



EUNIS Board meeting, 7th of October 2016, Münster, 9.00 – 16.00

Minutes

Present (Board members): John Murphy (President), Ilkka Siissalo (Vice-President), Raimund Vogl (Treasurer), Michele Mennielli (Secretary), Mikael Berglund, Ramon Grau Sala, Malte Dreyer, Bas Cordewener, Yiannis Salmatzdis, Tomasz Szmuc.

In attendance: Anna Pacholak (Board Administrator), Gill Ferrell (ELTF Leader), Elsa Cardoso (BI TF Leader), Johan Bergström (ERAI Project Leader), Angeliki Agorogianni (EUNIS 2016 Organising Committee)

By Video Conference: Ligia Ribeiro, Jean-François Desnos (Executive Secretary)

1. Approval of the Task Forces Guidelines

The updated Task Forces Guidelines have been circulated to the Board and TF Leaders ahead of the meeting, where the final draft was presented and the discussion was opened for concluding comments. It was clarified that the TFs/Project Leaders should present their activity plans and the budget required until June in order to have them approved by the Board until November. When a more immediate decision is required, regular VCs were proposed with the assigned Board member(s). New ideas may be brought and discussed promptly now that there are monthly Board VC meetings. The guidelines were approved and they will be distributed to the existing Task Force Leaders and to the new Task Force Leader for Interoperability.

Action: Regular VCs with the TFs/Project Leaders to be set up.

Action: Board member(s) to be assigned to Task Force Leaders.

Action: The Secretary to send the revised Task Force Guidelines to Task Force Leaders.

Action: Training on the Mailchimp newsletter to be provided to the TF leaders (to Gill and Elsa by Anna).

2. eLTF: reporting and planning

Gill Ferrell proposed to change the name of the Task Force to Learning and Teaching TF which is more appropriate to the activity run by the TF. The proposal was accepted by the Board.

Gill Ferrell gave an overview of the Task Force activities such as a pre-conference workshop at the annual Congress in Thessaloniki. The event took the form of a series of presentations. There were 27 delegates registered but more turned up on the day. The pre-Congress workshop was hosted at no cost to the Congress organisers. The Congress organisers also agreed to waive the Congress fee for the task force leader who would otherwise have been unable to attend. The Board accepted the refund of €400 will be paid to Gill. The outcome for the year is therefore an actual spend of €400 against a projected budget of €2,000.

A joint webinar with JISC was run in September. The webinar administration was handled by JISC who also paid for Gill Ferrell's time to organise the event so there was no cost to EUNIS. There were 100 participants taking part in the webinar. 72 of the registrations were from outside the UK. The list may be useful to board members in targeting potential new EUNIS members. The event was very lively with considerable sharing of experience via the chat facility as well as the actual presentations. Due to the high interests of the participants, another webinar on a similar topic is being planned together with JISC. This time, however, the leading party will be EUNIS. The webinar platform is to be agreed. The webinar is planned at the end of November/beginning of December. Gill also raised the important issue of the statement of personal data protection under the EU law.

The task force leader was invited to participate in a bid to lead an EU project: *study to support the revision of the Diploma Supplement and analyse the feasibility of its digitalisation at European level* that was accepted and has received EU funding. Other EUNIS task force and board members had also been approached leading us to consider that EUNIS should be formally involved. The Board accepted this proposal.

Gill also proposed to organise a pre-Congress event on learning and teaching. Further discussion will be continued when the decision about hosting the Congress is made. A joint event with the BI TF and UCISA on learning analytics was proposed to be organised next year.

Action: The name of the TF is to be changed to Learning and Teaching TF.

Action: To make arrangements for the T&L webinar that is to be held Nov/Dec 2016.

Action: Gill Ferrell to be involved into the *Diploma Supplement* project.

Action: To keep track of joint event with the BI TF and UCISA.

Action: Pre-congress L&T event to be arranged.

3. BITF: reporting and planning

Elsa Cardoso gave an overview on the BI Task Force. There are no active members anymore. Elsa requested the support of the Board in bringing in some new active participants.

