**EUNIS Board Meeting, Paris, March 5th, 14h-19h,**

**Minutes**

**Present (Board members):** Jan Madey (President), Ilkka Siissalo (Vice-President), Hans-Dieter Weckmann (Treasurer), John Murphy (Secretary), Gill Ferrell, Mikael Berglund, Pekka Kähkipuro, Michele Mennielli, Ramon Grau Sala

**Apologies:** Lígia Ribeiro

**In Attendance:** Jean-François Desnos (Executive Secretary), Yves Epelboin (Past President), Anna Pacholak (President’s Assistant), Harald Spiegel (Treasurer’s Assistant), Elsa Cardoso (BI TF leader), Johan Bergström, (EUNIS 2014 Congress Organiser), José Luis Poy (RS3G TF leader)

**Invited:** Marc Bouchara (AMUE)

**Absent:** Arsénio Reis

1. **Welcome and registration**

The President and Executive Secretary welcomed the Board members.

**2. Approval of the minutes from the last Board meeting in Umeå (Saturday October 5th, 2013)**

The minutes were approved and are on the EUNIS website.

**3. Co-opting of a new Board member after the resignation of Zigmunds.**

The resignation of Zigmunds Zitmanis from the Board, due to his departure from Riga Technical University has created a vacancy on the Board. It was suggested that Mr. Marc Bouchara who had sought election to the Board at the General Assembly in Riga 2013 (Marc was first on the list of non-elected) might be co-opted to the vacant position. Following some discussion around the rules for Board election clarity was sought on whether the institution that were losing their Board seat had a right to nominate another member of their institution to membership of the Board. Recently CINECA had requested that they were able to replace their outgoing member with another representative from CINECA. The point was also made that RTU had not requested a replacement for Zigmunds. It was also highlighted that despite many attempts to make contact, a current Board member, Mr. Arsenio Reis hadn’t attended the last three Board meetings and had not sent any explanation or apologies. Therefore, according to the Board rules Mr. Reis should be removed from his position on the Board. The Board approved this action and asked the Secretary to inform Mr. Reis of the decision.

Mr. Marc Bouchara from AMUE was asked to present himself to the Board focusing on what he can bring to EUNIS. He has experience both in IT both in the public and private sectors as well as operating in international arenas. One the big projects he led is in the area of student information systems. He will try to attract more of the French HE community to EUNIS and would like to join to BI working group as well as encourage other members of AMUE to be involved in the Eunis working groups. He will also be able to assist with the promotion of more links from France to the Bencheit TF and assisting in inviting Rectors to the upcoming and future EUNIS Rectors’ conferences.

After a short discussion the Board decided to co-opt Mr. Bouchara. However, the final approval rests with the General Assembly meeting in June 2014.

**Action 1:** John Murphy will inform Mr. Arsenio Reis about the current situation and the decision of the Board (it was noted that his term on the Board ends in June 2014 in any event).

**Action 2:** The internal rules need to be updated on how precisely the process of replacement should look like.

**4. Approval of last guidelines and internal rules**

Both the guidelines and the internal rules were distributed by e-mail last month (also available on the website) among the Board with no concerns or further opinion expressed. Therefore these have now been approved. Anna can provide the latest version.

**5. State of membership and finances**

Mr. Spiegel presented on the current state of the budget. An additional line to the budget should be added which details the financial outcome of the previous congress. Some minor mistakes in names etc. should be corrected. It was stated that the proposed income of €50,000 will not be attained until September 2014.

Mikael enquired on the status of the summary of detailed expenses of EUNIS which was supposed to be distributed before the Board meeting in Paris. The budget didn’t include the ELTF event and the BI budget has not been closed off as yet. Thanks to the sponsorships received from SIGMA, AMUE, & CINECA there should be zero cost to EUNIS for running the BI event. A letter of thanks should be sent to the organizations that sponsored the BI event. The Secretary suggested to sending a letter to each sponsor on behalf of EUNIS. Regarding the Rectors’ Conference - there are currently 73 attendees registered and therefore it is expected that the event will at least break-even.

The status of memberships was discussed and analyzed. While EUNIS continues to gain new members some are resigning (around 90 last year). Member institutions don’t formally resign they just don’t pay the invoice. It was suggested that more attention should be paid to the invoicing process ensuring the correct recipients get them and also that the invoice has reached the institution (as some of them didn’t get the invoices). Up to February 28, 2014, 56 member institutions have paid and the reminders will be sent to the rest.

A summary of the budget including the information on how many institutions paid and how many resigned in the last years is required by the Board. Before the Congress the membership payments should be also checked. Some help of the Board members might be expected to speed up or execute the payments from universities in particular countries i.e. France – JFD, Finland – Ilkka (as some meetings such as Nordic CIO meeting are a good opportunity for that).

