Chair’s Report April 2017-2018

1. BALEAP ADMINISTRATOR

After one year of probation, Yvonne Cavanagh has now signed a contract for three years from January 2018 – January 2021. Having Yvonne in the administrator role has greatly reduced the amount of work for the chair so it was decided that the Chair’s recharge of time (paid to the relevant HE institution) should decrease from £4000 to £3500 and this amount be given instead to the web officer role, which will increase from £2000 to £2500.

2. ELECTRONIC ELECTIONS

In 2017, I set up the first electronic elections to the executive committee, which resulted in increased participation of voting members. This year the system ran in the same way but with two rounds of nominations due to internal movement within the executive committee. The first call for nominations for the incoming Chair of BALEAP, chair of BAS, Testing Officer, and TEAP Officer resulted in one nomination for each post so no elections were necessary. However, results left the posts of Events Officer and Ordinary Member vacant so a second round of nominations took place. This resulted in one nomination for events officer and 4 for ordinary member. One round of elections was therefore necessary to select a new ordinary member.

3. WEBINARS

My intention with these webinars is to make the BALEAP learning community more inclusive for overseas members and to anyone in the UK who cannot travel to face-to-face events. There have been four webinars so far, the latest being linked by theme and time to the PIM in Nottingham Trent on Intercultural Communication. Hopefully, each PIM will now have an associated webinar. My thanks go to David Read at Sheffield for facilitating these webinars through Adobe Connect.

4. EXECUTIVE MEETINGS

We have moved to holding more executive meetings online thanks to access to Adobe Connect now that David Read is an ordinary member. I chaired an online budget meeting in May 2017 to discuss the use of the healthy surplus from the Bristol conference to subsidise events in the coming two-year period before the next conference. I also chaired an online exec meeting in February 2018. The only face-to-face executive meeting during this reporting period was in Nottingham Trent in November 2017 before the PIM.

5. ELECTRONIC ACCESS TO JEAP

Discussions continue with Elsevier in order to secure electronic access to JEAP for individual members who do not have access through an institution. Yvonne Cavanagh, BALEAP administrator, will take these discussions forward. It is hoped that ndividual members will be contacted by email to establish their preference at the time of membership renewal.

6. BALEAP News for JEAP

I have continued to write BALEAP News articles for JEAP with the intention of drawing more people to our website through the inclusion of links. These articles have become more frequent now that JEAP has moved from four to six issues annually.

7. BALEAP CONFERENCE

The majority of my BALEAP time this year has been working with Jean McCutcheon on the compilation of the proceedings from the BALEAP conference in Bristol in April 2017. We hope to publish a collection of 26 papers on the theme of collaboration. This will be available at the next conference in Leeds in 2019. I have also begun liaison with Melinda Whong on the organisation of the Leeds conference in 2019.

8. SPECIAL INTEREST GROUP STRUCTURE

I have lead discussions on the formation of a Special Interest Group structure starting with the establishment of three areas of the website dedicated to Research and Scholarship, Testing and Assessment, Leadership and Management. It is hoped that a management and activity structure for the SIGs will be discussed at the AGM and put into action throughout the final year of my period of office.

9. LIAISON WITH OTHER ORGANISATIONS

I have engaged in email communications with representatives of various different organisations for a variety of purposes: Warwick, Bath and Griffith Universities re an AHRC bid; NARIC re representation at their annual conference (John Wrigglesworth); Oxford University Innovation re consultancy possibilities; Chinese Association of EAP re possible collaboration on TEAP and joint conference; EL Gazette re discounted subscriptions; Apliut re BALEAP status as friend association; EAP in Ireland re training day on curriculum and assessment; Bilkent University in Turkey re a BALEAP Pre-Conference event in June.

10. ANNUAL TRUSTEES REPORT

This has been written for the period August 2016 – July 31st 2017 and is presented here along with the accounts for this period.

Maxine Gillway

March 2018