



ASSOCIATION FOR TRANSNATIONAL
HIGHER EDUCATION ACCREDITATION

August 11, 2015

ATHEA – Extended Board Meeting / Membership Meeting - Minutes

DATE/TIME/LOCATION

Tuesday August 11 2015 from 03:00pm-05:00pm (CET; Paris/Vienna Time Zone)
Meeting via SKYPE (audio)

ATTENDEES

Katalin Kovacs (President) - Maastricht School of Management
Jeffrey Henderson - Monarch Business School Switzerland
Robert Walton - Embry Riddle Europe
Olin Oedekoven - Peregrine Academic Services
Bill Parrott - Peregrine Academic Services
Günther Singer - ATHEA Executive Director

Invited but absent:

Roberta Grossi (Treasurer) - Horizons University
Maurice Forget (Secretary) - International School of Management
Thierry Kirschstein - United International Business Schools (UIBS)
Marcel van der Ham - Business School Netherlands

DOCUMENTS REVIEW

The following documents we prepared for the Board Meeting

- ATHEA Board Meeting Agenda_20150811
- ATHEA Logo Design Ranking
- ATHEA Budget - Draft
- Peregrine's Consulting Services for ATHEA - Draft

AGENDA for August 11, 2015

1. Charter - Status
2. Logo Decision and next steps
3. Name of the Accreditation: ERAHE (European Region Accreditation for Higher Education) , EHEA (European Higher Education Accreditation), ERA (European Regional Accreditation), ...
4. Website
5. Budget (includes contracts)
6. Akquisition of new members
7. Membership requirements / Membership Application
8. Invoice Founding Members
9. Nitesh Sughnani - External board member for the Board of Commissioners
10. Preparations - Meeting in Brussels 21 October 2015
11. Next Meeting

DISCUSSIONS

1. Charter - Status

The charter is filed and waiting notification, which is expected within the next week or two. Once finalized, Günther will send out the official version, which will be used with the ATHEA official publications.

2. Logo Decision and next steps

Decision is logo #2:



Will make some minor adjustments with the line spacing and alignment.

Once finalized, will need different file versions for various publications.

Cost for the logo is £400 and once we have funding, then ATHEA can reimburse Jeffrey.

Once we confirm the name of the accreditation, then the graphic designer will also develop the logo for the accreditation and its various versions. An additional cost may be incurred with the accreditation logo.

The copyright has to be transferred from the graphic designer to ATHEA. Jeffrey will connect the designer with Günther to get this done.

Günther will trademark the logos in Austria.



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3. Name of the Accreditation: ERAHE (European Region Accreditation for Higher Education) , EHEA (European Higher Education Accreditation), ERA (European Regional Accreditation), ...

THEA – THE Accreditation; Transnational Higher Education Accreditation

In terms of the logo, just use the ATHEA logo and replace the text below with EUROPE

Make a decision by the 21st of August 2015 so that we can update the documents.

4. Website

Plan is to have the basic site with minimal content in order to sell the association to potential members. Most importantly, we need to recruit members and use the website to confirm the credibility of the association in order to recruit members.

5. Budget (includes contracts)

Agreed to develop a letter for Peregrine outlining in expectations.

Agreed to Option #1 (Salary) relative to the compensation for the Executive Director.

Roles, functions and expectations will be clarified with the By-Laws and the process leading to it.

Pro Forma Operating Budget is to be developed by Günther (Modelling the 2015-2016 budget depending on potential income and expenses).

6. Acquisition of new members

Peregrine will do an e-mailing as soon as the website is up to the list of about 60 schools.

Peregrine will create a brochure to use with conferences this fall.

We will need the members to help Günther with phone calls and contacts to build the relationship.

7. Membership requirements / Membership Application

Update the application form with the new logo.

8. Invoice Founding Members

Once the bank account is established, invoicing will be done (end of August/September).

9. Nitesh Sughnani - external board member for the Board of Commissioners

Nitesh has an expert background in external quality assurance and higher education.

Günther will send him an invitation letter to join as External Member as soon as ATHEA is official.



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Peregrine is ready to send to him drafts for review and comment.

Will need an initial board formed (for a 1-year appointment) by the end of the year for 2016 work related to candidacy .

Nitesh is invited to the October meeting.

10. Preparations - Meeting in Brussels 21 October 2015 (ATHEA First Annual Conference).

Jeffrey proposed, that this should be ATHEA's first Annual Conference. This was accepted.

The event will take place at UIBS's location in Brussel's. Thierry, please provide the necessary information for Günther to prepare the event.

Invitation to EQAR (Colin Tück – Director) to participate will be sent by Peregrine. [Update: Bill invited Colin and he accepted to participate and speak at the meeting.]

A board meeting will be conducted.

11. Next Extended Board Meeting

Tuesday September 8, 2015 from 03:00pm-05:00pm (CET; Paris/Vienna Time Zone).

AGENDA - Draft

- Possible Accreditation Board of Commissioner names to be discussed
- Discuss / approve the bylaws for a membership vote at the 1st Annual Conference
- Topics will include accreditation documents
- Pro Forma Operating Budget (Modelling 2015-2016 depending on potential income and expenses)
- Need to give the Executive Director the approval to accept new members

Author: GS