



International Council of Association for Science Education

**Minutes of the
ICASE Executive Meeting**

Penang, Malaysia

20/21 February 2009



Agenda for the Meeting (sequenced)

- I. Welcome/introductions/quorum
- II. Background and Executive Committee situation
 1. Financial considerations
 2. Journal considerations
 3. Regional representative considerations
 4. Pre-secondary considerations
 5. Safety dissemination considerations
 6. World Conference consideration; role of ICASE Executive
 7. Evaluation of ICASE
 8. ICASE membership – who; who are eligible for full membership; what we offer
 9. Institutional members – what we offer; company/foundation members
 10. Handling of Websites - content of websites; links
 11. Regional symposia 2009/2010; African 2009 regional symposium (if not covered in item 3)
 12. ICASE activities beyond symposia; TOT manual (if not covered in 7)
 13. Role of ICASE - What to do with Way Forward (1st World Conf, 2003); What to do with SE policy for Perth (2nd World Conf, 2007)
 14. Additional Standing Committees
 15. Constitution change – do we pre-empt the evaluation outcomes?
 16. Foundations links/partner links
 17. Next meeting of Executive committee (Tartu, 2010 27th June?)

Minutes of the ICASE Executive meeting held in RECSAM, Penang, Malaysia on the 20th and 21st February, 2009.

Present: were : Robin Groves (Standing Committee chair for World Conferences), Beverley Cooper (Australia-Pacific regional Representative), Janchai Yingprayoon (Immediate past President) , Ben Akpan (African regional representative), Azian Abdullah (Asian regional representative, Jack Holbrook (President), Miia Rannikmae (Secretary)

Apologies for absence: Norman Lederman (North American regional representative), Declan Kennedy (European regional representative), Gabriela Inigo (Latin American regional representative), Adrian Fenton (Treasurer), Ken Roy (Standing Committee chair for safety in science education).

As present were 7 Executive Committee members from a total of 12 (this represented 50% of the total committee plus one and meeting ICASE constitution requirements – see ICASE constitution 5.4.2), **the President deemed the meeting had a quorum** and that unanimous decisions were binding on the ICASE Executive Committee as a whole (see 5.3.3).



Summary of the 15 Motions unanimously agreed and carried in the Meeting		Action by
1.	<i>Costs for Ben to come to the Malaysian seminar and Executive meeting were to be taken from the ICASE US account (2700USD.)</i>	Jack Adrian
2.	<i>An annual report will be initiated from 2008 to be sent to all members and other interested bodies.</i>	Jack
3.	<i>A standing committee on publications is constituted, with immediate effect: its initial remit is to put forward the general direction of ICASE publications and for this first stage, to report their plans to the Exec Committee for approval</i>	Exec
4.	<i>Strong recommendation is made to the publications standing committee that publications which would be viewed favourable would be:</i> a) <i>an online SEI, after Executive committee acceptance on costed proposals, with an editor and with the publications committee as the editorial board;</i> b) <i>teaching notes headed by a deputy editor established on the ICSe website;</i> c) <i>newsletter(s) to be issued online and/or using e-mail by, or under the guidance of, the ICASE Management Committee;</i> d) <i>revival, with upgrading, of ICASE past publications (with each edition to be edited by a person recognised by the publications committee and published on a full sponsorship basis).</i>	Exec
5.	<i>A mandate was given to the Management Committee to:</i> a) <i>reconstruct the ICASE website with a view to support online publications;</i> b) <i>explore, negotiate and sign a publication agreement with a suitable University or corporate body for publication of SEI on such terms as to promote income to ICASE, or to reduce publication costs to a minimum.</i>	Jack
6.	<i>ICASE is required to discontinue production of SEI in hard copy format following the production and distribution of the December 2008 journal.</i>	Jack
7.	<i>The 2008 SEI journal editor is invited to submit a fully costed proposal to continue production of SEI as an online journal.</i>	Jack
8.	<i>The next ICASE world conference is to be held in 2013.</i>	Robin
9.	<i>The next ICASE world conference, to be held in 2013, is to be held in conjunction with the ICASE General Assembly and preferably this is not held in Europe, Australia or Asia.</i>	Miia
10.	<i>An evaluation of ICASE is to be conducted. The evaluation procedure is to be headed by a sub-committee headed by the 3 Presidents – Robin, Jack and Janchai</i>	Jack
11.	<i>The evaluation by member organisations and others linked to ICASE (past Presidents, founder ICASE members, ICASE award holders) is by means of a questionnaire and be accompanied by information on what ICASE has undertaken earlier.</i>	Miia
12.	<i>The evaluation is to be conducted in 3 stages – (a) a sending out stage; (b) receive responses stage, and (c) development of a report to be sent to all Executive Committee members stage. The outcomes from the evaluation would be used to create ICASE strategic plans for the period 2010-2016, to be discussed at the next General Assembly in 2010.</i>	Miia
13.	<i>Up to 2000 US\$ is authorised for redesigning and maintaining its website, up to the end of June 2010.</i>	Adrian
14.	<i>Janchai was nominated as ICASE webmaster and takes responsibility to find the person to handle the ICASE website. He is charged with creating a platform on how to deal with sending information for insertion on the website.</i>	Janchai
15.	<i>The chair for the pre-secondary and information science education committee is nominated to be Ian Milne from New Zealand.</i>	Miia



