

In attendance: Andrée Sursock (AS), chair, Barbara Brittingham (BB), Ellen Hazelkorn (EH), Frank Quinault (FQ), Norman Sharp (NS), Philip Winn (PW), Áslaug Helgadóttir (ÁH) from 10.00 to 12.30, and Sigurður Óli Sigurðsson (SÓS).

Apologies received: Robert Henthorn (RH)

1. Minutes from QB May 2018 meeting adopted without amendments.
2. Prior to this meeting, the Board had approved electronically the final version of the *Guidelines to Chairs and Teams*.
3. Board members provided an update on the annual meetings held the previous day at Bifröst, Hólar and Akureyri.

A general observation from this year's annual meetings is that two hours were not sufficient to cover the number of topics identified in the agenda. SOS will elicit QC's impressions of this year's annual meetings and report back to Board. The Board discussed the value of having key statistics on each university prior to the annual meetings. This would allow more focused discussions but may have the unintended consequence of turning the annual meetings into an evaluation exercise, which is not the intention. For that reason, the Board agreed not to change the current approach.

4. Training the new expert teams:

SOS developed two training videos, which were based on two PowerPoint slides on the *Icelandic Higher Education Landscape* and on *Quality Enhancement*. SOS will combine the videos into one (*Icelandic HE Landscape, with learnings from QEF1*), improve the video by ensuring better audio quality and develop a script for each training slide – with input from AS and FQ. Most of the slides on the second topic will be sent as PowerPoint files to the Team rather than video-narrated content. SOS will explore if the videos can be recorded in such a way that SOS and/or AS are visible while presenting.

FQ presented two modules for the face-to-face training of teams that is planned immediately prior to the site visit:

- a) Bulleting key information at the end of meetings for the purposes of taking stock and gathering first impressions: this training module involves reading a transcript of an interview session during a site visit and discussing the subsequent bullets. All Board members agreed that this would be very helpful. FQ will revise it slightly to improve readability and explore options for presenting the material in tabular form.
- b) Arriving at a judgment based on short summary statements. In QEF1, IWRs usually concluded with short summary statements: 12 recommendations and 12 commendations. The exercise would underscore that arriving at a judgment is not a mechanical, algorithmic, process. The Board agreed that a document will be prepared to extend the Handbook discussion about evaluating research management: for

instance, reviewers do not need specialist knowledge, and evaluation of research management does not impact the other two judgments.

The Board also agreed the structure of the face-to-face training: the morning session will be with the Board and Secretariat, and the afternoon session will be given over to the Team Chair to prepare the team for the visit (e.g. discussion of the reflective analysis and preparing the different interviews). The Board also agreed that all training information will be posted on the webpage.

The IWR student members would be part of the general training and also benefit from a special session that would focus on such topics as the diversity of institutions, what is enhancement-led quality assurance, what are standards, what is quality, etc.

The formal visit schedule will include a dinner of the whole team on the day of arrival for introductions and team building.

5. The Board discussed two flyers, about the IWR process and the ENQA review and agreed that all documents should be professionally produced and have a consistent graphic identity. The Board advised reviewing the flyers to ensure that sentences are short and crisp; this would reduce the text and improve readability.
6. The Board provided comments on the survey questionnaires for the universities undergoing IWR and the teams.
7. The Board visited the Ministry of Education, Science and Culture for a meeting with the Minister, three officials, and one adviser to the Minister, from 13:00-14:00. The Minister emphasised that government expenditure has been increased to reflect the national interest in innovation and research as mechanisms for economic development. She mentioned that business is looking for close cooperation with the university sector and more interdisciplinarity. They are interested in boosting IT skills and science. She expressed her interest in having more information available on the operations of the universities, including data on research output and impact.
8. PW presented an update on the upcoming meeting of the Research Evaluation Advisory Committee (REAC). The agenda will cover such topics as preparing for an Icelandic CRIS, and writing a guidance note on research management. PW thinks that the Quality Council and REAC need to communicate more formally, so that responses from the Sector to early SLRs in QEF2 can be brought quickly to the attention of REAC.
9. The Board discussed the next annual conference (May 2019). The Quality Council expressed interest in two topics that the Board had suggested earlier: "Masters level Studies in Iceland" and "Links to the Communities". The Board was informed that "Distance and flexible learning" will be the focus of a QC workshop in November. The Board agreed that "Links to the communities" is the preferred topic; the second option would be "Masters level Studies in Iceland". The Quality Council and the Ministry will be consulted in framing the event, and students will be involved and present as was the case in 2018. Salóme Guðmundsdóttir (CEO at Icelandic startups), a Chair from this year's

annual conference, could be asked to chair again, and the Minister of Education, Science and Culture would be asked to open the conference.

10. The Board discussed a request for a visit from the planning group for Greenlandic Quality Assurance. The Board will invite them to attend the Tuesday proceedings of the Board's meeting in November. Topics for that day could be the conference and the Board Constitution. The Greenland delegates would also be part of the Board's meeting with the Quality Council and LÍS that afternoon.
11. The Board discussed names for Hólar University College (HUC) IWR team. SOS will ask HUC to identify overseas peer institutions Board members drew a list of names.