

BALEAP ANNUAL GENERAL MEETING

Minutes

Date: 19 April 2024
Time: 11.00-12.30pm
Online

1. Welcome

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

- **Apologies**

Penny Tzanni.

- **Declaration of conflict of interests**

None declared.

2. Minutes of AGM 21/4/2023

Last year's minutes are on the BALEAP website. The minutes were proposed as correct by Lisa Hanson and seconded by Lia Blaj-Ward.

3. Matters Arising from AGM 21 Apr 2023

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

4. Executive Committee Elections results

Conrad introduced Hannah Jones as the new Incoming Chair. Hannah has been Director of English Language Education in the University of Edinburgh for five years now and has experience in strategic leadership, planning policy and broader university matters. She develops courses too.

Hannah explained her leadership style is to listen and consult. She thanked Maxine Gillway and Gavin Dodsworth for nominating her and Alex Ding, who also applied for the position and with whom she will collaborate.

Conrad thanked Alex for putting himself forward.

Conrad also welcomed Angelos, who is excited for the opportunity to join the team, and thanked Laetitia and Susie for all their hard work. Laetitia and Susie will work with Angelos to hand over.

Another new Exec team member, Karin was introduced as the Incoming BAS Chair, and she will work with Lia over the coming year to learn more about the role. Karin has started shadowing already and looks forward to progressing the scheme.

Conrad thanked Lia for all her work to date. She has been involved with the Executive team for many years now.

We held elections for four BALEAP Executive positions in total this year, and the summary is as follows:

- Research and Publications Officer (April 2024 - April 2027): Angelos Bakogiannis
- Events Officer (April 2024 - April 2027): Fiona Wallace
- Incoming BAS Chair (April 2024-2025) and BAS Chair (April 2025 – April 2028): Karin Whiteside
- Incoming Chair (April 2024-2025) and Chair (April 2025 – April 2028) Hannah Jones

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

A proposal was put forward that Ian Bruce should be offered an honorary membership. Ian worked a great deal with Alex Ding and has a strong interest in EAP. He is Senior Lecturer, Applied Linguistics, University of Waikato, New Zealand and has written numerous books – Academic Writing and Genre; Expressing Critical Thinking through Disciplinary Texts; Towards an EAP without borders: Developing knowledge, practitioners and communities amongst others.

6. Chair's report (Conrad Heyns)

The Chair reflected on this year talking through the annual report and accounts, which are on our website.

What's in a name?

Conrad explained the background to reviewing the name of our organisation this year.

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.

However, it was subsequently noted by many members that whenever we spoke to those not familiar with BALEAP, an explanation was often required to explain this change and the resulting stand-alone acronym.

In this context, a survey was sent to the BALEAP membership (August 2022) asking for initial thoughts and comments. The results of which were then shared and discussed further with four different focus groups.

This consultation culminated in a discussion at the 2023 BALEAP conference and AGM. Two decisions were reached:

- Whilst problematic, there is considerable sector recognition in 'BALEAP,' and changing the name would be disadvantageous.
- There was a clear desire within the consultation process for the organisation's history to be celebrated. This means that we will re-embrace the original *British Association for Lectures in English for Academic Purposes*.

With the development of the new website, a full introduction acknowledging the different viewpoints, debate, and beliefs about 'who we are' and 'what we do' will provide a background narrative to these decisions.

University of Warwick Conference 2023

Conrad thanked Susie Cowley-Haselden and Fiona Wallace for an excellent conference last year. We look forward to the next one in University of Plymouth 2025.

Membership Fees.

The Exec team reviewed membership fees this year as we have not increased the fee levels for many years and there have been changes in the types of members. Following review, the new membership fee structure is available on our website.

Website

Going forward, BALEAP has plans to create a new, more modern website. We are planning to forge closer relationships with overseas associations. There are many members already from other countries currently and we are keen to build on that.

SIGs

We are pleased to report we now have 12 SIGs and a 13th is pending. The successes of the various SIGs are highlighted in JEAP.

EAQUALS

Conrad has been working with EAQUALS to develop a Memorandum of Understanding with them and consider how we can work together.

Horizon

Conrad has been invited to meetings about coalition for languages and education. He is keen to work with Horizon in the future.

7. Treasurer's report (Ben Brown)

Ben was happy to report that we are in a healthy financial position.

BALEAP has funded initiatives that benefit our members' professional development, our students' learning experience and our (EAP) colleagues' practice worldwide (e.g. 2022-23 Research Fund to broadly support the field of EAP; Scoping Study on Access to Literature; support for SIGs). We supported five research projects this year and look forward to supporting more going forward.

Funds required for the development of a new BALEAP webpage will be considerable and have been ring-fenced.

We have funded many events this year including PIMs and have our first PIM abroad coming up.

The new membership fee structure considers the changes in types of institutional members we have and accommodates smaller sizes.

We have also introduced new payment mechanisms for BAS assessors which means paying them and billing institutions. This reduces administration for institutions.

There has also been an increase in BAS Assessor fees, as the levels have remained at the same rate for some time.

- **Presentation of accounts for approval**

The BALEAP accounts have been available to our members on our web page prior to the AGM. Ben called for approval of the accounts. Paul Hendrie proposed the accounts as accurate and it was seconded.

- **Re-appointment of accountant**

The Treasurer proposed that we continue to use our current Accountant, Barrie Buel of Crestmere. Lia Blaj-Ward proposed we re-appoint, and Chris Smith seconded this. Barrie will therefore be re-appointed.

8. OFFICER REPORTS

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

Laetitia and Susie worked on a range of activities over the last year, including the creation of a separate website: <https://research.baleap.org/> which highlights achievements.