The Minutes in Detail

I. President's welcome

The President welcomed all to the meeting and thanked them for their efforts in being present and in participating in the ICASE-RECSAM seminar which preceded the meeting.

To facilitate the course of the meeting the President suggested the use of a supplied CD (created by the President) as reference material for the deliberations.

The President then called for changes, or amendments to the agenda based on the circulated draft. Proposed changes were suggested as:

- Item 12 to include the ICASE newsletter
- Discussion of the RECSAM meeting – to be included under item 12.

With these amendments the agenda was unanimously approved.

II. Background and Executive Committee situation

The President gave a little of the back to the ICASE Executive Meeting for the sake of those attending a meeting for the first time.

Pointed out was:

(a) the Executive Committee consists of:

- Management committee – President, President elect/ Immediate past president, Secretary and Treasurer
- Six regional representatives
- Standing committee chairs: Robin (World conference) Ken Roy (safety) [Lynda Paznokas (pre secondary) decided to resign as she could not fulfill her role, being linked with projects]

A Journal standing committee no longer exists: Earlier the editor was the chair, but after serving 2 periods it was necessary for the editor to stand down unless there was a change of editor (considerations on the journal and the committee will be discussed later).

(b) Voting system: For a vote to be undertaken, there needs to be a proposal, put forward by a proposer and a seconder. For the voting - if unanimous agreement, the motion is carried. If no agreement, the matter is postponed in an attempt to seek consensus, but if this is not possible, the arguments are recorded and the matter is sent out for an electronic vote and all 12 members are asked to vote. The motion is then carried if there is a majority in favour.

It was unanimously agreed that the minutes would not record the discussion by reference to names. Names are deemed to be needed only for the proposer and seconder of motions.

1. Finances (see CD reference)

The treasurer is thanked for the financial statement for 2008. However this does not give the real or full picture. It is important that notes are added related to explanations of expenditures. This is especially needed to understand.

PARSEL - two installments paid by the European Commission, one in 2008, expenditure has yet to be fully specified and most claims made. All claims not yet met will occur in 2009.

SEI - 2 issues (paid by ICASE – May/December), *SEI* - 2 issues self-funded (June and September).



A mechanism was needed to show the number of ICASE members in the various categories; plus a method to determine how best to explain the situation (especially when unpaid membership no longer remain in the database – noting that small organisations often become dormant and are revived after a while). This is a matter for the secretary and treasurer to resolve. The key to determining membership is to maintain regular contact with organisations.

Two further points on finances were discussed.

- (a) Some ICASE income and expenditure are not going through the bank accounts (e.g. memberships paid in cash, travel and other costs paid by Executive Committee members themselves even though on ICASE business). It is recommended to include a column in the financial statement indicating cash in hand, and also cash expenditure. For this it was agreed that the treasurer was required to keep much closer contact with Executive Committee members and to be aware of their activities and their role in collecting membership subscriptions using 'local' currency.
- (b) A number of ICASE activities are not shown in the financial statements. This means the financial statement gives an inaccurate impression of the work of ICASE and its Executive Committee members. This is not easy to solve as the activity is separate and often involved with other partners. The World Conference in Perth Australia is a case in point. If the ICASE financial statement were to show all incomes and expenditures associated with the conference, the turnover would be huge.

Notes: Within the notes accompanying the financial statement there should be greater acknowledgement of the organisations which have supported ICASE and ICASE activities financially (e.g. travel, local costs, providing facilities).

Annual report

Under the constitution there is nothing related to a requirement for an annual report, However there appears to be a need to do this and pass on the information to members, although the President is not aware of any member organisations requesting this.

A proposal put forward to begin an annual report from 2008 to be sent to members and other interested bodies (inc UNESCO). Proposer Ben and seconder Robin.

