

Minutes of Council Meeting, 10 January 2012, NFER, Slough, UK

1 Approval of minutes from last meeting

The minutes were approved and signed.

2 Matters arising

Sarah has reviewed the Council members' Terms of Office document. This will be updated for the September Council meeting.

Sandra has not yet spoken to the Standards group about possible linking with the E-ATP Standards.

3 Conferences

Belfast, 2011

Evaluation: Gabriella had circulated the results of the evaluation survey and a document comparing this year's to past conferences. Some key findings are detailed below. The other comments and feedback were used to inform the discussions during the rest of the meeting.

- There were mixed views on the keynote speakers. Some went down very well and some not so well. Our strategy for keynotes has been to have people who are not directly in our sphere as well as those that are of core interest.
- There were some negative comments about aspects of the venue – there were some issues with the size of some of the breakout rooms and some issues with the acoustics in some rooms.
- Duration of the conference: the majority of people would like the length and the structure of the conference to remain largely the same.
- Business meeting: the change of timing of the business meeting to the first afternoon was not well-received as it was felt to break the flow of the conference and to put too much pressure on slots for the Friday.

Overall the comments were positive with one delegate saying it had been the best conference they had ever attended. We should be aware that only 59 out of 207 delegates responded to the questionnaire. In the future we should also send out a reminder email to try to get more responses.

ACTION: Gabriella to have a look through the comments and decide on clustering of them. The comments will be passed on to appropriate groups if necessary.

Updating the conference handbook: Kathleen will update the document based on the experience of working on the Belfast conference. She will make some updates and send them to Sarah for collations. Henk will update the areas on paper selection. Sarah will update the sections on conference registration.

ACTIONS: Sarah will post the document somewhere that we can all access it and makes changes online. She will notify everyone of its location and of a deadline for making changes.



**Association for Educational
Assessment – Europe**
National Foundation for Educational Research
The Mere, Upton Park,
Slough, SL1 2DQ
Berks,
United Kingdom

Sarah Maughan Executive Secretary
e-mail s.maughan@nfer.ac.uk
telephone +44 (0)1753 637137
fax +44 (0)1753 671708

**Everyone should review the document and make any changes or comments online.
Sarah will collate the changes and produce the final version for 2012.**

Berlin, 2012

Conference fees: In order to set the fees for Berlin we reviewed the fees of all past conferences. Prague and Lyon were cheaper than the other conferences for specific reasons but other conferences have been around 340 – 360 Euros. Belfast saw an increase to 370 Euros. For Berlin the President and Treasurer reported that current budget would suggest an increase to 420 Euros. The budget is based on the assumption that we will bring in some sponsors, and that the local organisation will be able to bring in a sponsor who will contribute 10,000 Euros. We had a long debate about the proposed increase to the fee, and agreed in the end to accept the fee as suggested, with slight modifications to the non-member fees.

Accompanying person fee: it was agreed that this should cover the conference dinner. This brought about a discussion of the budgeted amount (€100), which some considered to be rather at the top end.

Student registration fee: we now have a student membership fee and need to agree a registration fee for students for our conferences. Traditionally the local host can bring in a number of students to the sessions at no cost (this does not include access to the gala dinner). It has been agreed that IQB can bring in some of their staff to the pre-conference workshops (they are providing their premises free of charge for the workshops). The minimum that we could charge for students from other institutions would be the direct costs. This is at least 250 Euro for the Berlin conference. Any student attending the conference must also be a member. The fee of 250 Euros was agreed for students for 2012.

Eligible students must be in full-time education and they must provide proof that they are a student in the form of current student ID.

ACTION: Sarah to make sure that this is clear on the website – including that proof of status is required.

Gabriella to feed the decision back to the Communication Committee to be posted on the AEA-E Doctoral Network LinkedIn subgroup.

