sure it better meets the needs of the community.

During the last year, the work of the Web Officer included:

- Working with the website developer to overcome operational issues.
- Facilitating the online streaming of the Manchester event in April 2022, with the support of the University of Manchester.
- Keeping the BALEAP YouTube channel active.
- Continuing to do the preliminary work needed to redesign the website.
- Handing over to the new Web Officer.

The biggest plan for the 2023-24 period is to take the lead on planning, negotiating, and overseeing the website redesign so that the website serves the community better.

Member institutions are encouraged to submit news items they wish to share and to advertise EAP-related Events and TEAP courses they run (email the web officer at web@baleap.org), as well as jobs (submit directly on the website). SIGs are encouraged to use the Zoom room as well as share webinar/event recordings via the BALEAP YouTube channel (email the Web Officer for details).

Events Officer (Fiona Wallace)

Fiona talked of the three highly successful events this year with activity returning to a more normal delivery following the pandemic.

There has been a renewed interest in hosting Professional Interest Meetings (PIMs) in both hybrid and online formats, the June 2022 Leeds PIM being the first hybrid PIM following the pandemic with two other PIMs this year. The PIM schedule is now mostly finalised to March 2025 with the first overseas PIM being held in June 2024 in Kazakhstan and a good range of off locations generally.

The Events Officer's time has been occupied by managing events, supporting hosts with budgeting and planning, and ensuring guidance and procedures are in place.

TEAP Officer (Paul Hendrie)

Paul gave an overview of this year's work, including releasing a new TEAP handbook, which has received great feedback. We have also collated recordings of teaching and invited experienced observers. Many are being mentored across various countries including China, Kazakhstan, and Greece.

We have developed a more stepped approach and Fellows can now mentor Associate Fellows. Previously only Seniors could mentor.

Since April 2022, 14 BALEAP members have been awarded TEAP accreditation; 4 Senior Fellows, 4 Fellows and 6 Associate Fellows.

Paul congratulated these BALEAP colleagues on this recognition. The awards take the total number of BALEAP TEAP accreditations to 17 Senior Fellows, 27 Fellows and 48 Associate Fellows.

A further 26 candidates are currently being mentored towards TEAP accreditation. (to request a TEAP mentor, please contact teap@baleap.org)

The period since the last AGM has seen the continuing evolution of the TEAP scheme. The launch of the 2022 TEAP handbook has led to increased engagement with the scheme. Feedback from members has been uniformly positive about the revisions and clarifications made. Minor revisions have been suggested by assessors, which will be included in the 2023 version (pending).

Activities:

There have been two rounds of assessment since the launch of the 2022 handbook. Anecdotal feedback suggests that the new criteria has made assessment simpler and has also simplified the organisation of the written account for candidates.

- The revised TEAP observation documentation and guidelines provides explicit options and examples for observations to allow contextualisation. A number of practitioners have indicated how useful they have found these documents to clarify the TEAP observation process and inform their own institutional observation practices.
- Access to recognised TEAP observers has been a major constraint on engagement with the scheme. To address this, 3 TEAP observer standardisation and training workshops were held this year to equip experienced observers to conduct TEAP observations. This has resulted in a significant increase in TEAP observer capacity across BALEAP institutions worldwide. Feedback from workshop attendees has been excellent.
- Many attendees at TEAP observer training have wanted to maintain and develop these connections with observers at other institutions and have requested the establishment of some form of TEAP observer network.
- Since the last AGM, the scheme allows Fellows to become recognised as TEAP mentors to candidates for associate fellowship. This builds mentor capacity, recognises the competencies and experience of Fellows, and provides a route for their further development as they share their expertise. Early feedback on this initiative has been positive.

- The BALEAP Library of EAP Observations (a set of recordings of EAP lessons with consent for use for specific teacher training purposes) is now operational with a small group of library users. Feedback is being collected to inform the next iteration.

Looking Forward, plans are to:

- Review role of TEAP in teacher dev. programmes
- Build visibility; explore opportunities for inter-institutional connections.
- Make teaching more visible through observation analysis.