The need for an annual report was unanimous supported.

A suggestion was made that this should be created by the 31st March

It was agreed that the annual report should contain the following intems:

- Overall picture as seen by the Management Committee in areas such as membership, general activities such as the website, financial situation
- Activities undertaken by, or organised by, all Executive Committee members and especially the regional representatives and chairs of standing committees.
- A World Science Conference report as introduced by Robin in 2008 needs to be included.

The President will take the lead in dividing up the report into appropriate subheadings and structure the whole report

Annual subscription rates for Members

Reference on CD to membership folder (includes membership invoices)

It was noted that the fees for members for 2010 needs to be set by the Executive Committee in 2009. It was unanimous agreed that the fee would stay the same.



It was also noted that the Executive Committee can change fees up to a maximum of 10%. For greater changes, these need to be put to the General Assembly. As an outcome of the discussions, no plans were put forward for asking the next General Assembly to raise fees in the current economic climate. Any proposal to raise fees would need to come from the member organisations themselves.

World Science Conference finances

It was noted that double the surplus was made from that originally planned. This was thanks to prudent management and that many more participants paid the registration fee after the earlybird deadline; it was recognised that ICASE received 50% of this surplus.

The hope, especially from the Australians involved in the conference was that the surplus would be used to help ICASE move forward, rather than seeing this as enabling ICASE to pay for SEI to keep it going and/or pay for past debts. The surplus was acknowledged and a debt of gratitude was expressed to the ICASE chair of the World Conference Committee who co-convened the world conference and to Elaine as the other co-convenor for planning and organising a very well received conference.

The President asked the Executive Committee to take note of the desire expressed for the manner in which the surplus should be used and invited Executive Committee members to come up with suggestions that could fit the 'moving ICASE forward' perspective .

Issue of audit

Up to 2004, the annual audit was undertaken in a low cost manner befitting the financial status of ICASE (and arranged by the then treasurer). Unfortunately this auditing procedure lapsed from 2004 to 2007 and no audited accounts were made available.

The PARSEL project is required to go through an official audit (where the auditor is acceptable to the European Commission) and this includes the components under the control of ICASE. The cost for ICASE of such an audit is expected to be in excess of 700GBP. It might be possible for ICASE to try to get the 2007 accounts audited at the same time (and the 2008 accounts once journal receipts, which are not currently in the hands of the treasurer, are obtained).

It was agreed that the handling of the audit must be organised by the Management Committee, and by the Treasurer specifically. Information on the PARSEL Project and its audit needs to come before the Executive Committee. It was noted that a report was required as part of the conclusion to the project and this would be circulated to all Executive Committee members with a request to indicate whether the report can be further circulated to all ICASE members. It was further noted that this would be handled by the President as the Executive Committee appointed person to be the ICASE representative for PARSEL and hence required to attend PARSEL partner meetings.

Cost of attendance at the Executive Committee meeting

The Management Committee made a proposal, through the secretary, requesting the Executive Committee to agree to cover the cost for Ben to come to Malaysia (2700USD) and for this to be taken from the ICASE US account. The reason for this was that, without Ben, the meeting would not have a quorum and Ben was the only additional Executive Committee member available to attend the Executive meeting at this time. He was only able to participate if he could obtain financial support (his association – STAN was unable to cover this amount). The request to support Ben was proposed by Robin and seconded by Bev.

It was agreed unanimously.



Treasurer position

The position of treasurer is a matter of concern as he was nominated by ASE but the ASE has decided to withdraw from ICASE. Without being a member of an additional organisation linked to ICASE, it was uncertain whether he could continue. The treasurer therefore requested he be permitted to resign. For this to happen the Management Committee would need to take over the financial management until such time as the ICASE Executive could nominate a person (temporarily until the next General Assembly) to take over. The Executive Committee agreed to this request and instructed the Management Committee to handle ICASE financial matters, including finding a person to take over as the temporary treasurer.

2. Journal

Situation in and before 2008

(a) Currently member organisations receive copies of the journal based on their needs. (this means small STAs tend to receive 2 copies and bigger organisations 5 or more copies). Also individual/library subscribers receive one copy.

(b) The cost of producing and posting the journal has always been higher than money come in from libraries and individuals (and the money needed was thus topped up by membership subscription money). By 2004, the 'top up' by ICASE was getting very high (as the number of subscriptions was decreasing).

(c) The Editorial board runs the journal, guided by the Editor. In the past it was expected that a standing committee would be formed, but this did not really materialise. After two terms as the chair of the standing committee, the editor, by constitution, was required to change hands. As a replacement editor was not forthcoming and the editor agreed to remain, the Executive Committee dissolved the standing committee and the editor was guided by the Management Committee.