Elsa ran a pre-congress event on BI organizing a masterclass. It was met with the high interest of participants. Elsa expressed her interest in joint/cross over event with the L&T TF and with the UCISA during their annual meeting in November (or March) next year in Manchester. As for this year, it

seems too late to organise. The pre-Congress BI event on learning analytics might be organized as well. The preliminary budget is expected to be presented by Elsa.

Elsa also offered to lead webinars on BI issues within EUNIS, as well as to be the editor of the issue for BI articles throughout the years in the EUNIS Journal of Higher Education IT.

Action: Board members to attract active members to the BI TF in order to re-launch its activity. Elsa to send the required profile of BI TF participants.

Action: Elsa to inform UCISA that we will not be able to commit to a joint initiative with UCISA in November 2016 but there would be a proposed joint initiative with the Learning and Teaching task force next year.

4. **BencHEIT: reporting and planning**

Ilkka Siissalo reported on the BencHEIT activities. Every year more participants take part in the BencHEIT survey on IT expenditures. The annual BencHEIT workshop will be held on 8th of December in NTNU (Trondheim, Norway). Ilkka presented the preliminary agenda for the meeting. The event is always held at the beginning of the survey round for the following year, so its date is fixed within the annual calendar. Among the marketing activities a leaflet on BencHEIT is being produced with the support of Sigma. A new location for the next annual BencHEIT workshop is looked for. Lisbon and Warsaw will be checked for hosting the event.

A BencHEIT pre-Congress workshop took place on 7th June, however Ilkka suggested it would be much better to hold it at the end of the Congress, on the Friday afternoon.

The Task Force is open to international collaboration, such as closer cooperation with ZKI.

5. **ERAI: reporting and planning**

Johan Bergstrom presented in brief the plans and achievements for ERAI such as collaboration with euroCRIS – survey and report. The discussion was held on how ERAI should be developed. The tool for joint survey e.g. on top concerns with ZKI can be delivered, as well as for the other organisations. As similar surveys (e.g. those conducted by CAUDIT) were already taken and the draft list exists already, EUNIS should step forward and analyse how this information could be used. Through analysis and aggregation of information ERAI can add value to existing work.

Johan proposed to change the name of the journal from the **EUNIS** Journal of Higher Education IT to **European** Journal of Higher Education IT. The main reason for this is that it would make it more attractive for other organisations (i.e. GEANT) to publish through the journal. EUNIS still stays as the publishing organization. The proposal was accepted by the Board. The journal is planned to continue as an open access one and doi reference is planned to be obtained. Plans for EJHEIT include post Congress issue and additional content (like case studies, interviews linked to current reports) to be added. Elsa proposed to be the editor of the thematic BI issue of the journal. Support in graphic designing was offered by Sigma.

Action: Change of the name of the journal to European Journal of Higher Education IT.

Action: Update on journal structure till beginning of November.

Action: Update on top concerns till beginning of December.

6. Interoperability: appointing the new leader

Victoriano Giralt stepped down as a TF Leader however wishes to remain involved as a task force member. Ramon Grau Sala proposed the new Leader of the TF and sent to the board the CV of Mrs. Carmen Díaz Romero from Sigma. The new TF guidelines will be sent for her acceptance. Carmen is also the leader of Erasmus without Papers EU project.

The Board took into consideration the activity of the Task Force and decided to change its name to Students Mobility TF.

Action: Change the name of the TF to Student Mobility.

Action: The new TF leader to be sent the TF guidelines by the Secretary and if she agrees to them they to formally appoint her as the new Task Force leader for Student Mobility.

7. Students Card: discussion

The discussion arose on the similarities of potential Student Card TF and the Students Mobility TF. It was concluded that the both groups act in slightly different areas. The leading organization on the students card issue is ECCA. Ligia, who knows the President of this organization, was asked to investigate how any EUNIS initiative in this area fits with activities already undertaken. A partnership with ECCA should be probably established first. What is the added value EUNIS would deliver through such a TF and how this opportunity should be used are the key questions. The Board decided to invite Frederic Bigrat to the Board VC to find out more information on the proposal.

The Board was in opinion that the Students Card initiative should rather start with a workshop as a project, and later on the launch of the new (joint with ECCA?) TF could be considered.

Action: Ligia to investigate with the President of ECCA what would be the added value of EUNIS Students Card TF.