BALEAP Accreditation Scheme (BAS) Officer (Lia Blaj-Ward)

Lia, BAS Chair, talked about the key activities this year and the new Impactful Collaboration Award and explained the broader rules.

Key achievements this year included:

- Successful launch of our revised accreditation criteria and processes in Summer 2022, with 11 (re)accreditations carried out.
- Four experienced EAP professionals joined the accreditation scheme as assessors.

Going forward:

- Hoping for an impressive range of applications, by 9am UK time on 30 June 2023, to the new BAS-linked **Impactful Collaboration Award**. Details available at: <https://www.baleap.org/news/impactful-collaboration-award>. The award is open to all BALEAP members, not just ones with accredited courses.

Research and Publications Officer (Shared role) (Laetitia Monbec and Susie Cowley-Haselden)

Laetitia and Susie talked about the various activities and awards. They gave a massive thanks to the award panel and emphasized that everything is designed to include more members.

Successes:

- ResTES: 4 events this year. All recordings, slides and resources are available on the Research and Publications website.
- Monthly PhD group meeting (STEPS) was launched.
- First PhD Award launched, and meetings are underway.
- 2023 MA Award Winners are Peter Banister and Thomas Willis-Jones.
- 2022-2023 Funding Stream - 5 projects are underway. Thank you to the international panel who selected the recipients. All winners from last year are preparing to share their work with the BALEAP membership.
- Access to the Literature Research underway with Dr Michelle Evans and Dr Liu Yanhua
- We are forming a sub-committee to work on critical friend initiative, mentoring, book reviews, networking.

Looking Forward, BALEAP will be:

- Developing initiatives with the sub-committee: Critical friend network, Book reviews, mentoring...
- Expanding international scholarship networks with associations
- Teaching materials citation index

- Ethics project

We will continue to act on suggestions and ideas from the membership.

Please do contact us if you have any suggestions or wish to get involved:
research@baleap.org

Information and Publicity Officer (Lisa Hanson)

Lisa explained that her role involves supporting many Exec members with their tasks, including social media posts, posting jobs, involvement in working groups e.g. the Membership working group.

The institutional membership representative system could work better, and we are keen for reps to be more involved in a dynamic way.

Lisa reported we currently have 113 institutional members (up from 108 last year) and around 14% are outside the UK (up from 12%). We have 252 individual members (down from 275) with a further 131 individual concession members (up from 125) and around 30% (down from 31%) of the individual members, including concession, are reported as being based outside the UK. We also have 2 associate members and 9 honorary members which is no change to last year.

The membership working group reformed in the last few months. The aim of the group continues to be to look at articulating the benefits of membership and incorporating this into messaging and a new website.

In addition to ensuring the jobs page is kept up to date and supporting advertising institutions with their queries, much of Lisa's time has been spent on various social media related activities e.g. live tweeting at PIMs, publicising/reminding of events to sign up to, signposting resources available, and raising awareness of BALEAP and exec roles e.g. as well as helping to publicise the various SIG events and their work.

Social media guidelines are also available on the website: <https://www.baleap.org/about-baleap/logo-and-social-media-policies>

The jobs page on the BALEAP website has remained free for institutional members while the small fee for non-institutional members means a wider range of jobs are advertised on the website.

From April 2022-March 2023 there were 123 jobs advertised on the jobs page, a gradually rising number.

BALEAP Values

- Professionalism
- Development
- Collaboration
- Inclusivity

Lisa continued the work on BALEAP's values by supporting one of our ordinary members in the finalization of BALEAP's EDI statement. <https://www.baleap.org/values-and-edi-statement>. There is more work to be done on articulating and embedding these values in BALEAP activity.

