



Minutes of the 5th AUN-QA Council Meeting 2020

7 April 2020

Introduction:

1. The 5th AUN-QA Council Meeting 2020 was held online on 7 April 2020.
2. The Meeting was attended by the AUN-QA Council Members and AUN-QA Technical Team Members. The AUN Executive Director, the AUN-QA Resource person, the Special Adviser to the AUN Executive Director on Education Development and Quality Assurance, and staff members of the AUN-QA Secretariat were also present. The list of delegates appears as **Annex 1**.

Agenda 1: System and Standard

Agenda 1.1: Concurrent programme who wish to undergo AUN-QA Programme Assessment

3. The Meeting deliberated on the policy of the QA Assessment of the concurrent programme.
4. The Meeting suggested to set up the taskforce to provide policy recommendations taken into consideration concurrent programme, joint degree programme, double degree programme, and to provide findings to the AUN-QA Council in the next AUN-QA Council Meeting.

Action Lines:
AUN-QA Secretariat

Agenda 1.2: Revision of A Guide to AUN-QA Assessment at Programme Level (Version 3.0 to Version 4.0)

5. The Meeting discussed the revision of the checklist for AUN-QA Programme Framework Version 4.0. It is agreed that the revision takes into consideration the items in the checklist to be the same as the AUN-QA criterion's requirements. With the removal of Quality Enhancement, it is suggested that the principle of PDCA be consistently applied to the affected criteria in the revised framework.

6. The Meeting agreed with conditions, on the implementation timeline of the new manual taking into account the fluid situation of COVID-19 pandemic.
7. The Meeting suggested the following:
 - a) To form a taskforce to conduct a feasibility study for online assessments.
 - b) To extend the validity of the AUN-QA Programme Assessment Certificates for one year for institutions applying for the AUN-QA Institutional Assessment.
 - c) To increase the capacity of AUN-QA Assessors as a plan to tackle the backlog that is a result of the increased demand for AUN-QA Programme Assessments.
8. The Meeting noted that Mahidol University and De La Salle University volunteered to pilot the online assessment initiative.

Action Lines:
AUN-QA Secretariat

Agenda 1.3: PhD Programme Assessment

9. The Meeting discussed and agreed with the interpretations of the listed sub-criteria for an effective assessment of a doctorate programme using the *Guide to AUN-QA Assessment at Programme Level, Version 4.0*.

Action Lines:
AUN-QA Secretariat

Agenda 1.4: IQA System Development

10. The Meeting discussed the importance and relevance of IQA System Development in the context of the overall AUN-QA services to the ASEAN region and provide suggestions including but not limited to:
 - a) To consider the development of the IQA training programme in Higher Education Institutions
 - b) To consider setting up two arms taking into account the conflict of interest:

- i) Consultancy (trainer) team
 - ii) Assessment (AUN-QA Assessor) team
- c) To consider various approaches:
- i) Project-based activities
 - ii) Community service project

Action Lines:
AUN-QA Secretariat

Agenda 1.5: A Plan to the Revision of the Guide to AUN-QA Assessment at Institutional Level (Version 2.0 to Version 3.0)

11. The Meeting discussed the relevance of the current manual and suggested the AUN Secretariat facilitate the setting up of the Revision Committee and to include the following:

- a) AUN-QA Assessors who have conducted AUN-QA Institutional Assessment
- b) Higher Education Institutions that have been assessed

Action Lines:
AUN-QA Secretariat

Agenda 2: Strategy

Agenda 2.1: Interim Report of the AUN-QA Strategic Plan

12. The Meeting acknowledged the Interim Report of the AUN-QA Strategic Plan 2018-2022 circulated via Email on 1 April 2020. The Interim Report of the AUN-QA Strategic Plan 2018-2022 appears as **Annex 2**.

Action Lines:
AUN-QA Secretariat

Agenda 2.2: AUN-QA registration in VQA

13. The Meeting discussed concerns for AUN-QA registration in VQA and requested the AUN Executive Director to represent AUN-QA for the registration of the

AUN-QA in VQA. The VQA Registration Form appears as **Annex 3** and Vietnamese Government Decree appears as **Annex 4**.

Action Lines:
AUN Secretariat

Agenda 2.3: Implement IT Management

14. The Meeting acknowledged and agreed to the pilot implementation of AUN-QA web-based system for programme assessment at Universiti Brunei Darussalam and Saigon Technology University and requested that the web-based system management be demonstrated after the pilot implementation.

15. The Meeting suggested the following:

- a) To include data analytics in the web-based system
- b) To have the voluntary mock user-testing among AUN-QA Secretariat, the university, and the AUN-QA Assessor

Action Lines:
AUN-QA Secretariat

Agenda 2.4: AUN-EQI, AUNQA-EQI Community Development Project

16. The Meeting acknowledged the AUNQA-EQI Community Development Project. The full progress report appears as **Annex 5**.

17. The AUN Executive Director expressed his commitment to continue the support to the AUNQA-EQI Community Development Project in CLM Countries.

