

## **Minutes of 2016 2<sup>nd</sup> UMAP Board Meeting**

**Date:** Thursday, 22<sup>nd</sup> September 2016, 9:00 a.m. – 5:00 p.m.

**Venue:** Toyo University Hakusan Campus, Japan

**Countries/Territories Represented:** Japan, Malaysia, Mexico, Philippines, South Korea, Taiwan, and Thailand

**Those Present:**

1. Chair—Prof. Datuk Dr. Noor Azlan Ghazali, Vice Chancellor, UKM, Malaysia
2. Mr. Yuichi Inoue, Director, Student Support and Exchange Division, Higher Education Bureau, Ministry of Education, Culture, Sports, Science, and Technology (MEXT), Japan
3. Prof. Akira Ninomiya, President, Hijiyama University
4. Mr. Jiro Mori, Deputy Director, Student Support and Exchange Division, Higher Education Bureau, Ministry of Education, Culture, Sports, Science, and Technology (MEXT), Japan
5. Dr. Ichiro Tanioka, President, Osaka University of Commerce, Japan
6. Dato' Dr. Imran Ho Abdullah, Deputy Vice Chancellor, UKM, Malaysia
7. Ms. Angela Pok, Vice President, Student Experience, Taylor's University, Malaysia
8. Prof. Daniel Enrique Zavala Barrios, Director for Internationalization and Academic Cooperation, Universidad Juarez del Estado d Durango, Mexico
9. Mr. Stephane Thys, Head of International Affairs, Universidad Internacional, Mexico
10. Dr. Alex B. Brillantes, Commissioner, Jr., Commission on Higher Education, Philippines
11. Ms. Joy Christine Bacwaden, Chief Education Program Specialist, Commission on Higher Education, Philippines
12. Dr. Ki-jeong Lee, Vice President for International Affairs, Hanyang University, South Korea; Vice President, APAIE
13. Ms. Soyeun Kim, Hanyang University, South Korea
14. Prof. Ah-Yee Lee, UMAP Taiwan NS Executive Director, Fu Jen Catholic University, Taiwan
15. Prof. Angela Yung-Chi Hou, Dean, Office of International Education, Fu Jen Catholic University, Taiwan
16. Mr. Akanit Kingsak, Educational Officer, Office of the Higher Education Commission, Thailand

17. Ms. Maria Isabel Flores Ruiz, Director, International Relations, Yachay Tech University, Ecuador (observer)

**International Secretariat**

1. Secretary General—Dr. Makio Takemura, President, Toyo University, Japan
2. Deputy Secretary General—Prof. Shingo Ashizawa, Toyo University, Japan
3. Executive Director—Mr. Isamu Maruyama, Director for Education and Exchange, International Affairs Office, Toyo University, Japan

◆ Opening Remarks (p.5)

1. Opening Remarks by Chair  
Datuk Dr. Noor Azlan Ghazali, Rector, Universiti Kebangsaan Malaysia
2. Remarks by Secretary General of UMAP International Secretariat (UMAP IS)  
Dr. Makio Takemura, President, Toyo University

◆ Adoption of the Agenda and the minutes of the Committee Meetings and Board Meeting 1/2016 (p. 6)

Minutes of the 2016 1<sup>st</sup> Committee Meetings and Board Meeting were approved.

**1. Models and Roles of Member Secretariat**

**Item 1: Membership Update (p.15)**

IS reported membership updates of UMAP’s student exchange programs. The following 7 universities signed the Pledge of Agreement in 2016. The first 5 universities (Nos. 1–5) signed before the 2016 1<sup>st</sup> Board Meeting and the other 2 universities (Nos. 6–7) signed after the 2016 1<sup>st</sup> Board Meeting.