Other successes include:

- ResTES: four events this year, all well attended.
- Monthly PhD group meeting (STEPS) going strong.
- 2024 MA Award Winner: Paul Robertson with “Student and staff perceptions of student digital competencies on an English-Medium international foundation year programme in Europe, with reference to the EU’s Digital Competence Framework for Citizens (DigComp 2.2)”
- Access to Literature Research with Dr Michelle Evans and Dr Liu Yanhua, almost complete and will hopefully be complete in the next couple of months.

The Officers praised the excellent group of sub-committee members including:

Paula Villegas Verdu as Book Reviews Administrator

Judith Gorham as Additional Support Member

Lisa McGrath as Additional Support Member

Milada (Millie) Walková as Critical Friend Administrator.

Sharon Riddle as web administrator

Going forward, we have a new Research and Publications Officer, Angelos Bakogiannis, who will take over developing the various initiatives with the sub-committee. We also hope to expand international scholarship networks with associations.

Laetitia and Susie were delighted to have been involved in this role. Conrad thanked them both for all their valuable input.

- **SIGs Officer** (Penny Tzanni)

Our SIGs Officer was unable to attend today, however, all our SIGs are active and evolving. The STEM SIG and Law SIG were approved in 2022 and are going strong.

A new In-sessional SIG will be launching in 2023.

Plans include more collaborative events, including bi-annual SIG fairs. We hope for SIG engagement with EAP research & scholarship.

We also aim to bring all SIGs reporting/financial year into alignment with BALEAP.

- **Web Officer** (Joanne Raynor)

This was Joannes' first year in the role and she thanked her predecessor Ania Rolinska who was helpful in the first three months.

Joanne reported on key activities and successes in the last year, namely.

- Updating the website in terms of events, BAS accredited institutions and TEAP fellows etc
- Liaising with companies re the new website development
- Uploading videos to YouTube and event resources to events pages.

Going forward, her key task will be to maintain all current activities, whilst working with developers on the design and content of the new website.

- **Events Officer** (Fiona Wallace)

Fiona has been busy dealing with many events over the last year and reported a highly successful year.

There has been a renewed interest in hosting face-to-face PIMs, following the COVID period. There is healthy engagement in terms of proposals and attendance for events going forward. We have had three successful PIMs delivered since the last AGM, including both face-to-face and online. These attracted 173 attendees in Durham, 74 (online) at Heriot-Watt and 171 at KCL.

Our first overseas PIM will be hosted by Nazarbayev University in June 2024. We are currently looking for hosts for March and June 2025, and for 2026.

BALEAP is also delighted to announce that the next conference will be hosted by University of Plymouth 14-17 April 2025.

- **TEAP Officer** (Bee Bond)

Bee reported on activity for TEAP this year, also her first year. Bee thanked Paul Hendrie for his invaluable support in handing over the role.

She offered congratulations to all the newly accredited TEAP fellows: seven Associate Fellows, four Fellows and one Senior Fellow this year.

In addition, we have recruited five new mentors this year, which is warmly welcomed as the scheme expands. Fellows may now mentor as well as Senior Fellows, however, we very much need more mentors to meet demand.

There is growing interest internationally in the TEAP scheme e.g. Hong Kong, China, and Ireland.

Bee has been concentrating on setting up working groups to look at training delivery and observation training. Olwyn Alexander and Matthew Ketteringham have developed materials for the website, and we have new criteria.

There is also a TEAP research project planned and amendments to the TEAP handbook will be uploaded c. June/July.

Looking forward, plans involve:

- Reviewing the role of TEAP in teacher development programmes
- Developing support and training around applications, mentoring and observations
- Evaluation of the scheme via scholarship project
- **BALEAP Accreditation Scheme (BAS)** (Lia Blaj-Ward)

Lia was delighted to offer congratulations to the nine institutions which have had courses (re)accredited since the 2023 AGM.

BALEAP welcomed two new assessors this year to the BAS team and there is a succession plan in place for BAS Chair. Dr Karin Whiteside (2025-2028), currently shadowing, will be taking forward the revised BAS handbook as Incoming Chair.

Looking forward, we are hoping for a great range of applications to the second iteration of BALEAP's Impactful collaboration award, deadline 31 May 2024 (9am GMT), details here <https://www.baleap.org/news/impactful-collaboration-award-2024>.

- **Information and Publicity** (Lisa Hanson)

Lisa manages a range of activities including general communications and social media. She reported there has been a slight decrease in individual membership numbers and a slight increase in institutional ones.

Job posting has seen a steady increase since 2020.

Key successes this year have included:

- Maintenance of jobs area, social media, and responding to queries
- Membership Fees review, resulting in a revised fee structure.
- Website working group-input towards the new website.
- Honorary Members revised nomination process.
- Institutional Reps guidelines
- Elections management

Looking forward, Lisa will continue to manage communications and work on the new website and is keen to collaborate with institutional reps to maximise the benefit of their memberships and encourage more involvement with the Exec team.

9. Ordinary Members report (Natasha Ingall and Anna Murawska)

Natasha and Anna talked about their roles as Ordinary members and what might be involved, should you opt to take on such a role.

Key tasks:

- 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, they will:

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

Both have enjoyed working as Ordinary members. Anna is now leaving us but has found it a valuable experience. Conrad thanked her for her input.

10. Q & A

Chris Smith of University of Edinburgh applauded the fact BALEAP is supporting those in precarious contracts to present at events.

The Impactful Collaboration Award deadline is coming up and members are encouraged to apply.

11. Date and venue of next AGM: TBC