

Minutes: Board meeting, 15 May 2018

Present: Andrée Sursock (AS), chair, Barbara Brittingham (BB), Ellen Hazelkorn (EH), Robert Henthorn (RH), Norman Sharp (NS), Philip Winn (PW), Áslaug Helgadóttir (ÁH), Þorsteinn Gunnarsson (ÞG) until 11.30, Sigurður Óli Sigurðsson (SÓS) from 11:30.

Excused: Frank Quinault (FQ) and Erna Sigurðardóttir (ES)

- 1 Minutes of February 2018 meeting were approved with two changes proposed by ES in an email.
- 2 PW gave an update on REAC's inaugural meeting and associated activities. REAC is proceeding well: participants were engaged, and the meeting achieved a common sense of purpose.

The next meeting will discuss the notion of impact and seek to find a balance between external and internal understanding of the concept. It will also discuss the Annual Conference, Guidelines on handbook and updates on CRIS, the national database of research and scholarship outputs. Unfortunately, preparations for the adoption of CRIS have once more been delayed, which is raising concerns. CRIS is critical to the work of REAC, and the Board discussed what might be done to expedite this process. It was stressed that the CRIS system for Iceland must have international comparability, while at the same time serving the needs of the Icelandic research community.

- 3 The chair gave an update on the work of ENQA and EQAR which she had presented to the Rectors Conference yesterday. To start the ENQA process, the QB needs to draft a self-evaluation report, as well as a system analysis of all the reports that have been produced so far. The web site should refer to the QB rather than QEF2. In addition, one of the criteria to become ENQA member is that the respective quality agency is independent in terms of financial matters and human resources. A MoU might be needed between Rannis and the QB to clarify how this criterion is addressed.
- 4 The chair gave an update on the Annual Conference, "Integrating research into undergraduate learning", which takes place this afternoon in the Reykjavik University and features both international and Icelandic speakers, faculty and students. The programme of the Annual Conference was published on the Rannis website and 65 participants have registered for this event.
- 5 UNAK has produced a new plan for its SLR reviews, which was well received by the Board.
- 6 The QB discussed the training of team chairs and team members. FQ and SÓS are taking the lead on this with the Chair. The template letter to team chairs should be shortened. The draft Guidelines for team chairs and team members require editing, particularly starting on p. 9, where this document becomes repetitive. The Board advised starting this document from scratch.

- 7 Focus groups: The QB discussed the meeting of the external stakeholders focus group which was held the previous day. This meeting included stakeholders representing subjects such as equine science, tourism, agriculture, aquaculture and art. This meeting went well, but there was no participation of external stakeholders from the University of Island or Reykjavik University. Based on the outcome of the meetings, the QB discussed how to engage the external stakeholders in the SLRs? ÁH noted that UI has used external stakeholders in their SLRs (two submitted so far) with good experience. Key question for the external stakeholders is: How well are students prepared for the job market? This discussion should start with recent graduates. Next step is to identify global players to participate in this and to involve the Quality Council in this work. ÁH will bring this up with the Council and suggested that the University councils discuss this initiative.
- 8 The QB reviewed the draft evaluation questionnaires. Comments were provided on the choice of scales and on individual questions. SÓS will come up with a revised version. The point of departure is to identify the critical questions and focus on those, e.g.: where you well prepared, did the visit go smoothly, how well was the report writing stage handled, etc.
- 9 Board Handbook: The QB discussed the second draft of the Board Handbook. Although this document is primarily for the Board's use, it could be published on-line. The document needs to be looked at again and some sections should be restructured. In addition, a Board constitution (by-laws) might be included in this document. The appointment letter of Board members from the Ministry of Education might serve as a base for the by-laws. The constitution should outline the board remit, how and when board members are renewed, the definition of a quorum, a discussion of standing committees, the frequency of meetings, the terms and conditions of appointments and how decisions are made.