

Executive Committee Meeting Notes

6:30 p.m. on 18 October 2022

Association of Hong Kong Language Centres

Present:

Melinda Whong (HKUST) President

Mable Chan (Baptist) Treasurer

Simon Wang (Baptist) Secretary

Rita Singh (Baptist U) representing Baptist

Lillian Wong, representing HKU

Neil Hunt, representing Lingnan

Doreen Chong, representing HKUST

Jane Robbins (on behalf of Adam Forrester), representing PolyU

Martin Ma (nominated Events Officer)

Apologies:

Stephen Bolton (CityU)

Agenda Items:

**1. Confirmation/endorsement of new Events Officer (see Statement below)**

Martin introduced himself and his previous experience of marketing. The Committee was asked to vote on the single nomination received for Events Officer. Martin left the Zoom meeting for the committee to discuss this matter. Simon, Neil, Melinda and Lillian all agreed he would be helpful for this project. The committee confirmed Martin's membership in the Exco as the new Events Officer.

**2. Update on the STiLE project**

Simon updated the progress of the STiLE project: The project is currently in the process of engaging with two vendors, Pilot and another company, to help customize the OJS platform and design the logos for the Association and the style platform. The project is making good progress and is optimistic about sticking to the timeline. However, the project assistant is leaving and they are looking for a replacement.

Melinda said the project is more complicated than expected and taking a bit longer. Currently, it is still in the configuration stage. The design needs to be implemented last. However, progress has been made on Logo, in light of AHKLC logo development. The ultimate deadline is June 2023 which is the end of the funding cycle.

### **3. Update on design work for the Association (logo and website)**

Melinda walked through the process of working with the design company to choose among different design schemes. After receiving feedback from this committee by email, the design company narrowed the focus to two design schemes and further revised the design based on comments received. More feedback was then received on the two design schemes with views quite split. Melinda then presented the more or less final version of the design scheme including colors and asked the committee if they have further comments or strong reservations about the design. After a bit more discussion on the color scheme, the committee decided to endorse the design scheme presented by Melinda with some details to be finalized with the design company.

### **4. Annual Symposium plans: STiLE Launch Event**

Melinda said the Association intends to have at least one symposium per year and would like to invite member institutions to indicate their interests in host such an event and decide on the parameters. This year, HKUST will host the symposium as a launch event for STiLE. Bruce Ma at HKUST will chair a committee for the symposium. Mable will represent STiLE in the organizing committee. Martin will also serve in the committee to promote the event.

Simon asked whether the submission or contribution to this symposium is related to the STiLE platform. Melinda said presentations at the symposium could be a good stepping stone for eventually publishing a piece at STiLE.

Melinda asked about the timing of this event. After receiving some feedback from the members, She asked Martin the Events Officer to propose a date and further consult the committee. She also invited all the committee members to actively promote STiLE and solicit contributions from colleagues. She stressed that the STiLE editorial team would be supportive and try to help the contributor to improve the submissions and get them published. Simon pointed out that the platform will have its ISBN and each scholarship piece will have an DOI. Efforts will be made to gradually push STiLE into various citation indexes to gain more recognition.

### **5. Leadership Forum: FYI on next meeting**

Baptist U will host one on 1st Dec. Melinda introduced the topic:

Prospects and Constraints of Career Development. There are seven specific topics: 1. staff rankings at Language Centres 2. Career progression and promotion track 3. Turnover rate and retention strategies 4. Part-time/full-time staff ratio 5. Role of TAs 6. Initiatives for staff development 7. Mentorship and support

According to Melinda, the aim of this forum is for members to share their practices and concerns so they can support one another.

## **6. Associate membership**

Melinda reported that Yew Chung College of Early Childhood Education (YCCECE <https://www.yccece.edu.hk/en/about-us/yew-chung-story>) had written to ask if their College could be a member. Simon checked and provided excerpts of the Constitution and thought the feasible option is to admit the college as a full member as it is a self-financed college recognized by the HK government. But the college may not have a language centre. It could be the faculty of English Language to join the Association.

Melinda said she had mixed views on this as the Association is still trying to define its identity and it is not clear whether we should admit an institution that is very different from the current members. Other members also expressed some doubts on this and would like to learn more about YCCECE's interest in the membership. Melinda said she would explore further with YCCECE and that we can still keep them in the mailing list to be informed about the Association's events.

## **7. Idea of SIG in the Association**

Melinda asked members their ideas and views about the Association having SIGs- whether this is something we should further pursue. Lillian thinks it is a good idea and points out that we need volunteers to propose some SIGs. Simon asks whether there are well established models for SIGs that this Association could consult. He also suggests tying any SIGs with STiLE to support colleagues' research activities that might lead to publications in STiLE. Melinda shared that some successful SIGs were linked to conferences. Lillian again stressed the importance of coordinators who will initiate SIGs as mini-Associations, which will take a lot of time and energy. Simon asked whether or what extent the Association could provide support or resources. Melinda answered that the membership fees can allow us to do it. She concluded that this committee is interested in SIGs in principle but cautions that colleagues need to commit time and resources to make this work.

It is decided that the next meeting will be held in mid-January to further discuss the launch event and the platform.

There being no other business, the meeting adjourned at 7:30 p.m.