No	Name of the university	Country
1	Aichi Prefectural University	Japan
2	Korea University of Technology and Education	Korea
3	Universidad Autónoma de Sinaloa	Mexico
4	Universidad Internacional	Mexico
5	Far Eastern University	Philippines
6	Tarlac College of Agriculture	Philippines
7	FPT University	Vietnam

**Item 2: New Discussions and Recommendations (p. 15)**

The participants discussed how UMAP can involve more member

countries/universities in Asia and the Pacific region, as well as how UMAP can get more member universities actively involved. Although the former UMAP IS (Taiwan NS) reported that about 540 universities in 18 countries are members of UMAP programs in 2016, all 35 eligible countries/territories should be targeted as set forth in the UMAP constitution.

The following comments and suggestions were made during the meeting:

- Information sharing is necessary about countries/territories and universities that used to be active but are no longer active members of UMAP.
- Providing a clear explanation of the benefits of joining UMAP and offering detailed information on UMAP programs would motivate non-member universities and countries/territories to join UMAP.
- Collaboration with international forums such as the Asia-Pacific Economic Cooperation (APEC), Asia-Pacific Association for International Education (APAIE) and the United States-Japan Conference on Cultural and Educational Interchange (CULCON) is necessary.
- Taskforce for promoting UMAP activities should be organized.

All the UMAP members were encouraged to use their networks to share and promote UMAP programs and activities.

## **2. USCO and UCTS**

### **Item 1: 2016 SSTP (Super Short-Term Program) Scholarships (p.17)**

IS reported that 29 programs were offered by UMAP member universities from 7 countries/territories, and 44 students have participated in the programs as of 22 September, and one student will be participating in the program in November 2016 in Thailand.

Also, IS reported that the Chair and UMAP IS had agreed to provide scholarships to all the participants since the total number of applicants were less than the estimated number of 126 scholarships approved during the last board meeting.

The following suggestions were made during the meeting:

- Member universities should share information on their SSTP programs more effectively to have more students participate in them and fill all slots available.
- Member universities should advertise UMAP scholarships for SSTP.
- The application process for the SSTP scholarships should be made simpler.
- Earlier promotion of the programs would be necessary since university students

have various other opportunities and plans for the summer.

- It would be necessary to seek funding for UMAP from public and private sectors since the Trust Fund which is used for SSTP scholarships will be depleted next year.

### **Item 2: UMAP Discovery Camp 2016 (UDC 2016)**

Dr. Alex A Brillantes, Commissioner of Higher Education, Philippines, one of co-organizers of the UDC, reported that 21 students from within the Philippines and 21 students from five other UMAP member countries/territories (Hong Kong, Japan, Malaysia, Taiwan, and Thailand) participated in UDC 2016, and it was a successful opportunity for learning and exchange of Asian history, arts, culture, and cuisine as well as for building friendship that lasts for life.

A video of UDC 2016 was shown.

Organizers of UDC 2016 (Commission of Higher Education of the Philippines, De La Salle University, Lyceum of the Philippines University and Ateneo de Manila University) were each awarded a certificate of appreciation by UMAP.

After the report by the Philippines, the Chair expressed appreciation to the Philippine board members for hosting the first UMAP summer program (UMAP Discovery Camp) and suggested that this program be continued for the coming years.

The following suggestions were shared during the meeting:

- Taiwan suggested that the UMAP summer program could be jointly organized by several countries/territories in the near future.
- The Chair suggested that one country/territory be kept as the organizer of the UMAP summer program for the next few years.
- Japan volunteered to host the UMAP summer program in 2017, and Thailand to host the program in 2018.
- It was agreed that some kind of financial support for the UMAP summer program is necessary to continue the program.
- It was agreed to have more discussion at the next Board Meeting on how the program should be organized in 2019 and onwards.
- It was also agreed to discuss at the next Board Meeting the possibility of offering the program every other year.

### **Item 3: 2016-2 UMAP Programs A&B Update (2017 Spring Semester) (p. 20)**

UMAP IS reported that 11 students had applied for 2016-2 UMAP Programs A&B by 22 September 2016. 56 universities participated in 2016-2 Programs A&B.

**Item 4: 2016 UMAP Taiwan Student Exchange Scholarships (p. 23)**

Taiwan NS reported that 5 students out of 12 received scholarships from the Ministry of Education (MOE), Taiwan, for 2016-1 Programs A&B. The application procedure and other details will be available on UMAP website.