(d) The drain on ICASE funds to cover costs for the journal continued to rise and after 2004, ICASE was reliant on additional moneys to cover these costs. In 2008 – 2 issues were self funded (by EU projects) and hence ICASE was only required to find funding for two issues. Even this proved a big drain on ICASE funds and severely curtailed other ICASE activities.

(e) The ICASE Executive Committee, meeting in Boston in March 2008, discussed the issue of the journal (see separate minutes). Recommended was to find other sources of funds; thus continuing to meet commitments for 2008, but seeking a separate and lasting solution for 2009. The sponsorship of two issues in 2008 was an outcome of this recommendation.

The Executive Committee discussed the issue of SEI at length. Key points were:

- (i) The committee was informed about an University of Waikato on-line, peer reviewed journal (referenced in EBSCO). The University of Waikato would be willing to offer to host the the website for a similar ICASE online journal. The journal would not be cost free as there are set up costs, but it would be much cheaper than the current position and could be offered free online.
- (ii) A Dutch company is publishing journals (SENSE), as an alternative suggestion for a hard copy.



- (iii) Nicos does a good editing job, however SEI has been gradually made more academic. This is not highly appreciated by STAs. This means the purpose of SEI remains elusive and if it is for researchers, then this is really outside the mandate for ICASE.
- (iv) It is well known teachers do not read research journals (indeed much research shows that teachers do not read journals at all !!)
- (v) Instead of a serious academic ICASE journal, ICASE should consider diversifying, for example with a semi-academic-type journal, a newsletter and publications related to aspects such as teaching notes.
- (vi) It is important to require that any activity be cost neutral, or the activity raises money. All project work need to work on a budget, but unfortunately it is has not really been the case for ICASE – and as a consequence we do not have proposals guiding how to proceed.
- (vii) It could be suggested that Nicos takes over the journal as an independent enterprise. However, it is not appropriate for the journal to be abandoned in this way and for the journal to be handled independently by Nicos, even if he could run the journal as a cost effective enterprise. The ICASE name was a worthy trademark and was appreciated highly in some quarters. Currently the journal carried the ICASE logo. Even if the journal had self funding, the inclusion of the ICASE logo would mean that the journal was under an ICASE direction and would be required to meet ICASE needs.
- (viii) It seems that it is appropriate to consider a balance between SEI as a journal, newsletters, on-line journals and a website. This is important to ICASE because of the need to disseminate. This would suggest that a standing committee is needed with a remit to oversee all channels of dissemination.
- (ix) No matter how desirable, SEI is no longer viable as a hard copy, unless someone has new initiative plans to obtain and sustain the needed funding.

Other additional short comments

- SEI not viable as a hard copy. It is better and more useful for it to be online.
- STAs should be asked about their opinion concerning the future of SEI.
- To oversee dissemination developments it is important to set up a separate overarching standing committee.
- an online journal is in line with WSC policies.
- Earlier the SEI journal was compiled with sections – these were especially geared to areas of ICASE activity (curriculum, science education philosophy, teacher education, assessment, informal education), but the journal has moved away from this direction. ICASE should consider the merits of moving back to this approach.

Following discussions, the following motions were put forward, proposed by Ben and seconded by Janchai.

1. The Executive Committee constitute, with immediate effect, a standing committee on publications. This committee has the initial remit to put forward the general direction of ICASE publications and for this first stage, the standing committee is asked to report their plans to the Executive Committee for approval.

This was unanimously agreed.



2. The Executive offers strong recommendation to the publications standing committee that publications viewed favourably would be:
 - a) an online SEI, after Executive committee acceptance on costed proposals, with an editor and with the publications committee as the editorial board;
 - b) teaching notes headed by a deputy editor established on the ICASE website;
 - c) newsletter(s) to be issued online and/or using e-mail by, or under the guidance of, the ICASE Management Committee;
 - d) revival, with upgrading, of ICASE past publications (with each edition to be edited by a person recognised by the publications committee and published on a full sponsorship basis).

This was unanimously approved

Three further motions were proposed by Robin related to publications and seconded by Azian:

3. The Executive gives a mandate to the Management Committee to:
 - a) reconstruct the ICASE website with a view to support online publications;
 - b) negotiate and sign a publication agreement with a suitable individual University Faculty or corporate body for publication of SEI on such terms as to point income to ICASE, or to reduce publication costs to a minimum.

