

Minutes of the Learner Development SIG AGM 20th November 2011

Approved by the Learner Development SIG committee 27th November 2011

Present: Alison Stewart, Andy Barfield, Bill Mboutsiadis, Darren Elliot, Ellen Head, Fumiko Murase, Hugh Nicoll, Jackie Sugiyama, Jim Ronald, Junko Chujo, Kay Irie, Linamaria Valdivia, Martha Robertson, Masuko Miyahara, Mike Mondejar, Patrick Kiernan, Rachelle Jorgenson, Rich Silver, Rob Moreau, Steve Paydon

Apologies: Phil Brown, Mike Nix, Kayo Ozawa, Stacey Vye

Greetings: Etsuko Shimo, who is stepping back from the committee for a while

Agenda Copies of '**Proposed positions, projects, a new constitution**' were handed out. We worked through this as an agenda for the meeting.

1. **(Co-)coordination team** Hugh explained that he was stepping down from being coordinator and handed the chair to Andy. Andy thanked Hugh for his 5 years of coordination for the Learner Development SIG, and we all warmly showed our appreciation by applauding Hugh. Andy and Rich were approved and welcomed as co-coordinators.
2. **Treasury team** Kay reported that she was shadowing Hiromi Furusawa, the current treasurer, and that Hiromi would continue in the role until the annual audit was finished in May 2012. Kay would then take over the position. She is aiming to have someone shadow her in the role by this time next year.
3. **Membership team** Rachelle reported that she had been to the Chapter and SIGS membership chairs meeting at the conference, and this had been very helpful in understanding what she needs to do. Among basic duties are the need to keep up to date membership lists for local area get-togethers. It is also important to send welcome (back) letters to new / returning members of the SIG, and timely renewal reminders to members of the SIG so that they renew their membership not only of the SIG but also of JALT.

Stacey is willing to continue preparing the local membership lists for local get-togethers, but has already been SIG membership chair. Rachelle is therefore going to find a person to shadow her in this role.

4. **Publications team** Alison confirmed that Masuko is shadowing her, and that they are going to form a publications team with Fumiko and Hugh. Kayo is unfortunately too busy to join them.

Alison raised questions about what exactly might constitute publications as the SIG revamps its website and goes towards more interactive and online publishing. These questions would, the meeting felt, become clearer, over the coming year.

Learning Learning The publications team would aim to support the new *Learning Learning* editors, Jackie Sugiyama and Mike Mondejar; other committee members were also encouraged to contribute here too. It was decided that we would set up a *Learning Learning* (LL) discussion list, so that editing work could be discussed, with feedback to authors shared. Patrick emphasized the need to keep feedback constructive. Jackie and Mike had different questions about the production of LL (file formatting, graphics, page

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breaks, uploading, and author guidelines). These points were all related to whether the newsletter should in any way continue to try to be bilingual or not. This took us towards the issue of translation. Here, Kay and Masuko explained that they wanted to respect the principles of the founders of the SIG as regards translation, but in practical terms getting translations done for each issue is a burden.

After a long discussion, the meeting decided that the LL editors should require that authors provide:

- (i) a Japanese and English summary of their articles
- (ii) a Japanese and English title for their articles
- (iii) 5 key words in English and Japanese for their articles.

It was also agreed that the cover page of LL should be bilingual. Otherwise, on a trial basis for the next 12 months, LL would be published in mostly English from now (although texts with Japanese in them, and texts written completely in Japanese, would also be accepted). This policy would be reviewed in a year's time.

Realizing Autonomy Conference Proceedings These are to be published online in a special issue of LL in 2012, edited by Alison and Kay. Steve (Paydon) and Andy said they could help with some of the editorial work. Alison invited others to join the editorial team too. Masuko said she would be able to help out as well.

Other publications projects No decision has been taken yet as to what might be the SIG's next publication project(s). (*Note from Andy: The IATEFL Learner Autonomy is about to start working on a series of short e-books to do with developing autonomy in language education.*)

Further discussions of this and other publications plans will be followed over email after the conference.

Andy handed over the chair to Rich.

5. **Programme** Bill Mboutsiadis was welcomed and approved as Programme chair for 2012. Bill's primary role is to:

- oversee various programme events during the 2012
- prepare and submit a forum proposal for JALT2012
- coordinate programme events with publicity (email announcements, web updates, event fliers etc).