Michele suggested there should be some research done to understand what kind of EUNIS activity/events attracts members. As it is observed small working groups’ events on specific topics seem to engage the members. Good relations with the EC will also attract new members. It was generally agreed that a strategy for attracting new members and retaining existing members should be formulated and agreed by the Board.

**Action 3:** John will send a letter of gratitude to the organizations donating BI event.

**Action 4:** Harald/Hans-Dieter to circulate the summary of detailed expense of EUNIS.

**Action 5:** Harald to send the membership payments reminders.

**Action 6:** Develop a strategy to attract new members and retain existing members (Board)

**6. Key points and issues about the upcoming events: BI, Rectors’, ELTF, and RS3G conferences; UMEA Congress; 2015 and 2016 Congresses.**

**Business Intelligence (BI)**

Elsa briefed the Board on the BI activities:

* At the end of January 2014 the survey was closed. There were 66 responses received from 9 countries; preliminary results are to be shown the following day at the BI workshop. Each country representative is to send a report. The final report will be available on the EUNIS website.
* There was a wide range of interesting topics on BI proposed for the universities such as how to start, case studies from some universities and some more advanced studies as well. 72 attendees have registered for the event. It was agreed that a feedback form would be provided to all attendees at the BI workshop.

**Rectors’ Conference**

Ilkka and Pekka updated the Board on the progress on the Rectors’ Conference preparations. There are already 73 participants registered (mainly rectors and vice-rectors); Sponsors such as Microsoft and IBM have been secured and it is hopeful that some others such as ORACLE or AMAZON can be secured. Pekka presented the Conference programme. Ilkka suggested that some EUNIS promotional materials are needed as they are in highly demand i.e. there are many people involved in the BI activity that had never heard of EUNIS, thus the message should be spread in different directions, especially at Rectors’ Conference. The Board suggested there should be some results/summary of the Rectors’ Conference advertised on the EUNIS website.

**ELFT**

Gill briefed on the ELTF event to be held on the 28th and 29th April 2014 in Barcelona. The main topics of the programme include: emergence of MOOCs in Europe (including a Franco-German collaboration), a review of developments in using technology to support assessment and feedback practice, sessions on social learning and earning analytics are planned as well.

**RS3G**

Jose Luis Poy remarked there might be some event planned within RS3G later on during the year depending on TF projects development.

**Congress 2014**

Johan presented the progress report on the EUNIS2014 Congress including:

- Registration is now open (early bird 11/5);

- Paper submission remains open especially for the BI event participants (one week more)

- The reviews of papers need to start soon. The congress is divided into 6 tracks and the reviewers will be asked to provide information on what tracks they are comfortable reviewing on. Papers will be then assigned to reviewers for review.

- Preconference: workshops (should we have a fee or not?), RS3G meeting, BI training session (should be pay expenses for the coordinator for the coordinator);

- There was an update on invited speakers;

- There was an update on sponsored speakers;

- There was an update on sponsorship (currently 7) and more possible.

**2015 Congress:** especially followed by John for the Board.

**2016 Congress:** the Board approved the submission of University of Thessaloniki (followed by JF).

**7. Structure, role and activities of the Task Forces (TF’s)**

Pekka outlined suggestions on the structure, role and activities of the TF’s and sought feedback and comment from Board members with a view to including a document on TF’s in the internal rules of EUNIS governance.

Elsa outlined the future strategy for the BI TF:

* Elsa commented that it would be beneficial to know who wants to participate in the next few years and to be involved into what kind of activity. Apart from that the expectation from the BI Task Force need to be developed in the area of new and interesting topics and activities keeping EUNIS visible. Elsa presented some objectives of the BI TF for discussion within the Board. Among the BI goals there are networking and identifying relevant topics for EU HEIs and as a main milestone the survey work should be extended and completed. There should be also as a big picture developed on the of the use of BI in Europe, identifying gaps and needs of the HE BI community and best practice in collaboration.
* There is also a chance to join forces between the EUNIS Fs to in some areas where there are synergies such as learning analytics (good opportunity to work with the EL TF).
* Elsa intends to schedule at least a year activity plan for the BI TF. Regarding the budgeting, some additional allocations for the BI TF activity might be required as activity increases.

Elsa will be representing EUNIS on BI at Terena event in Dublin in May 2014.

The Bencheit TF is running annual repeating surveys where participating universities collect key figures on their IT operations to enable them to benchmark themselves and to recognize best practices and to see if their IT is as effective, better or not as good as other institutions. It is a European level voluntary study on a non-commercial basis and the first serious attempt at pan-European level effort to create a questionnaire which would be meaningful and useful in the European higher education context. Bencheit works on the basis of voluntary work and total openness. Every participating university or higher education institute can see all the data of all other participants, but commercial use of the data is prohibited. The Bencheit TF event is based around the survey results. This year 40 institutions from EU countries took part. Gill requested a summary of the Bencheit event to be presented at the CHEITA meeting.