This was unanimously approved

4. ICASE is required to discontinue production of SEI in hard copy format following the production and distribution of the December 2008 journal.

This was unanimously approved

5. The ICASE Executive Committee invites the 2008 SEI journal editor to submit a fully costed proposal to continue production of SEI as an online journal.

This was unanimously approved

3. Regional Representative considerations

Regional representatives have been in existence from the beginning of ICASE. Their main function is to maintain and expand networking between member organisations. In this regard, regional representatives are required (see ICASE constitution 4.4) to agree to report on networking activities being undertaken in their region.

Australia-Pacific

Moves are being made to make contacts with South Pacific island science teachers with a view to trying to set up a Pacific islands forum (e.g. with Solomon, Tonga, Fiji). A potential link has been established with an equipment company where a representative frequently visits and even runs commercial workshops on these islands. Through this link the idea is to try to encourage, in partnership with the company, professional support for Pacific science teachers and either set up or strengthen a science teacher association.

To undertake this probably requires some initial seed money from ICASE (The CD indicates that there are currently 4 ICASE member organisations in the Australia-Pacific region).



Asia

RESCAM holds annual events, which move from one country to another. In total 11 countries are involved. The events are at a Governmental level, but attempts are made to build bridges to establish partnerships within the countries.

The revised version of the Training of Trainers Manual was circulated. This book originated with ICASE and with the help of UNESCO, RECSAM was able to edit and produce the first issue (A Spanish edition of the book was also produced). RECSAM has subsequently produced this revised edition. The challenge was put to all Executive Committee members to put forward ideas what could/should be done with the book. It is intended to focus on the personnel who carry out the teacher education (pre-service) and in-service to promote the STL philosophy ideas. It has long been recognised that the book by itself is not enough – it needs an intervention support programme to guide and interest teacher educators in this approach. As a first step it was suggested that each ICASE Executive Committee member write a review of the book, with the intention this could be published in local magazines and in the ICASE newsletter.

It was noted that there are two further ICASE associations in the Asian region, not in the CD database - one from Thailand and the other from Korea (both organisations have paid subscriptions to Janchai).

There is a consideration to write a proposal to the ICASE secretary about subdividing the Asia region as it is large and two very large countries are involved - India and China. This is permitted under the ICASE constitution (section 4.2.2).

The next Asian regional symposium will be held in Guilin (at the ICASE centre – a centre set up by Janchai with the help of Professor Luo). A publicity brochure has been created and included in the ICASE newsletter. The symposium will be held 1-3 November 2009 and all Executive Committee members are invited to participate. The Executive Committee noted that the Management Committee assigned Janchai to be the main ICASE contact for the symposium, but requested him to keep in strong contact with Azian and with CAST, the ICASE member in China.

The Executive Committee also requested Janchai to put in writing his planning and the objectives for an ICASE centre so that this can be included on the ICASE website and be publicised around the world. Based on the website material, all ICASE Executive Committee members are requested to explore the potential of further ICASE associated centres.

Africa

STAN, the Science Teachers Association of Nigeria, is looking for new headquarters and has approached the World bank for funds as part of its fundraising activities (In this ICASE, RECSAM and the Guilin centre were all able to offer letters of recommendation). In Nigeria, there was a plan to set up 9 centres of excellence; STAN sent in one proposal

Besides Nigeria, there are 7 member organisations of ICASE. The target is to set up networking between the African countries. And an initiative in this direction is the 1st ICASE African conference, to be held in Abuja, Nigeria, May 24-28th, 2009. All Executive Committee members are strongly invited to participate. The conference is on the challenge of sustainable development through science and technology education.

The African regional representative acknowledged the ICASE President's input to the development of the conference. The African regional representative estimates that he will be able



to raise funds for only one representative from each African country to participate. The conference programme has been included in the ICASE newsletter

On a sad note the African regional representative reported that CASTME was unwilling to be involved with the conference, even though most African countries are members of the commonwealth. Organising such a conference in Africa is a major undertaking, needing all the help it can get.

The President noted that this ICASE conference was the first time in Africa and invites everybody to contribute to the African conference. A concern was expressed that Nigeria was a high risk country and employers of Executive Committee members might not be willing to permit such travel. However papers could still be submitted and read by others, especially linked with slides and focussing on sustainable development

Latin America - Caribbean

As the regional representative was not present, the President gave a brief overview. Currently the regional has 3 recognised associations in Argentina, one in Jamaica and the third in Colombia. Uncertain is membership in Mexico and Brazil.

It is difficult to organise and run activities in the region, partly through lack of funding and also because the regional language is Spanish and no ICASE materials are appearing in this language.