Keynotes: our choice has been almost decided on for the conference. There will be two local speakers proposed by the conference host. In addition to these we currently have three other speakers that we would like to invite. One is from an early years background, one is from vocational and one is adult literacy and life skills. It was proposed that we should have one keynote on innovative assessment, perhaps collaborative problem solving, which will be a component of PISA 2015. It was agreed that we should substitute this for the vocational assessment keynote.

ACTION: Kathleen to send out invites to the selected speakers.

Steven to ask Patrick Griffin to make a suggestion regarding the speaker on 21st century skills.

Videoing keynotes: this had been raised as a possibility for the Belfast conference but there was insufficient time, we need to decide if it is something that we would like to do for the Berlin conference. Impact on the budget is a consideration, although some budget has been set aside for marketing activities. It may be better value for money to produce a promotional video rather than having videos of the keynote presentations. The option for developing a

Steven Bakker
President, AEA-Europe
e-mail steven.bakker@dutchtest.nl

Subscriptions and
other financial
matters
Correspondence to:
Dr Henk Moelands

CITO
Nieuwe Oeverstraat 50
PO Box 1034
6801 MG Arnhem
Netherlands
e-mail: Henk.Moelands@cito.nl
Tel +31 26 352 11 11
Fax: +31 26 352 13 56

marketing video should be considered by the marketing committee. It was agreed that we would not video the keynotes in Berlin.

ACTION: Kathleen to discuss producing a marketing video with the marketing committee.

An outcome from the marketing committee meeting should also be an allocation of the marketing budget for the coming year.

Criteria for paper selection: the criteria state that each presenter should only present once due to competition for slots and a desire to involve as many members as possible. This is complicated by the fact that on occasion there is more than one author. We agreed, though not unanimously, that we state that the first author is the presenter. We had a discussion on a number of issues regarding paper selection and agreed the following principles:

- We would like to include as many different presentations and different presenters as possible. This ensures we can involve as many members as possible directly in the conference.
- There should be a minimum level of quality for papers that are accepted, irrespective of the number of slots we have available.
- The theme is important when selecting papers and this will be reflected in the criteria.
- Criteria should be published with the call for papers.
- Presenters will be asked for two abstracts, a short one (150 to 200 words) to go in the programme should the proposal be accepted and a longer one (500 words) to go to the reviewers.

We agreed that we will publish the criteria and that we will ask reviewers to consider the criteria and make a holistic judgement about whether the paper should be included in the conference or not (simple yes/ no judgement). A check box will be provided for reviewers to indicate whether the paper links to the conference theme or not.

For 2012 we will make use of the same three groups of reviewers as we have used in the past and we will ask for new reviewers if current reviewers stand down. The same criteria will be used for the discussion groups. No criteria have been used for posters in the past and we generally accept them all. This will continue.

ACTION: Henk will work with Gabriella and Sandra to draft proposed criteria, to include: relevance to the theme, scientific quality, relation to existing evidence etc.

New assessment researcher: a call for nominations needs to go out with a deadline of 30 April 2012.

Sponsorship: Kathleen has asked existing sponsors if they would like to go to a different model of sponsorship, with overall categories, such as bronze, silver, gold. None of the existing sponsors would choose to change the model although all have expressed an interest in sponsoring the Berlin event. The Council agreed that we should not move to a new model of sponsorship at this point.

ACTION: the marketing committee should ensure that we have sufficient opportunities for sponsorship and that there should be an open process for allocating these opportunities. They should also consider ways of finding new sponsors.

Business meeting: the move of this meeting to the Thursday afternoon did not work. We agreed that this should move back to the Friday and perhaps be organised in a less formal way. Steven will propose a different way to conduct the meeting in the future.

ACTION: Steven to draft a paper for the next meeting on a new design for the business meeting.

Paris, 2013

The venue that we have previously explored is no longer a possibility as it is likely to be too small. A new venue at the Sorbonne is being considered. If this seems to be possible then Henk and Steven will go to review the venue.

ACTION: Steven to arrange for a visit to be made to the venue once this looks more concrete.