Gill briefed on ELTF overall activity which has started some 10 years ago growing up to 100 members. There has always been a formula of annual workshops held within the TF. Current areas of interest include topics such as: MOOCs, learning spaces, assessment and feedback, social learning, learning analytics, technology enhancing learning. The TF regular activity includes E-Learning award within the annual Congress and the workshops. All the Board strongly support that the ELTF event should be continued but as some participants cannot afford to travel frequently, some on-line sessions should be considered.

Jose Luis Poy presented the history of the RS3G group as being somewhat different from the other Task Forces as it focused on projects such as: coding camp 2011, EWP - Erasmus without Papers initiative, Washington Groningen Declaration. Therefore, if the EWP won’t succeed then the new goals for the TF should be set. As Michele remarked such a project oriented group, even if different than other Task Forces might work more on specific topics which required an individual approach, and therefore it’s not obligatory to have a standard as a whole for all the TFs. Additionally TFs can join and collaborate on specific topics if it’s more beneficial for EUNUS (i.e. MOOCs, educational data mining, trends in learning).

As a summary of the presentations some initial thoughts emerged:

* A survey monkey survey should be conducted among the EUNIS members on the most relevant topics (i.e. ranking as a choice of 5 suggested) on where they need support and future areas of exploration.
* Where there is obvious crossover some TF events might be joint ventures such as an event on learning analytics: (BI + ELTF)
* It should be clear what the TF leaders strategy and goals and objectives are;
* Relationships with other and or similar thinking organizations involved into EU activity should be explored and where synergies exist strategic partnerships established.
* A further meeting with Terena representatives is required on what are the key points for cooperation.
* EUNIS should be more involved more in EU initiatives as it promotes the brand of EUNIS.
* Once a year all the TF leaders should meet.

**Action 7:** Pekka will circulate a draft of suggestions on the structure, role and activities of the TFs to be commented on by Board before being included in the internal rules of EUNIS. Further comments and suggestions from the Board welcomed.

**Action 8:** Some summary of the Bencheit event was requested to be distributed within the Board and a summary of same to be presented at the CHEITA meeting. (Illka & Pekka to provide information)

**Action 9:** Marketing group ­- a survey monkey among the EUNIS members on the most interesting/demanding and topics in relation to their activity.

**Action 10:** John to follow up with Terena on key points for cooperation at the TERENA conference in May.

**8. EUNIS for Opening up Education - relations with the EC**

Pekka, JFD and Ramon initiated the meeting with EC (Ricardo Ferreira) and briefed on the outcome of that meeting at the last EUNIS Board meeting. Yves remarked that no call was announced as yet. JFD suggested that we should be more involved into the EC working groups playing a key role of experts (MOOC, e-learning); but currently only country representatives are accepted.

**9. EUNIS’ strategic partnerships: euroCRIS; Terena; Educause; CHEITA; Gröningen, Informatics Europe:**

Informatics Europe: There are some similarities between EUNIS and Informatics Europe organization. The initiative was already undertaken and Jan Madey will discuss with the President of Informatics Europe a possible cooperation.

**Action 11: Jan Madey to follow up with the President of Informatics on possible cooperation.**

2014 MOOC summit: Yves briefed on the event; there were 550 participants and all the major MOOC platforms’ representatives present. Currently the leaders are: Spain, Futurelearn UK, FUN; there were a large variety of platforms presented but actually nobody knows how to judge the quality of MOOCs. There is now a development in sMOOCs (small MOOCs) – an update report will be circulated by Yves.

**Action 12:** Yves to circulate update MOOC’s report.

Groningen: JFD informed that John Bielec was contacted to represent EUNIS, being an official liaison of EUNIS in the US, however some Board members will participate in the event as well.

Jan Madey comment: It there is an agreement then a member of the Board is much more entitled to sign something. Jean Francois will contact him to inform him that some EUNIS representatives will be attending the event.

**Action 13:** Jean Francois to contact Bielec.

CHEITA: There was some discussion around continuing involvement with CHEITA. JFD raised the issue of whether we continue co-operation with CHEIAT? Gill will be present at their event in Brighton.

**EuroCRIS**: JFD and Michele have had a meeting with the President of EuroCRIS. The next meeting will be in the autumn where it is hoped Marc Bouchara will also be involved. A question arose over whether we should give them a slot during the Congress – is it a strategic partnership? We want be present at their conference to present EUNIS (13th -15th May). Jan Madey will be at their conference but we need a presentation on EUNIS.

**Action 14:** Marketing team to prepare a generic presentation that can be reused and customized highlighting EUNIS.

**10. AOB**

Gill reported that a bid for a learning analytics project that EUNIS supported has been successful in obtaining EU funding. The project is now known as LACE (Learning Analytics Community Exchange) and the leaders wish to develop better links with EUNIS. <http://www.laceproject.eu/>

Gill asked if the same paper might be submitted for the Dørup and ELTF awards. There was no objection from the Board.