Two aspects are put forward.

- (a) the possibility of the ICASE newsletter appearing in Spanish by making use of the translation facilities from 'google translate'. Although the translation is not bad, it would still require 'touching up'. It could then be distributed by e-mail and also put on the ICASE website. The President hopes to explore this possibility with the regional representative.
- (b) The ICASE newsletter carries information about a South American conference to be held in Cartagena, Colombia in July. The President and Secretary are planning to attend and take the opportunity to publicise ICASE. The Latin American representative will also be asked if she can attend, although funding would be a problem as ICASE is not in a position to cover such costs.

There was a suggestion that as the only Caribbean member was from the English speaking world, it would be more appropriate to link the Caribbean with the North American region. To explore this further the President recommended the possibility of arranging an ICASE regional symposium in Jamaica with the help of ASTJ in Jamaica and North American associations such as NTSA, NSELA and CESI.

North America

As the North American representative was not present, the President again gave a brief report. He pointed out that links with Canada had all but died. Currently the ICASE members in North America are NSTA (the largest science teacher association in the world), NSELA (science supervisors association) and CESI (primary science association). In the database is the national association for biology teachers, but only the international committee. And unfortunately the American Chemical Society is no longer a member (following the retirement of Sylvia Ware).

There is an attempt to organise a specialist symposium in Canada for science teachers from Canada and the US, but the President is uncertain of progress..



It was noted that the North American region is a very important region, if ICASE is to maintain a global network in which all associations have a voice. Until such times as ICASE can build up funds, it is necessary to strongly interrelate with the member organisations in North America and solicit their interest and involvement in the area of multilateral (rather than simply bilateral) activities. Multilateral activities is the ICASE strength and with the help and interest of the North American associations, it is suggested that the 4th World ICASE conference could be in North America. This would mean strong efforts by the North American representative to ensure a network for this.

Europe

With the multitude of languages spoken, it is difficult to keep this region together and it is the region that has suffered the greatest collapse over the last 4 or 5 years. The latest disaster is the withdrawal of the ASE for the UK, the second largest science teacher association worldwide, based on a perceived failure of ICASE to operate its multilateral network (the drain on funds from maintaining a journal was particularly considered inappropriate).

A further factor is that the funding within the European Union for networking, offered to Universities (the main behind-the-scene supporters of STAs) has meant that networks have been funded that no longer involve the STAs, or involve them in a national sense only.

Luckily, ICASE has been able to establish itself within a project of this nature, but has failed so far to make an impact on the STAs in bringing them together in a European network. To some extent this has been hindered by the larger associations trying to form a rival network called Impresse with the same goals as ICASE, but without an appreciation that the smaller associations have a contribution to make to the European network

The meeting for the first day closed at 17.15

21st February

The meeting resumed at 9.15

6. World Conference standing committee report

The chair of the committee indicated that the task for the committee was to seek nominations for the ICASE 2013. This is to allow a MOU to be set up between ICASE and the nominated organisation

The chair of the standing committee provided an overview of the previous conferences - 1st in Asia, 2nd in Australia, 3rd in Europe and suggested that it would be good to rotate the world conference between continents.

The following motions were put forward

a). The next ICASE world conference is to be held in 2013. Proposed by Robin and seconded by Ben

The motion was carried unanimously

b) The next ICASE world conference, to be held in 2013, is held in conjunction with the ICASE General Assembly. Preferably this is not held in Europe, Australia or Asia. The motion was proposed by Robin and seconded by Jack.

The motion was carried unanimously.



It was noted that 2013 would be the 40th anniversary year for ICASE

ICASE World Science Education Conference, 2010

This conference, to be held in Tartu, Estonia would be undertaken in conjunction with the University of Tartu with Miia as convenor. The conference venue would be the University of Tartu. The conference would receive some sponsorship from the Ministry of Education in Estonia. The ICASE General Assembly would be held immediately prior to the conference.

It was expected that all Executive Committee members would be present both for the General Assembly and the World Conference. In fact the Executive Committee members are invited to be members of the International Advisory Committee to be chaired by Robin.

Miia reported that accommodation for Executive Committee members would be covered. The registration fee is to be decided, but will be in the region of 400-450 US\$.

So far the keynote speakers have not been determined. Some approaches have been made but declined. The search for keynote speakers continues. Suggestions are welcome.

A few organisations have been approached to see whether they would be willing to run a series of sessions with the conference, but no solid arrangements are currently in place. Also being explored is the possibility to arrange some sessions with translators into Estonian, or even Russian to cater for local science teachers.