**Item 5: Re-establishment of USCO System (p. 27)**

UMAP IS suggested the necessity of establishing a new online system that enables students to directly apply for the UMAP programs and host universities to select candidates, so that more students can actively join the program.

**Item 6: New UCTS User's Guidebook (p. 27)**

UMAP IS reported that the UCTS working group met on 28 and 29 July at Toyo University to finalize the draft of the UCTS User's Guide. Dr. Hotta briefly explained the guidebook, and highlighted that UCTS is a beneficial way to certify students' workload based on their working hours including outside of the classrooms. The new UCTS User's Guidebook was uploaded on the UMAP website on 23 September.

**Item 7: New Discussions and Recommendations (p. 27)**

The following comment was made during the meeting:

- Closer collaboration could be enhanced, especially with the Greater Mekong Sub-region (GMS) and the ASEAN International Mobility for Students Program (AIMS Program).

**3. Promotion and Marketing**

Before moving to the next agenda, the Chair introduced Ms. Isabel Flores Ruiz (International Relations Director of Yachay Tech, Ecuador) since it was the first time for UMAP to have a representative from Ecuador at the Board Meeting. Ms. Flores Ruiz gave a presentation about Ecuador's higher education, science, technology and innovation, and its system.

**Item 1: Implementation Report of Promotional Activities 2016 (p. 29)**

UMAP IS reported on the promotional activities in 2016, and also introduced the new UMAP website.

The following comments and suggestions were made during the meeting:

- Clear definitions of UMAP members, participants, and alumni are necessary.
- A separate page should be made for “faculty members” on the website.
- A function for searching majors/degrees should be added to the USCO system.
- Reports by SSTEP scholarship recipients and the reports on exchange programs should be uploaded to assure the quality of UMAP’s activities and outcomes.
- Statistics regarding UMAP should be uploaded so that prospective members may know about UMAP.
- There should be a page for soliciting financial support for UMAP programs.

#### **Item 2: New Discussions and Recommendations (p. 30)**

There were the following suggestions and comments regarding promotional strategy:

- The Chair suggested that numerical goals be set for new members and students who participated in programs, and the outcomes assessed every year.
- UMAP IS should send their staff members to certain conferences or institutions in order to promote UMAP more effectively.
- Short introduction slides or videos would be effective to promote UMAP.
- Using international media to promote UMAP programs and activities to the public would be one of the way to make UMAP known.
- UMAP members should keep in mind to use their own connections and opportunities to promote UMAP and get sponsors for UMAP activities.
- Support from industries could be a way to promote UMAP activities.
- Internship opportunities would be necessary to have more students participate in the mobility programs.
- It is necessary to reach toward university presidents and organizers of various conferences and/or seminars to promote UMAP programs.

#### **4. Strategic Planning**

##### **Item 1: Evaluation of Research Net 2014 (p. 32)**

Prof. Angela Yung-Chi Hou reported on the evaluation of Research Net 2014–2015 based on the evaluation report that was submitted to UMAP Board members from Taiwan’s evaluation panel.

After the report, the following suggestions were shared during the meeting:

- Clear objectives and purposes need to be reaffirmed in order to enhance the

understanding of student mobility by promoting the study of impact, challenges, and issues regarding international student mobility.

- A more periodical monitoring process needs to be implemented for each selected research.

As a result of the discussions, it was agreed that UMAP IS will prepare a letter of appreciation to the researchers and ask them to submit a final summary, noting that the final report may not be publicized by UMAP to avoid misinterpretation of the research outcomes.

#### **Item 2: Selection of Research Net 2016 (p. 43)**

UMAP IS reported that 11 applications were submitted, and No. 2 “The second language identities and academic/social (non) integration of Chinese international exchange students in Australia” and No. 10 “Development of students’ 21<sup>st</sup> century skills through student mobility in international multidisciplinary project based learning” had been selected by the evaluation panel for funding.

