

Minutes of the ESEA Executive Committee Business Meeting

The meeting was held at 1.00-2.30PM in the ELL Journal Room (Rm 3-3-162) of the English Language & Literature Academic Group, National Institute of Education, Nanyang Technological University, Singapore, 6 December 2008.

Present:

Dr Sakina (Malaysia)

Dr Ilan Zagaria (Australia)

Dr Alistair Wood (Brunei)

Dr Roger Barnard (NZ),

Dr Low Ee Ling (Singapore),

Dr Lam Che Keung (Hong Kong)

Dr Dewi Novita (Indonesia)

Dr Nanette Fernandez (The Philippines)

Absent with Apologies: Dr Saowaluck (Thailand)

In attendance: Dr Lawrence Zhang (Co-Chair, ESEA 2008 and recording minutes)

Agenda shared or discussed	Action	Deadline
Welcome and thanks - The meeting started at 2.00PM with Ee Ling, as ESEA rep for Singapore and on behalf also of Head/ English Language & Literature Academic Group, ELL, A/Prof Lubna Alsagoff, extending a warm welcome to all colleagues to NIE Singapore. She also made an official note of thanks to the ESEA2008 Conference Chairs, Lawrence Zhang and Rani Rubdy, for the success of the 2008 conference. She also conveyed to the meeting that the Thai representative cannot come to this meeting due to the past week's airport troubles and that our thoughts are with our Thai colleagues.	-	-
Email/notice protocol suggested – Ee Ling suggested that for future correspondences, any email discussions regarding ESEA business matters should be sent to two groups of recipients: (i) the people attending the business meeting for that year and (ii) the CC list should be the permanent representatives from the member institutions.	All	Immediate
ESEA visibility – Ee Ling conveyed to the meeting that ESEA conferences are not easily searchable in such search engines such as Google and recommended that a meta-tag be created. Future conferences can be made more visible through flashing boxes to	Ee Ling to follow up with ELL technicians	By end Dec 2008

indicate on the conference website.	at NIE	
<p>Matters arising from the ESEA 2007 Business meeting</p> <p>ESEA logo –It was mentioned in the minutes of the 2007 business meeting that an ESEA logo would be designed, but so far, this has not happened. It was decided that Sakina will follow up on this by asking Prof Azirah on further developments on this project.</p>	Sakina	By March 2009
<p>Future conferences – Ee Ling traced the history of the ESEA conference series and a discussion ensued regarding the hosting of the 2011 conference given that the 2009 and 2010 conferences will be hosted by Anteneo de Manila University, Philippines and Hong Kong Institute of Education, Hong Kong respectively. Members shared the experiences of hosting the next conference in 2011. New Zealand as a potential candidate was proposed but the disadvantages of hosting the 2011 conference in NZ were discussed extensively, mainly due to high costs and distance. The possibility for Australia to host it was also discussed but again the challenges appeared to be greater for Curtin as well due to the fact that the earlier school of languages was separated into different units and none of the Asian languages faculty members are involved in ESEA. It was decided that either Indonesia or Malaysia would explore possibilities of hosting it in 2011. Roger will also explore this with Waikato University. The two members will consult their deans upon return to their home universities and the members will be kept informed of any decision to be made by the two universities.</p> <p>International Association for World Englishes conference – Ee Ling raised a question of how to avoid potential clashes with IAWE in running conferences by the two organizations (ESEA and IAWE). Lawrence suggested that coordination is necessary so that the two organizations can collaborate by keeping each other informed of the conference venue and date so that the two conferences can be run back to back in the same city, just like TESOL and AAAL have been doing over the years. As a salient benefit, many delegates can attend two conferences by buying only one flight ticket to fly to the same city. Ee Ling will follow up on this by talking to A/Prof Anne Pakir, a major link to IWEA, who is based in the National University of Singapore.</p> <p>Ee Ling recommended that ESEA tie up with local applied linguistics associations so that they can give ESEA registration fees to support their members to participate in the ESEA conferences. The Singapore Association for Applied Linguistics, of which Ee Ling is the president, for example, has sponsored two presenters by paying their registration fees to ESEA 2008 this time. Some members felt that this might not work for other countries, as these professional organizations do not have sufficient fund themselves. It was decided that it should be explored as a</p>	<p>All</p> <p>Ee Ling</p> <p>All</p>	<p>NZ, Malaysia and Indonesia to report back when ready but no later than ESEA 2009.</p> <p>By ESEA 2009 or sooner</p> <p>Report on progress by ESEA 2009 or sooner</p>

possibility.		
Theme of the conference –Ee Ling asked all to consider the point raised in Margot’s email. Margot reminded that if there are too many themes, the conference might lose its focus. It was decided that the decision should be left to the host institution.	All	-
Abstract acceptance/rejection – Complaints were relayed to the committee regarding ESEA2007 conference’s rejection of many abstracts submitted. A question raised was if we should instead ask the ESEA Executive Committee to sift the papers before they are rejected. It was decided that there would be difficulties for the ESEA executive committee members to review these rejected abstracts due to the diversity of papers submitted and that ESEA executive committee should not be sought for a decision. Instead, the host’s abstract review committee’s decision should be regarded as final. Lawrence Zhang was asked for what was done for the ESEA2008 Conference and how many were rejected. He reported that instead of rejecting all the 50-plus abstracts, he decided to send those colleagues an invitation to accept his committee’s offer to present their work at ESEA 2008 as poster sessions. This decision resulted in retaining some potential withdrawals when their Paper proposals were accepted as Poster sessions. Ee Ling and the committee felt that this is a good practice and recommended that other hosts consider this practice in future.	All	With immediate effect
Timing of the ESEA Conference – Ee Ling asked all to consider the timing of the ESEA conferences and after consulting all the institutions it was decided that the best choice would be the 2nd week of December or mid-October each year .	All	Effective from ESEA 2010, HKIE to note for 2010, all to note thereafter.
Inviting new members to join – Ee Ling asked members to update on any initiative to invite institutions to join as a new member. Vietnam - Roger Barnard, based on his visiting professor experience in Vietnam, suggested that Hanoi University of Languages and International Studies be invited. This is because it is one within the Vietnam National University and it has also had experiences in organizing international conferences. Ee Ling and others endorsed the suggestion. Ee Ling particularly mentioned the government to government agreement that has been signed between Singapore and Vietnam, the process of which she was involved, and concluded that it is	Roger	By March 2009

Minutes recorded by: A/Prof Lawrence Zhang
Vetted by: A/Prof Low Ee Ling
11 December 2008