7. Evaluation of ICASE

The need for an evaluation of ICASE has been discussed for some time and it was now necessary to begin if feedback is to be in time to put forward ideas of change for the next General Assembly in 2010. It was recognised that the feedback for the evaluation would be important for drafting future action plans.

After some discussion it was determined that a likert type questionnaire should be prepared and sent out to member organisations in March with responses due back by June 30th

A motion was put forward that the evaluation would be a questionnaire and be accompanied by information on what ICASE has undertaken earlier

The evaluation was proposed to be conducted in 3 stages – (a) send out; (b) get responses; (c) develop a report to be sent to all Executive Committee members. The outcomes for the evaluation would be to create an ICASE strategic plans for the period 2010-2016 to be discussed at the next General Assembly in 2010.

The motion was proposed by Jack and seconded by Miia.

The motion was carried unanimously.

It was further proposed by Robin and seconded by Ben that the evaluation procedure be guided by a sub-committee headed by the 3 President/past-presidents – Robin, Jack and Janchai

The proposal was accepted unanimously.

8/9. ICASE Membership

The President clarified what is meant by

- full member – this being a national, regional organisations/association, society, etc
- associate member (Institution, university, faculty, sub-national association)



The President pointed out that only full members can vote (except on financial matters). This was to ensure the association voice was strongly recognised.

There was a suggestion that perhaps membership could be offered free so as to increase membership. An alternative was that full members pay, but not associate members. This aspect was not discussed further, allowing Executive Committee members to reflect on the idea and to give further suggestions in the future.

10. ICASE Website

Concern was raised that there appears to be a number of ICASE website, some historical and others created for different purposes. It was recognised that it is important that ICASE has one main website (which can link to satellite websites where appropriate)

It was further recognised that a well planned and well maintained website was essential for an organisation like ICASE

The following motion was put forward, proposed by Robin and seconded by Bev. ICASE is charged with redesigning and maintaining its website. Up to 2000 US\$, until June 2010, should be set aside for this.

The motion was carried unanimously

A proposed was put forward by Miia and seconded by Bev to the effect that. Janchai should be the webmaster taking the responsibility to find a suitable person to handle the ICASE website. Also proposed was that the webmaster be charged with creating a platform dealing with making it easy to send information for insertion on the website.

The motion was carried unanimously.

11. Regional Symposia

The following regional symposia are currently being planned

- a) Abuja, Nigeria 24-28th May 2009
- b) Guilin, China 1-3 November 2009

The President welcomed other initiations for regional symposia in the other regions, pointing out that this is an important networking process. The President also drew attention to the idea of utilising seed money to help get regional symposia off the ground.

12/13 ICASE Activities

These items on the agenda were grouped together for convenience

ICASE/RECSAM seminar

The President thanked Azian for her work in making the ICASE/RECSAM seminar possible and suggested that ICASE would be happy to continue the event in the future. The main drawback would be finance in getting the presenters together.

It was suggested the next event could preferably be Nov/Dec 2010, which is right at the end of the lifetime of the current ICASE Executive Committee, or failing that, January 2011 which is the start of the new ICASE Executive Committee.

A possible topic for the seminar might be Assessment, or the new Training of Trainers book.



Newsletters

The President pointed out that ICASE first had a newsletter in 1973. The newsletter was phased out in 1990 to allow the new journal to flourish. However a primary science newsletter was initiated in the 1990s and continued for a number of years before printing cost become too high. With the change of direction of the SEI journal, ICASE restarted a monthly online journal in March 2008 covering both news and picking up on the previous primary science newsletter. It was also pointed out that the newsletter was sent out by e-mail to all who would like to receive it and it was also put on the website.

The purpose of the ICASE newsletter and the need for more than one ICASE newsletter were discussed. It was suggested that the newsletter needed to:

Cover news from the different regions.

Maintain guest column(s).

But it need only cover reference to activities that could reside on the webpage.

No comment was made with regard to initiating more than one newsletter. However,

- (a) the pre-secondary science convenor may wish to consider a separate newsletter for this level in the future;
- (b) newsletter made available in languages other than English could be considered in the future.

PARSEL

This is an EU funded PARSEL project, where ICASE is a partner alongside 8 European Universities and has been in operation since October 2006. The whole project is initiated by ICASE materials, which have been gathered from various sources 1998-2003 and subsequently modified with a view to producing an UNESCO document. This project fell down, but the materials are turned into modules and adapted to fit the PARSEL philosophy – 'promoting popular and relevance science education for all.' PARSEL finishes at the end of March, 2009, but a follow-on project called 'Best Practice' has been submitted to the EU, with ICASE again a partner.