2014

Verbal offers have been received from Estonia, Scotland, Russia and Croatia. We need to follow up and get written expressions of interest. Once these are received then we ask for more detailed proposals and these can be evaluated against each other. The organisations will be asked to express an interest for 2014 or 2015.

ACTIONS: Sarah to contact those that have given a verbal offer to ask for a written expression of interest. Emails need to be sent to Russia: Andrej Ershov, Estonia: Robbert Lippin, Scotland: Louise Hayward. Henk will provide Sarah with a contact for Croatia.

4 Elections

We need to hold two elections. One for the new Vice President/ President Elect and one for a Council member. This needs to be done as a two-stage process with the Vice President Election first. We would like this person to be in place for the September Council meeting. The process should be as follows:

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| 1 | Send out message for nominations. | Nominations by end of first week of February (formally check if they are a member) |
| 2 | Ask nominees for brief bio. | Ask for bio by late-February |
| 3 | Send out voting message. | Beginning of March, allow two weeks |
| 4 | Announce results and invite nominations for the Council member(s). | End of March |
| 5 | Follow same process as above. | |

5 Committees

We discussed the paper that Sandra had prepared about Council and committee functions and membership based on information available on the old website, including the 2009-2012 Strategic Plan. The Council has formal membership and formal rules, including election procedures and terms of office. The committees are quite informal and have been established on a voluntary basis over time. The current standing committees (originally considered as subcommittees of the Council) are: Marketing Committee, Publications Committee and Professional Development Committee. There is also the Professional Affairs Board and the Standards Committee, both of which report directly to the Council. The Standards Committee will submit a final product in January (the Framework of Standards pilot has not yet taken place). After this the group will merge with the Professional Development Committee.

ACTIONS: it was agreed that the remits of the committees should be clear. They should each have a Terms of Reference and this should be published on the website.

Sarah to work on the model Terms of Reference and circulate.

Committee chairs to use the template for drafting ToR for their committee, to be discussed during the next meeting

Membership and terms of office of the committees will be discussed at the next meeting with a view to formalising this.

Progress reports are available from each of the committees except the Standards Committee which has not met since the last progress report. These reports are available alongside these minutes.

Marketing Committee: we agreed that it may be useful to have a professional, perhaps freelance, person to implement the marketing ideas. The Marketing Committee will be asked to draft a specification for this task.

ACTION: Marketing Committee to draft specification for marketing task.

We discussed the line management of this person, if it is decided to go ahead in this way, and one suggestion is that the consultant should report to the Secretariat.

Steven and Sarah to discuss the issue of the Secretariat and how this should work in the future.

6 Paid secretary

Sarah announced that Berny Bryzaska, an assessment researcher at NFER who attended the Belfast conference, will support the Secretariat, particularly in keeping the website up to date.

7 New Members

Processes for new members: the process for new members needs to be modified in light of the improved functionality of the new website. We had limited time to discuss this during the meeting and Sarah agreed to follow up with Henk after the meeting.

Payment by credit card and PayPal: we need to review how much we pay for payments by other forms, such as PayPal. For the Berlin conference the Association will cover the cost for this in the conference fee, but we may need to review this for future conferences if the charges are high.



**Association for Educational
Assessment – Europe**
National Foundation for Educational Research
The Mere, Upton Park,
Slough, SL1 2DQ
Berks,
United Kingdom

Sarah Maughan Executive Secretary
e-mail s.maughan@nfer.ac.uk
telephone +44 (0)1753 637137
fax +44 (0)1753 671708

8 Honorary Awards

The discussion was postponed to the next meeting.

9 Date of next meetings

The venue for the next meeting will change to NFER, Slough. This will take place on the 8 May 2012.

Steven Bakker
President, AEA-Europe
e-mail steven.bakker@dutchtest.nl

**Subscriptions and
other financial
matters**
Correspondence to:
Dr Henk Moelands

CITO
Nieuwe Oeverstraat 50
PO Box 1034
6801 MG Arnhem
Netherlands
e-mail: Henk.Moelands@cito.nl
Tel +31 26 352 11 11
Fax: +31 26 352 13 56