Working with Bill on programmes are the following people for these areas/projects:

LD SIG Forum at the CALL Conference 2012 (Kobe Nishinomiya at Konan University CUBE, June 1-3) – Darren Elliot will oversee this first-time participation by the LD SIG in the CALL conference.

JACET Learner Autonomy SIG link-up - Masuko Miyahara will be in discussion with Kojima-sensei of the JACET SIG about possible research collaboration (the other SIG has five members). Possibilities mentioned included a joint conference. Kay Irie and Steve Paydon expressed their interest in helping out.

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Nakasendo 2012 – Rob Moreau (tentatively) agreed to organize an LD double-session as in previous years; this may lead into a strand of LD SIG sessions during the day in the same room. Nakasendo 2012 will take place in Nagoya. Dates to be confirmed.

Pan SIG Conference 2012 (Hiroshima University, June 16-17, *Literacy: SIGnals of Emergence*) – Jim Ronald is the LD Pan SIG liaison for 2012; Ellen will assist Jim.

Tohoku project ideas – The LD SIG has committed itself to a longer-term project to support learners and teachers in the devastated areas. Both Rachelle Jorgenson and Mike Mondejar have been to Tohoku as volunteers (Mike took some students with him this summer; Rachelle went on an individual basis through a church). With Rohini (who has also been several times to Tohoku) Mike and Rachelle will discuss ideas and possibilities for a longer-term project by the SIG and present a proposal to the wider committee in due course.

Local area get-together coordinators

Hiroshima: Jim Ronald

Kansai: Ellen Head, Phil Brown, Rich Silver, Steve Brown

Nagoya: Darren Elliot to find another LD SIG member to work on this together

Tokyo: Andy Barfield & Rachelle Jorgenson

Jim explained the Hiroshima group will start up again in January and organize its meetings around reading a book by Ann Burns on action research. Andy explained the Tokyo group would be meeting in December to decide its focus for the next year and to have a bonenkai. Rich mentioned that the Kansai group is planning to start up again with a meeting in January. The Nagoya meetings would be a new initiative, and Darren would like help with identifying LD members in the Nagoya area.

NGO outreach / International outreach: These areas of activity were not discussed at the meeting, but can be followed up on email. NGO outreach could be connected with the Tohoku project. By NGO outreach we mean establishing contacts and possible collaboration with NGOs working on educational projects aiming to support education through the development of learner autonomy.

6. **Web resources team** Hugh explained that discussions were starting up between Darren, Mike (Nix) and himself about revamping the SIG website. (Mike had posted on this on Id-comm earlier that morning.) More to follow.
7. **Publicity** Linamaria offered to help with the design of LD SIG publicity materials, as did Rob Moreau (tentatively). There was a brief discussion about the LD logo. Rachelle suggested that SIG should get some name cards created in its name for people to give to potential members. More to follow.
8. **Members at large** Phil Brown, Martha Robertson and Greg Rouault had already confirmed that they would contribute as members at large this year. Patrick later confirmed that he would also like to do so.
9. **LD SIG grants team** No decisions were made about the LD SIG grants committee for 2012.
10. **A new minimalist constitution for the Learner Development SIG** This had been discussed on the committee discussion list ahead of the conference. The

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following minimalist version, as recommended by the Rules & Procedures Committee of the Executive Board Meeting (EBM), chaired by the current JALT Director of Records, Aleda Krause, was unanimously approved.

全国語学教育学会 Learner Development SIG 定款

JALT Learner Development SIG は、全国規模の「特定非営利活動法人全国語学教育学会」（以下 JALT と略称）の 1 研究部会である。JALT Learner Development SIG は、その活動の実施に当たって、JALT 全国執行役員会の方針と指示を守り、全国語学教育学会定款及び細則の規定に従って行動しなければならない。

この定款細則は _____ 年 __ 月 __ 日 JALT 執行役員会で受理された。

この定款細則は 2011年 11月 20日 JALT Learner Development SIG 分野別研究部会の年次総会で批准された。

Learner Development SIG Constitution

JALT Learner Development SIG is a special interest group of the nationwide “NPO The Japan Association for Language Teaching,” hereafter referred to as JALT. In the conduct of its activities, JALT Learner Development SIG shall comply with the policies and directives of the JALT National Executive Board and act in accordance with the provisions of the National Constitution and Bylaws.

Accepted by JALT Executive Board on _____

Ratified by JALT Learner Development SIG AGM on November 20, 2011.