

Global U8 Consortium, 2nd Building Administrative Capacity Committee Meeting

**University of Washington
April 19-21, 2006**

PROVISIONAL AGENDA

The purpose of this meeting of the GU8 Building Administrative Capacity (BAC) is to share visions and strategies in formulating long-term development plans and discussions on how to assist administrative organization to improve efficiency and exchange library information.

April 19 (Wednesday) GU8 Participants arrive and check in Watertown Hotel

7:00 pm – 8:30 pm **Welcoming Banquet** (The Washington Club's Music Room on Campus)

April 20 (Thursday) (Parrington Hall Commons on Campus walking distance from Hotel)

8:00 am – 8:30 am **Coffee/Pastries and Registration of Participants**

8:30 am – 8:45 am **Welcomes**

Vice Provost Susan Jeffords, Global Programs Office, University of Washington
BAC Committee Chair Mao Tongwen, Director, International Cooperation & Exchange,
Xiamen University

8:45 am – 9:00 am **GU8 Background and Activities (Professor Young Tae Chang)**

9:00 am – 9:45 am **Introductions**

Introduction of Delegates and Guests
Review and Adoption of Provisional Agenda
Introductions by each University based on the Fact Sheets
(Each University presentation maximum 5 minutes)

9:45 am – 9:50 am **Memorial Photos**

9:50 am – 10:00 am **Coffee/Tea Break**

10:00 am – 12:30 pm **Next Generation Human Resource Development for University
Administration** (see attached sheet on HRD)

Status Quo Report on HRD by GU8 Secretariat
The CSP program introduction and discussion
Benchmarking from CEO course of GE's next generation

12:30 pm - 1:30 pm **Lunch** (on site)

1:30 pm - 2:30 pm **Next Generation Human Resource Development for University
Administration (cont.)**

2:30 pm – 3:30 pm **Workshop on Library Matters – Information Exchange Workshop**

Each member's Presentation on operations and library management

- Best program and facilities of each University Library: Each University is invited to make a presentation
- Status of document delivery service among U8 institutions

3:30 pm – 3:45 pm **Coffee/Tea Break**

3:45 pm – 4:45 pm **Library Matters Discussion Points**

- Efficient exchange of electronic and multimedia materials: Each university is encouraged to install Ariel software in its library system.
- Exchanging of publications for the last 7 years in the four designated areas of the U8 global logistics, business administration, marine affairs, and advanced technology to the others
- Planning for exchange of librarians among U8 member institutions including tours to other libraries.
- Annual workshop on GU8 Library Management?
- Development of training program for Librarian at UW?

4:45 pm - 5:40 pm **Tour of University of Washington Library**

6:30 pm – 8:00 pm **Dinner** (Portage Bay Café near the Hotel)

April 21 (Friday)

9:00 am – 9:30 am **Coffee/Pastries**

9:30 am – 10:30 am **Workshop on Development of Fund Raising**

Panel Discussion

- Presentations on fund raising: know-how and advanced techniques and sharing each experience
- Current method of general-fund raising and fund sources
- Current method of raising research-grant and grant sources
- Proposal to raise general-fund and research-grant for GU8

10:30 am – 10:50 am **Coffee/Tea Break**

10:50 – 12:30 **Workshop on Development of Fund Raising (cont.)**

Discussion points

- 1) How may the BAC identify ways of raising funds to promote its activities for Global U8 Consortium?
- 2) How may the U8 member institutions share methods and techniques to raise funds for each university?
- 3) How may the BAC help identify grants or contract money for joint active research?

12:30 pm - 1:30 pm **Lunch** (on site)

1:30 pm – 2:10 pm **Summary of 2nd BAC Meeting and Workshops**

- 2nd BAC Meeting Summary
- Library Workshop Summary
- Fund Raising Workshop Summary

2:10 pm – 2:40 pm **Evaluation of FS and Further Development**

2:40 pm – 3:10 pm **Future Activities and Other Business**

- Future Activities
 - to host 3rd BAC meeting and workshops
- Language Training Centre Business

Discussion points

- 1) *Discussion on issues of certification and/or accreditation*
- 2) *Tuition fee*
- 3) *UW's possible proposal for setting up a branch of LTC at Inha?*

- Other Business : Design of GU8 Logo and etc

3:10 pm – 3:25 pm **Coffee/Tea Break**

3:25 pm – 5:00 pm **UW Campus Tour**

5:00 pm - 5:30 pm **Finalize 2nd BAC Meeting Notes & Recommendations to the COP**

6:30 pm – 8:00 pm **Dinner** (At the College of Ocean and Fisheries Sciences Building)

BAC STATUS: BACKGROUND AND ACTIVITIES DISCUSSION

Performance Evaluation of BAC

Discussion Points

- 1) Designing Key Success Factor (KSF) for performance evaluation of BAC
 - Roles of Chair and members of BAC Committee
 - Communication procedure and responses among members and GU8 Consortium Secretariat
- 2) How to evaluate KSF?
- 3) How to cooperate among other members of GU8 committees within the same university?
- 4) What's the current position of each BAC Committee member within his or her University?
- 5) How does each University advertise activities of GU8 to students, teaching and administrative staff at the University?
 - by updating the website of each University
 - by linking GU8 website
 - by the University of Prospectus
 - by a leaflet

Fact Sheet (FS)

Discussion Points

- 1) Evaluation of FS
- 2) How to utilize it and what for?
- 3) Further development of FS

Researcher Directory

Discussion Points

- 1) Personal information of researchers and teaching staff
- 2) Their major research area and publication list
- 3) Research grant and contract research fund
- 4) How to establish database

Systems and processes

- 1) Evaluating the support infrastructure in delivering teaching and learning, including e-learning and e-administration
- 2) Presentation of successful cases of e-learning and e-administration (to be invited)
 - UW?, Inha?, RMIT?, Other universities?
- 4) Future strategy to cooperate among GU8 members

Discussion Points

- 2) How to establish e-learning system for joint courses agreed among GU members
- 3) How to run e-administration for application of student exchange and other academic and administrative affairs among GU8 members?
- 4) Case of Inha for administrating admission of new entrants
- 5) How to develop/improve e-administration system
- 6) How to introduce peer reviewed evaluation into e-learning system?

**NEXT GENERATION HUMAN RESOURCE DEVELOPMENT (HRD)
FOR UNIVERSITY ADMINISTRATION**

Status Quo Report on HRD by GU8 Secretariat

Visit of YT Chang and Paul Lee to URI and summary of discussions
Development of short-, mid-, and long-term training program

The CSP program

The Chair of the College Student Personnel (CSP) at the University of Rhode Island (URI) will introduce the CSP program and provide guidelines for developing a program to meet the needs of the GU8 Consortium.

Discussion points

- 1) Program contents to be further considered
- 2) Who will attend the programs?
- 3) Tuition fee

Benchmarking from CEO course of GE's next generation

Discussion points

- 1) Duration: 20 days course
- 2) Attendee: Dean, Team Leader level
- 3) Program Contents:
 - brain storming,
 - free discussion and debate before and after action learning by visiting advanced universities (USA, Europe) by team
 - Preparing a final report
 - Report it to Chair of BAC Committee
- 4) Estimated cost: US\$10,000 covering airfares for action learning, room and meal
- 5) Setting up Administrative Manpower Training and Development Center for World Universities