

**Association for Transnational Higher Education Accreditation
(ATHEA)**

Foundation Meeting Protocol

11 MAY 2015
Vienna, Austria

Participants:

Maurice Forget
Katalin Kovacs
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William Parrott
Markus Roth
Edith Singer
Günther Singer
Laurel Vicklund

1. Name Change. Agreed to change the name to *Association for Transnational Higher Education Accreditation* (ATHEA). This name is more pronounceable, is available as .org and .eu, and reflects our goal to (a) satisfy national desires for institutional accreditation and (b) promote the cross-border/transnational aspects that come from accreditation.
2. Reviewed the role of Peregrine as a consultant to ATHEA, not an owner/member of ATHEA. Discussed that Günther will be the Executive Director.
3. Discussed the potential value of adding a fourth category "Associate" to Member, Candidate, and Accredited Member. "Associate" status is for newer schools that need more time and assistance with becoming accredited.
4. Changed the fee structure for founding members and non-founding members. Fees are 3000 Euro for Membership, 15000 Euro for accreditation fees, and 2000 Euro for accreditation maintenance fees. Over 4 years, this would look like:
 $3000 + 3000 + 3000 + 15000 + 3000 + 2000 = 29000$ Euro.
 - For a Founding Member, would be 6000/year for 4 years = 24000, which is a savings of 5000 Euro over the 4 years.
 - Non-Founding Member (after July 1, 2015), no change from the aforementioned fee structure.

5. To form ATHEA as a not-for-profit association in Austria, two member signatures are needed on a Charter. The Charter is the scaled-down version of the Bylaws. Our intent is to file the Charter as soon as possible. Once the Charter is filed, then we:
 - + Obtain the Tax ID number (not-for-profit association)
 - + Open a bank account
 - + Begin the governance
6. Plan on two future meetings:
 - a. A virtual meeting with the members in June. Purpose of this meeting is to finalize the Bylaws.
 - b. An organizational meeting on October 21st in Brussels. At this meeting, we will invite EQAR to attend and give us an update.
7. Reviewed the Bylaws and made updates and changes. Once the document is revised, we will send it out to the members for comment and then finalize the bylaws during the June virtual meeting.
8. Discussed the concern of schools potentially misusing the name/logo on the school's website by implying that "membership" is accreditation. Agreed that the rules regarding the use of the logo/name on a school's website will be specified in the membership documents and that the staff of ATHEA will review the school's website annually to ensure that the logo/name is not being misused.
9. Current founding members include:
 - Business School Netherlands
 - Horizons University
 - International School of Management
 - Maastricht School of Management
 - United International Business Schools (UIBS)

The goal is still at least 20 founding members in order to have at least 15 accredited members in order to seek EQAR recognition. With the adjustment in fees, we anticipate that we will see more founding members.

10. The member-based organization is ATHEA. Once a school is accredited, then the school receives THEA (Transnational Higher Education Accreditation). By keeping these separate, but related, we think that such would diminish how schools could potentially abuse the logo/name relative to inferring that the school is accredited just by being a member.

11. Preliminary categories for the ATHEA standards are:

- a. Vision and Leadership (the what)
- b. Administrative and Governance (the how)
- c. Students (the who)
- d. Faculty (the with)
- e. Curriculum (the by)
- f. Facilities (where)
- g. Social Responsibility (the values)

With the application for accreditation candidate, the participating school will need to address compliance with state/ministerial rules and regulations.

12. Board members. The term will be 36 months starting once the ATHEA is formed.

- **President** - Katalin Kovacs (Maastricht School of Management)
- **Vice President** - Thierry Kirschstein (United International Business School)
- **Treasurer** - Roberta Grossi (Horizons University)
- **Secretary** - Maurice Forget (International School of Management)
- **Board Member at Large** - Marcel van der Ham (Business School Netherlands)

Protocol by: Olin Oedekoven and Günther Singer