Action Lines:
AUN-QA Secretariat

Agenda 3: Structure of the Network: Membership

Agenda 3.1: Selection of new AUN-QA Associate Members

18. The Meeting considered and accepted new AUN-QA Associate Member universities as follows:

- a) Indonesia
 - i) University of Sultan Ageng Tirtayasa
 - ii) Universitas Sam Ratulangi
 - iii) Islamic State University Walisongo

- iv) Universitas Sumatera Utara
- v) STIE Perbanas Surabaya
- vi) UPN Veteran East Java

- b) Myanmar
 - i) Co-operative University (Thanlyin)
- c) Thailand
 - i) Mae Fah Luang University
- d) Viet Nam
 - i) Dalat University

19. The Meeting considered and granted 2 years conditional approval for University of Information Technology, Myanmar, for the institution to fulfil the membership eligibility.

Action Lines:

AUN-QA Associate Members
AUN-QA Secretariat

Agenda 3.2: Waiving the associate membership fee for the least developed countries

- 20. The Meeting considered and agreed in principle to subsidize the AUN-QA Associate Membership fee for Higher Education Institutions in the least developed countries.
- 21. The Meeting suggested setting up a taskforce to address this matter holistically taking into account that it should not be a blanket policy.

Action Lines:

AUN-QA Associate Members
AUN-QA Secretariat

Agenda 3.3: AUN-QA Membership Enlargement: Results from the new AUN Charter

- 22. The Meeting acknowledged the recent development of the new AUN Charter which appears as **Annex 6**.

Action Lines:
AUN-QA Network

Agenda 4: Assessment Operation

Agenda 4.1: AUN-QA Programme Assessment, Application Results

23. The Meeting considered and agreed on the proposed sorting procedure and quota system for the application of AUN-QA Assessment at Programme Level, subject to the condition of disruption resulted from COVID-19 pandemic.
24. The Meeting requested the AUN-QA Secretariat to announce the application result at the earliest convenience.

Action Lines:
AUN-QA Member Universities
AUN-QA Secretariat

Agenda 4.2: Revision of AUN-QA Assessor Declaration Form

25. The Meeting considered and agreed to implement the new AUN-QA Assessor Declaration Form which appears as **Annex 7**.

Action Lines:
AUN-QA Assessors
AUN-QA Secretariat

Agenda 4.3: Standardized procedures on the AUN-QA PA and IA in the case of conditional pass

26. The Meeting considered and agreed to reinforce the existing policies and implementation of the AUN-QA Assessment procedures.

Action Lines:
AUN-QA Secretariat

Agenda 4.4: Condition for Deployment of Interpreter in AUN-QA Assessment

27. The Meeting considered and reaffirmed that the interpreter deployed during the AUN-QA Assessment shall be independent from the programme/faculty being assessed.

Action Lines:

AUN-QA Member Universities
AUN-QA Secretariat

Agenda 4.5: Update on the enforcement of Site Visit Regulations for the AUN-QA Programme Assessment

28. The Meeting took note of the enforcement of Site Visit Regulations for the AUN-QA Programme Assessment and suggested that the AUN-QA Secretariat revisit the documents in consultation with the AUN-QA Council and AUN-QA Technical Team. The Site Visit Regulations for the AUN-QA Programme Assessment appears as **Annex 8**.

Action Lines:

AUN-QA Assessors
AUN-QA Council
AUN-QA Secretariat
AUN-QA Technical Team

Agenda 4.6 Pilot implementation of the 3-member assessment team to nurture high quality AUN-QA Assessors

29. The Meeting took note of the status report for the pilot implementation of the 3-member assessment team which appears as **Annex 9**.

30. The Meeting suggested the following actions going forward:

- a) To widen the implementation of this initiative taking into account criteria for selecting suitable coaches
- b) To implement fully the AUN-QA Professional Development Competency Model
- c) To consider a holistic approach for the development of AUN-QA Assessor

Action Lines:

AUN-QA Assessors

Agenda 5: Progress Report

31. The Meeting acknowledged the AUN-QA Progress Report.

Action Lines:
AUN-QA Secretariat

Agenda 6: Financial Report

32. The Meeting acknowledged the AUN-QA Financial Report which appears as Annex 10.

Action Lines:
AUN-QA Secretariat

Agenda 7: Other Matters

Agenda 7.1: SARs Screening

33. AUN Secretariat withdrew the proposal.

Action Lines:
AUN-QA Secretariat

Agenda 7.2: Air ticket policy

34. The Meeting discussed and was in agreement with the following air ticket policy:

Force majeure (AUN Covers the expenses)	Others (Assessor covers the expenses)
Sickness of the assessor	Assessors' personal reasons (for example: urgent meeting, urgent class, etc,)
Natural disaster	
Sickness or death of the assessors' closed relatives	
Etc.	

Action Lines:

AUN-QA Assessors
AUN-QA Member Universities
AUN-QA Secretariat

Agenda 7.3: Green Jacket

35. The Meeting discussed and agreed that the AUN-QA Green Jacket Ceremony will take place in the next AUN-QA International Conference.

Action Lines:

AUN-QA Secretariat

Agenda 7.4: Papers submitted to the AUN-QA International Conference 2020

36. The Meeting deliberated on publishing the papers submitted to the AUN-QA International Conference 2020 and acknowledged common practices and challenges.

Action Lines:

AUN-QA Secretariat
Institut Teknologi Bandung

37. The Meeting was held in the traditional spirit of ASEAN cordiality and solidarity.