Currently the dissemination of the PARSEL project is going on within Europe and ICASE is playing a strong role through its regional representative. However PARSEL is not a research project. It is heavily linked with disseminating and evaluating the philosophical educational thrust being put forward. And this needs to occur worldwide.

It was noted that due to the currency (euro-pound) exchange rate, ICASE is carrying about a 30% loss, which eats into the surplus hoped for from the project. As about 30% of the total funding from the EU has not yet come in (it will only come after the European Commission accepts the final report and this could be 2 years down the road), the debts will be covered by Jack, who is not getting paid for the work until the last installment comes in. His work will need to be declared and ICASE take the full responsibility to reimburse Jack for his input immediately after the last installment. At this time it is expected that ICASE would gain about 15000 Euros from its involvement in the project.

In the meantime, it is necessary for ICASE to think how this project can best be utilised by ICASE. It follows on from all the initiatives under Project 2000+ and STL. All Executive Committee members are asked to look at the PARSEL website (www.parsel.eu) and reflect on possible steps ICASE could take to disseminate PARSEL and even build on it for further initiatives. Although PARSEL is specifically developed for the secondary level, there is nothing to stop ICASE leading a primary thrust where this is appropriate. Assuming the PARSEL philosophy is in line with



modern thinking, the concept-based approach is not so applicable at the primary level and rather a follow-up of a context-based approach might be the way to go (don't stop with the science in the classroom – link the science gained to society functioning (to the environment, to energy conservation, to human rights, to poverty alleviation, and so on).

The President urged all Executive Committee members, included those not present at the meeting to look at the website and see how they feel ICASE can benefit from this initiative.

Mission Statement

The Executive Committee welcomed the idea of a ICASE mission statement. The committee was invited to consider the draft on the CD and to reflect on this. The plan would be to develop the mission statement under the guidance of the President for presentation at the next General Assembly. This matter was left with the President to follow-up.

14, 15 & 16

These agenda items were also grouped together.

Standing Committee

The ICASE Pre-secondary and informal standing committee was discussed.

The Executive Committee considered it necessary to retain this standing committee.

A chair for this committee, Ian Milne, was proposed by Bev and seconded by Ben. It was understood he would be agreeable to take up this position.

There was unanimous agreement to the proposal.

No further standing committees were considered at this time.

Management Structure

There is a need to seek a President-elect. Although the Committee could nominate someone to fulfill this position until the next General Assembly, this seems undesirable given the need to gain an appreciation of how ICASE operates before taking up the position of President. It is recommended that the position be advertised to full member organisations and nominees sought.

Nevertheless it is acceptable to approach possible persons and to this end Executive Members were free to do so. A number of possible contacts were discussed.

The timeline for seeking nominees was proposed as – letters sent out in March with a deadline at the end of April 2009.

Constitution

The Executive Committee shortly discussed whether there was a need to recommend changes to the ICASE constitution. Member organisations would need to be notified of any changes to the constitution 6 months prior to the ICASE General Assembly i.e. by the end of 2009.

No proposals were put forward at this time, but it was noted that the Executive meeting held in Boston in March 2008 had recommended that an Executive Secretary be re-established. It was noted that no large association ran without a person in such a position and ICASE, in dealing with associations around the world, needed a central location. The possibility of locating an ICASE base with an institutional host, preferably one linked with the secretary, was discussed. However no specific action was decided. This matter will be discussed further through e-mail and all Executive Committee members are invited to consult member organisations with which they were familiar to seek their ideas.



ICASE Secretariat

Although it was decided in Boston that the secretariat must be closed, formal action has not taken place. There are a number of issues related to this and in particular is the need to establish a strong recognised based before taking decisive action. In the meantime, it is recommended to ensure all correspondance addressed to ICASE in the UK is redirected to the secretary in Estonia. This effectively means the secretary takes on additional tasks to that in the constitution.

UNESCO

The committee noted that ICASE has lost its contacts with the Education Division within UNESCO; Orlando Hall has retired and the person taking over the office, Julie Heiss, has moved. The main contact is with the Science Division through Tony Marjoram. There is a need to re-establish contact. ICASE needs to seek permission to use the UNESCO logo for the World Conference.

The next Executive meeting, where members come face to face, is schedule for June 27, 2010 in Tartu.

This meeting was declared closed at 17. 35, following an acknowledgement to Azian for being a wonderful host for the meeting.

These Minutes are circulated by the ICASE Secretary.