Action: The President to invite Frederic Bigrat to the next EUNIS Board VC.

8. EUNIS Congress 2017 update

Raimund Vogl gave an update on the Congress 2017 preparations. The event will be held on 7th-9th June 2017, together with the pre-congress workshops on the 6th. The BenchEIT meeting will be held just after the Congress.

The memorandum of agreement between EUNIS organization and University of Münster (WWU) for the running of the EUNIS Congress 2017 was signed by EUNIS' President and the University's Rector. The Board accepted the title of the Congress, which is: EUNIS 2017: *Shaping Digital Future of University*.

The registration fees will be €50 higher in comparison to the previous year (early members €450, standard members €500, early non-members €550, standard non-members €650, late on-site €700, additional gala dinner ticket €85). There is also one day ticket considered to be offered.

Sponsors are being approached and the sponsorship levels are agreed. Yiannis suggested to make the bronze sponsor a higher rate as the service consumes a lot of time and work. The previous year sponsors' contact list was requested as some of them might be interested in sponsoring this year Congress. The preliminary budget of the Congress was presented.

Themes & tracks were copied from the previous year and will be shared to the track leaders in order to create sub-topics. Three committees will be held (Organising, Program and Scientific). The membership of the committees was proposed on the basis of the last Congress structure and revised by the Board. More representatives from partner organisations are to be proposed to the Scientific/Program Committee. More proposals of keynote speakers are needed. EU representatives are always good and welcome.

The call for awards will be announced during the call for papers. EasyChair will be the reviewing system. The Congress mobile app is already arranged.

Action: The Board to propose members to the Scientific/Program Committee from Partner organisations.

Action: The Board to suggest some keynote speakers.

9. EUNIS Congress 2016 update

Yiannis Salmatzidis presented the report from the Congress 2016. There is a surplus of €1,500 for EUNIS from the Congress. There were 214 participants registered. In total there were 60 papers presented (70 had been submitted) and 3 posters.

The post-congress survey was held and the Congress was positively evaluated. Surprisingly, there are lot of newcomers (40%) and the main reason for coming to the Congress was networking & experience sharing.

Among the conclusions and recommendation for the future are;

- employ every possible channel to attract sponsors
- workshops to help to increase participation and enhance the scientific profile of the congress
- setting the limit of at least 3 reviewers per paper to ensure quality
- IT Leaders Initiative: positive outcome based on participation
- engaging EU representatives
- social media can really enhance congress product.

EUNIS Board and next organisers may consider use of a Creative Common license to be necessary for Congress presentations.

10. Rectors' Conference 2018 update

Ligia Ribeiro gave an update on the Rectors' Conference 2018 progress. The conference will be held on 26th-28th April 2018. The information was advertised on the EUNIS website and by the newsletter. The event website will be launched soon, the flyer is prepared and the information on the event has been disseminated at other conferences already.

11. EUNIS Congress 2018 issue

There were 3 proposals considered for 2018 Congress from Nitra, Trondheim and Paris. The most valid is the proposal from Trondheim.

Trondheim also expressed an interest for following years as well. There was no formal proposal from Paris but it was considered by the Board at the request of the Executive Secretary. Some comments arose about it being potentially jeopardised by terrorism. Some doubts arose around Nitra as the University is not a EUNIS member in itself but of the EUNIS-Slovakia. They haven't sent an official bid to host the Congress in 2018. Therefore they will be contacted for clarification.

Action: To contact Nitra for clarifying the proposal of hosting the Congress in 2018.

Action: To advise Paris that the Board had not received an official bid within the timeline.

Action: To advise Trondheim of the date for their Congress.

12. Accounting, Finance and Membership

Raimund Vogl, the Treasurer, outlined the state of finances and payments. The invoices for 2016/17 have been sent out. There are currently 81 paying members. The payments from Harald Spiegl have arrived on time to date.

Michele Mennielli, the Secretary, informed the Board of the two levels of membership are accepted. There is a strategy on the use of ERAI being constructed to offer them e.g. blog site, pages within EUNIS website. The proposal will be sent by Michele for further consideration.

Michele Mennielli asked the Board members if someone can represent EUNIS at euroCRIS meeting in November in Athens. More details will be sent by the Secretary.