Key tasks ahead:

- Continue to support the Chair with the potential BALEAP name change as needed.
- Continue to support the web officer on the website redesign.
- Institutional Rep network
- Widening of membership network

SIGs Officer (Anneli Williams)

Anneli provided a comprehensive overview of the SIGS' activities. She reported that all SIGs have been incredibly involved and active, and numbers have grown from 8 three years ago to 12 today. They are exceeding expected activity levels and showing great innovation in types of events and resources.

The year began with a strong showing from SIGs at the April 2022 BALEAP Anniversary event in Manchester when representatives from all nine SIGs were able to come together in person for the first time, and to meet and greet conference attendees via the 'SIG fair'. Over the last year, the number of SIGs has grown to eleven with Law SIG and STEM SIG launching in April 2022. Along with the Creative Disciplines SIG, we now have three SIGs with a disciplinary focus.

Collectively SIGs have continued to pick up the pace of activity post lockdown, hosting an average of five events over the year. These took many forms ranging from discussions ('Speakeasies,' 'Robing Room,' Coffee Clubs, Reading Cafés, TEAP chatter) to more formal events featuring guest speakers and collaborative activities. There were also jointly hosted events, including the Listening SIG & TAFSIG 'Assessing Listening' event originally planned for Jan 2022.

Between events, SIGs have been actively engaging with their membership via online communication channels such as Twitter, sharing information about other events and resources pertinent to their membership. SIGs have also reached out to the wider EAP community by showcasing their activities in the BALEAP News item in JEAP – beginning with TNE SIG in July 2022, followed by Creative Disciplines SIG, Law SIG, and most recently Teacher Education SIG.

NEW SIGS

One new SIG proposal was put forward this year 'In-sessional EAP SIG' focussing on 'the educational concepts and pedagogical and managerial practices underpinning In-sessional EAP delivery as distinct from other forms of EAP delivery.' Following feedback from the BALEAP executive committee, a revised proposal was resubmitted and discussed at the BALEAP Exec march meeting. This was widely regarded as a strong submission, and we look forward to welcoming this new group to the fold.

ADMINISTRATION & GOVERNANCE

The three meetings Anneli had with SIG convenors in May 2022, Nov 2022, and March 2023 were productive and well attended. In the May meeting we focussed mainly on sharing information about the types of events and outreach activities SIGs had undertaken or had in the pipeline post-pandemic. We also noted expressions of interest for SIG contributions to the BALEAP News item in JEAP, with TNE SIG first to contribute.

In November, the focus was on integrating the new Law SIG and STEM SIG convenors into the group and discussing SIG involvement in the BALEAP 2023 Conference in Warwick. All SIG convenors were enthusiastic about this opportunity to engage with each other and their memberships in person. The SIG handbook and SIG documents file on Teams have been updated with the relevant information on procedures agreed.

Our March 2023 SIG convenors meeting was largely taken up with discussions re practicalities relating to SIG involvement in the Warwick conference, information about the BALEAP SIGs Officer role, and discussion around bringing SIGs into alignment with BALEAP in terms of governance and reporting. Currently SIG AGMs are scheduled at various times of the year depending on when they first became active. Going forward, SIG convenors have been asked to schedule AGMs for March. So far this year, eight of the 11 SIGs in operation have held their AGMs, with the remainder yet to schedule. SIG committees are functioning quite well, with most positions filled.

Looking Forward, the focus will be on:

- Collaborative events, including bi-annual 'SIG fairs.
- SIG engagement with EAP research & scholarship
- Bringing all SIGs reporting/financial year into alignment with BALEAP

Ordinary Members report (Natasha Ingall and Anna Murawska)

Natasha and Anna talked about their experience of being ordinary members and how much they enjoyed working on projects, e.g. working on the BALEAP values. They thanked the Exec members for their support and encouraged others to join and get involved.

Successes

- identifying an area of personal interest and leading a project to pursue it.
- liaising with and supporting the Officers and events
- adding to discussions, representing a range of interests and perspectives

Looking Forward

- supporting the newly elected Ordinary Members
- continuing to support the Officers as BALEAP continues to develop.
- supporting widening participation from our diverse members

13. AOB

Date and venue of next AGM: TBC