

To: RAISE Members
From: Jill LeBihan
Date: 8th September 2022
8-9am

RAISE Annual General Meeting 2022

MINUTES

Attendees: Steve McVeigh, Tania S truetzel, Tom Lowe, Jill LeBihan, Kiu Sum, Ellie Mayo-Ward, Kevin McStravock, Eugenie Johnson, Caitlin Inman, Claire Garden, Ruta Furmonviciene, Ella Dyer and 12 RAISE members including 1 honorary member

Apologies : Rachel Forsyth, Dan Edmondson

Item		Lead
1.	SMV welcomed members to the RAISE AGM, introduced members to the committee and noted apologies for absence from RF and DE. SMV confirmed quorum was met.	Steve McVeigh (Chair)
2.	The minutes and matters arising from previous AGM September 2021 (online) were noted as a true and accurate reflection. No objections were made	Jill LeBihan (Secretary)
3.	Chair's Review of 2021/22 SMV noted how the association had survived the pandemic in good shape and remained strong. SMV briefly highlighted how activities, such as the SIGs, Reading Group and Buddy Scheme had continued throughout the year with a good audience. SMV remarked how the Lincoln conference was a good starting point for future projects and activities planned to develop and expand membership – covered in more detail in the Committee Report (item 6).	Steve McVeigh (Chair)

4.	<p>Elections</p> <p>The roles that will be elected to are: Chair Treasurer Student Officer Communications Officer Student Committee Members (2)</p> <p>Returning officers meeting on Monday to ratify outcome. JLB encouraged all members to register to vote on Choice Voting platform.</p> <p>There were no questions or queries about the elections.</p>	<p>Jill LeBihan, Eugenie Johnson (returning officers), Ella Dyer (admin support)</p>
5.	<p>Constitution: review and approve changes</p> <p>SMV talked about how the landscape had evolved over the past few years and it was important to review the RAISE constitution so that it reflected the changing landscape and the priorities of RAISE.</p> <p>The constitution was reworked by the RAISE committee as a collective effort.</p> <p>The reworked constitution was circulated with members and JLB talked through the changes.</p> <p>The constitution was reworded and reordered to modernise the language and better reflect the priorities of the association.</p> <p>The committee role descriptions were formalised and the duties updated to reflect the role more accurately.</p> <p>A new committee role (Marketing Officer) was added to work alongside the Communications Officer.</p> <p>RAISE is described as an 'association' to best reflect the purpose and scope of RAISE.</p> <p>CB (honorary member of RAISE), who co-created the original constitution, supported the proposed changes. CB commented how the updates were appropriate and reflected how RAISE had developed over time.</p> <p>There was no further questions or comments. The proposed changes were formally approved by all present.</p>	<p>Steve McVeigh (Chair)</p> <p>Jill LeBihan (Secretary)</p>
6.	<p>Review of RAISE activities for 2021-22: Committee Report</p> <p>- <i>Communications and marketing</i> Eugenie Johnson, Kevin McStravock</p>	<p>RAISE Committee</p>

- RAISE membership has stayed stable over the past year.

Currently 1224 subscribed on Jiscmail- an. increase of 19 since last year. (130 new subscribers, 45 unsubscribed, 67 deleted e.g. invalid email addresses)

Twitter @RAISEnetwork - 2361 followers

Instagram @raise_network – 75 followers

Continuing to update and use the new website built last year. Plans included:

- centralising conference and election information and news
- Launch of student blogs – please contact EJ/KMS to get involved
- Update the 'Resources' page

JLB asked whether the conference material would be uploaded. EJ planned to liaise with the conference coordinators about what could be shared on the website following the conference.

- ***Journal***

Jill LeBihan on behalf of Rachel Forsyth (Journal Editor)

There were 93 submissions to SEHEJ with 25 published articles.

The journal had 10585 abstract views and 8471 pdf downloads.

Special thanks to Katrina Ingram (Editorial assistant).

The first of two post COVID editions out soon. All RAISE members were encouraged to register to be reviewers.

- ***SIGS***

Ruta Furmonviciene

RF thanked all SIG leaders for getting events going despite challenges and thanked everyone who supported events.

Partnership events:

- 09/09/21 discussion about challenges LSE
- 04/05/22 Teams workshop about mature students Liverpool & Chester University

Engaging Assessment events:

- 20/04/22 discussion about authentic assessment Warwick Uni
- Session 5.4 about in-person exams

Inclusive Practice events:

- 03/08/22 Teams discussion about inclusive assessment Sheffield Hallam Uni;
- session 6.5 about embedding wellbeing with De Montfort Uni

Research and Evaluation events:

- 25/04/22 session
- Session 5.3 on evaluation of engagement

Early Career Researchers

- 23/03/22 session on publishing;
- Session 6.4 about early career research

RF presented the successes, challenges and ideas for SIGS:

Successes:

- Updated SIG web pages, new RAISE e-signatures, with special thanks to EJ.
- Teams site for SIG leads at De Montfort University
- Resilient and friendly SIG Leads and teams
- Represented RAISE at WonkHE, JISC and STEM events

Challenges:

- Staff work-loads
- COVID
- Moving jobs
- SIG Lead changes: Phill Carey instead of Peg Murphy (Partnership SIG)
- Jagjeet and Kiu without Paula (Eng Asses SIG)
- We lost C Wilson (Res&Eval SIG)

Ideas:

- Need for physical meeting of SIG leads; Can we have a writing/collaboration retreat for SIG leads?
- Can we have student support for SIG leads? Student co-leads?
- Suggestions from SIG leads: to use our website more; to advertise events via JISC list as well
- RAISE support for partnership event in November
Collaborate with other networks such as JISC, STEM, NEON and others

RF presented a timeline of events for the forthcoming year to help make it clearer when events were planned so they could be promoted and planned around.