#### **Item 3: Presentations by selected research teams of Research Net 2016 (p. 44)**

- Presentation was given by Prof. Jackson from the Chinese University of Hong Kong.
- Presentation was given by Dr. Jutarosaga from the King Mongkut’s University of Technology Thonburi, Thailand.
- Both of the research projects were approved by the board.
- It was agreed that the selected two research projects will be monitored and evaluated by the three evaluation panels.
- It was agreed that the IS should inform all the applicants of their results.

#### **Item 4: Future Prospects (p.67)**

It was agreed URN should be awarded to projects that would contribute to accomplishing/realizing the objectives of UMAP

### **5. Finance and Audit**

#### **Item 1: UMAP General and Trust Funds Update (p. 69)**

UMAP IS reported on the mid-term financial statement (January 1- September 15, 2016) for the general fund and trust fund.

**Mid-Term Financial Statement**  
(January 1 - September 15, 2016)

<General Fund>

Revenue

Item	Budgeted	Actual (Jan 1 - Sep 15,	Estimate (Sep 16 - Dec 31, 2016)	Year-end Estimate (Jan 1 - Dec 31, 2016)
Carried over from 2015	\$131,252.89	\$131,252.89	-	\$131,252.89
Membership fees	\$17,000.00	\$15,967.00 *	\$3,000.00	\$18,967.00
Other Income	\$0.00	\$99.60	\$0.00	\$99.60
<b>Total</b>	<b>\$148,252.89</b>	<b>\$147,319.49</b>	<b>\$3,000.00</b>	<b>\$150,319.49</b>

\*Membership Fees were received from Bangladesh, Japan, Hong Kong, Kazakhstan, Korea, Mexico, Taiwan, Thailand, and Vietnam.

Expenditure

Item	Budgeted	Actual (Jan 1 - Sep 15,	Estimate (Sep 16 - Dec 31, 2016)	Year-end Estimate (Jan 1 - Dec 31, 2016)	
UMAP Research Net	2015 final payment	\$1,217.93	\$1,217.93	\$0.00	\$1,217.93
	2016 first payment	\$12,800.00	\$0.00	\$4,000.00	\$4,000.00
	APAIE participation	\$1,300.00	\$0.00	\$1,300.00	\$1,300.00
Promotion	Website renewal	\$26,000.00	\$0.00	\$26,000.00	\$26,000.00
25 <sup>th</sup> Anniversary Events	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	
Transaction Fee (fund transfer)	\$32.50	\$321.74	\$150.00	\$471.74	
<b>Total Expenditure (A)</b>	<b>\$51,350.43</b>	<b>\$1,539.67</b>	<b>\$41,450.00</b>	<b>\$42,989.67</b>	
Carryover to 2017 (B)	\$96,902.46	-	\$107,329.82	\$107,329.82	
<b>Total (A)+(B)</b>	<b>\$148,252.89</b>	<b>\$1,539.67</b>	<b>\$148,779.82</b>	<b>\$150,319.49</b>	

<Trust Fund>

Revenue

Item	Budgeted	Actual (Jan 1 - Sep 5, 2016)	Estimate (Sep 16 - Dec 31, 2016)	Year-end Estimate (Jan 1 - Dec 31, 2016)
Carried over from 2015	\$103,649.64	\$103,649.64	-	\$103,649.64
Bank Interest	\$0.00	\$70.72	\$0.00	\$70.72
<b>Total</b>	<b>\$103,649.64</b>	<b>\$103,720.36</b>	<b>\$0.00</b>	<b>\$103,720.36</b>

Expenditure

Item	Budgeted	Actual (Jan 1 - Sep 5, 2016)	Estimate (Sep 16 - Dec 31, 2016)	Year-end Estimate (Jan 1 - Dec 31, 2016)	
Super Short-Term Programs	Scholarships 2015	\$817.93	\$817.93	\$0.00	\$817.93
	Scholarships 2016	\$100,800.00	\$27,217.93	\$9,600.00	\$36,817.93
	Transaction fees	\$350.00	\$592.42	\$35.00	\$627.42
Transaction Fee (fund transfer)	\$32.50	\$32.50	\$0.00	\$32.50	
<b>Total Expenditure (C)</b>	<b>\$102,000.43</b>	<b>\$28,660.78</b>	<b>\$9,635.00</b>	<b>\$38,295.78</b>	
Ending balance / Carryover to 2017 (D)	\$1,649.21	-	\$65,424.58	\$65,424.58	
<b>Total (C)+(D)</b>	<b>\$103,649.64</b>	<b>\$28,660.78</b>	<b>\$75,059.58</b>	<b>\$103,720.36</b>	