SMV thanked RF for the update and congratulated the SIGs for thriving, doing so many regular activities and for their ideas for the future.

A RAISE member asked a question about the student demographic and whether students take part or could drive some of the activity. RF has plans to involve students more in co-leading and enhancing the SIGs.

- ***Student engagement***

Kiu Sum, Caitlin Inman, Dan Edmondson

KS provided a brief update about how the students have worked to support the RAISE committee over the past year. The student committee members are currently working with EJ on the Student Blogs.

SMV reiterated how grateful the committee is for the work that has gone into developing the website

- ***Buddy scheme***

Ellie Mayo-Ward

EMW provided an overview of the buddy scheme that was started by Madalene George in 2019 where RAISE members are matched up with a buddy.

- 42 applications.
- EJ and EMW matched 21 buddies across 27 different HE institutions
- Support/professional services, academic staff and postgraduate students made up the majority of the buddies.

EMW provided a timeline of events and activities:

- June - buddy scheme is launched
- July - applications close
- July/August – matching process
- August – buddies notified of outcome
- September – conference / encouraged to meet in person
- Oct and March – online events
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EMW hopes for multiple buddy rounds throughout the year but this is to be confirmed.

SMV congratulated EMW and EJ for maintaining the buddy scheme which has been positively received and is a great innovation for enhancement. SMV noted the plan to move the buddy scheme to the SIG portfolio of activities.

- ***RAISE Reading Group***

Jill LeBihan and Rachel Forsyth

	<p>JLB provided an overview of the Reading Group which was conceived by KS and established in March 2020. JLB encouraged RAISE members to join and new attendees always warmly welcomed.</p> <ul style="list-style-type: none"> - The Reading Group meets online every first Tuesday of the month 4-5pm. - There are 9-10 sessions a year - Usually 6-34 registrants and 6-12 attendees each month - Mixture of regulars and new members every month - Inclusive, warm, friendly ethos - 150 subscribers to the Advance HE list (but you don't have to be a list subscriber to join the Reading Group sessions) - If members join Advance HE they will get access to articles from previous sessions as well as ad hoc blog - There is a mixture of papers covering a wide range of topics, including cheating, feedback, technology, engagement. The authors are also invited to come along and have joined in the past - JLB and RF take requests for articles <p>SMV thanked JLB and RF for running the Reading Group, which has gone from strength to strength over the past couple of years, and is another excellent example of RAISE's portfolio of activities.</p>	
7.	<p>Finances and budget of RAISE</p> <p>TS presented an overview of the finances from 2021-22, which was based on a reduced budget as there was minimal income in 2020 and 2021 due to the COVID pandemic. The main expenditures included the journal fee, administrative support and liability insurance.</p> <p>The RAISE financial now runs in line with HE institutions from August-July.</p> <p>TS talked through the proposed budget for 2022-23 which included a budget for the bidding fund, where RAISE members can access funds to run a project, which has been on hold for the past two years.</p> <p>The University of Newcastle account will be closed at the end of July 2023 as the funds have been successfully run down.</p> <p>One member questioned what plans were in place for publicising the work of RAISE. There is the intention to spend some money on updating the branding of RAISE and publicising more widely at events over 2022-23.</p> <p>SMV thanked TS for her financial husbandry over the past 3 years, and keeping the finances in good shape, especially throughout the</p>	Tania Struetzel (Treasurer)

	<p>uncertainty caused by the pandemic. TS will leave RAISE in a sustainable and comfortable position.</p> <p>There were no further comments or questions and the budget was unanimously approved as described.</p>	
8.	<p>RAISE Conference 2023 at University of Leeds</p> <p>TL confirmed the next RAISE conference would take place at Leeds University on 6-7th September 2023 at the Research Centre of Belonging – a likely theme for the conference. The new conference coordinator was unable to attend Lincoln conference but colleagues are here</p> <p>TL outlined the bidding process to host the conference and thanked those who had submitted a bid this year. The bidding process involves using a set of rigorous criteria when the committee considers applications.</p> <p>The call for Expressions of Interest to host RAISE 2024 will be announced in January 2023</p>	<p>Tom Lowe (Vice Chair)</p>
9.	<p>Thanks to committee members standing down</p> <p>TL thanked all the committee members standing down for their expertise and for volunteering their time. Special thanks was given to CC who has organised an awesome conference at Lincoln.</p> <p>There were no comments or questions.</p>	<p>Steve McVeigh (Chair) and Tom Lowe (Vice-Chair)</p>
10.	<p>Any other business -</p>	<p>Steve McVeigh (Chair)</p>
11.	<p>Date of next annual general meeting 7th September 2023</p> <p>The conference likely to be 6th and 7th September (TBC at the next committee meeting)</p>	