The following suggestion and comments were shared during the meeting:

- UMAP should reach out to corporate partners that can fund its activities.
- Budget for the website and USCO system is too high.
- UMAP has to become financially sustainable.

Item 2: Budget for 2017 (p. 71)



UMAP IS proposed the budget for 2017.

**Proposed Budget for 2017  
(January 1 - December 31, 2017)**

<General Fund>

Revenue

Item	Amount
Carried over from 2016	\$107,329.82
Membership fees	\$19,000.00
Other Income	\$0.00
<b>Total</b>	<b>\$126,329.82</b>

Expenditure

Item	Amount	
UMAP Research Net	2016 2nd and 3rd payments @\$5,000 x (0.4+0.2) x 2 Travel expenses for 2 presenters at APAIE @\$4,000 x 2	\$6,000.00 \$8,000.00
Promotion	Website maintenance	\$6,000.00
Re-establishment of USCO System		\$50,000.00
Other expenses		\$500.00
Canyover to 2018		\$55,829.82
<b>Total</b>		<b>\$126,329.82</b>

<Trust Fund>

Revenue

Item	Amount
Carried over from 2016	\$65,424.58
<b>Total</b>	<b>\$65,424.58</b>

Expenditure

Item	Amount	
Super Short-Term Programs	Scholarships \$800 x 80 Transaction fees	\$64,000.00 \$1,000.00
Transfer to General Fund		\$424.58
<b>Total</b>		<b>\$65,424.58</b>

Budget for USCO system should be decided at the next Board Meeting

**Item 3: Future Prospects on UMAP Finance (p. 73)**

The trust fund (for SSTP scholarships) that was originally provided by Japan is likely to be depleted next year.

#### **Item 4: New Discussions and Recommendations (p.73)**

- It was suggested that the amount of expenses necessary in the General Fund be covered by Membership Fees.

- It was agreed that revenue of General Fund needs to be diversified for the sustainable development of UMAP programs.

- Japan reported that it is preparing a new scholarship from Japanese Fiscal Year 2017 for students from/to Japan under the UMAP program.

- There were several opinions that the USCO system is too expensive to invest in when considering the number of the students participating in UMAP.

- It was proposed that UMAP IS provide more information on the USCO system (details of how it will look like, how much it will cost) at the next Board Meeting so that the board members can decide whether to set aside a budget for the USCO system.

- It was suggested that UMAP promote the UMAP scholarships since many member countries could still give scholarships for their students.

- It was suggested that UMAP contact its alumni (those who have participated in the UMAP programs) to encourage some contributions.

- It was suggested that seeking financial support for the UMAP summer program would be necessary.

#### **6. Matters for Consideration/Approval**

##### **Item 1: Election of UMAP Chair Host Country (2017-2019)**

- Malaysia was approved to serve as the UMAP Chair country for the second term (from January 2017 through December 2018).

##### **Item 2: Setting the Dates and Place for the Next Board Meeting**

- It was agreed that since Malaysia will continue to serve as the UMAP Chair country, the next Board Meeting will be held in Malaysia.

- Dates for the next Board Meeting should be sometime between late April and early May 2017.

##### **Item 3: Any Other Business for Consideration/Approval**

There were no other items on the agenda.

◆ Closing Remarks (Chair and Secretary General)

Datuk Dr. Noor Azlan Ghazali, Vice Chancellor, Universiti Kebangsaan Malaysia.

Dr. Makio Takemura, President, Toyo University

◆ Awarding Ceremony of UMAP Ambassadorship to Dr. Min-Ling Yang

- Dr. Min-Ling Yang UMAP was awarded UMAP Ambassadorship by UMAP.

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