

SIEC PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Friday, 3 August, 2018, 14.30 h

Fjölbrautarskolinn v/o Armula, Reykjavik, Iceland

Present: Mona Engberg, Chair (Denmark); Elizabeth Riebenbauer (Austria); Mariann Holmberg (Finland); Dana Gray (USA); Mary Millikin (USA); Evelyn Meyer (Austria); Michaela Spiessberger (Austria); Reingard Weilharter (Austria); Gerry Begeman, co-chair and recorder (USA); Kwansun Cho (South Korea); Gudlaug Nielsen (Iceland); Petra Bragadottir (Iceland); Tamra Davis (USA); Sabrina Sorko (Austria)

Apologies: Beat Gauderon (Switzerland); Les Preisner (Poland); Monica Tengling (Sweden); Cege Ekstrom (Sweden);

Absent:

	Item	Comments / Notes	Action
1	Welcome	The chair welcomed the PDC members to our closing meeting of the SIEC conference.	M. Engberg
2	Manuscript Submissions	T. Davis handed out the form for manuscript submissions which would allow offerings to be submitted online and would follow a more uniform and universal (APA 6.0) guidelines so that preparing for uploading papers for the International Journal of Business Education (IJBE) would be simplified. Manuscripts will be accepted all year with a 120-day turnaround for review, editing and then uploading. Submissions may be accepted outside of SIEC but those submitting must be members in order to have their work published.	T. Davis
3	First Timers' Reception	Gerry Begeman coordinated the welcome of the First Timer's to a reception hosted by the Icelandic delegation. Several PDC members assisted with an introduction ice-breaker for the First Timers to SIEC attending—approximately 25. Thank you to all those PDC members who joined in this successful activity.	G. Begeman
4	Sessions	Fifteen presentations, three workshops, and one poster session with five poster presenters for this 90 th SIEC conference was confirmed by Dana Gray, head of the Reviewing Committee. A suggestion was made that we try to hold the poster session earlier and "post" the poster presentations in a common area so that participants could review during the rest of the conference. As it was now, few could review them later due to so little time left in the conference. This was generally agreed as ideal, but we would have to see how the programme can best be able to accommodate all the pedagogical contributions in the best possible manner. It was brought up that one session did not relate to the theme of "Start Ups". Should we be accepting presentations that are not related and favor topics toward the theme especially since we had so many offerings? This was agreed. It might also be suggested that when a presentation is put forth, the reviewers could advise the proposed presenter as soon as possible to alter, if possible, the presentation to make it relevant to the theme.	M. Engberg D. Gray E. Riebenbauer
5	Session Coordinators	The introduction of pedagogical seminars, thank you's and presentation of certificates / gifts to each presenter went well. Each of the PD committee had accepted several sessions to coordinate. [It is noted that only one presentation certificate and gift was presented even though a speaker may have been involved in a second session.]	All
6	Session Evaluation Form	It was decided that the "Spider" Evaluation form that was used during the last several years (Graz, Puerto Rico, and now Iceland) would be used again. The Icelandic delegation provided enough copies as requested of the evaluation form for each participant. All evaluations were sorted and reviewed generally and distributed to participants on Friday a.m. or earlier if presenter was noted as leaving early. It was suggested and agreed that we should add another web line on the form to read: "Expectations: This session met or exceeded my expectations." Thank you to U. of Graz, Austria, for providing the template.	All G. Begeman
7	Session Review	It was offered by reviewers that the selections presented could be ranked for acceptance in addition to making approval.	D. Gray and committee

	Board	<p>D. Gray offered to revise the online submission form so that ALL the reviewers could more easily access and review the submissions via a link on Google Docs.</p> <p>All current reviewers agreed to continue and serve as submission reviewers for SIEC 2019. Dana Gray again accepted the responsibility of coordinating the reviewing of presentations, workshops, and posters for 2019. The present members who also served on that committee agreed to continue for another year as well. The reviewers include D. Gray (coordinator), E. Riebenbauer, G. Nielson, M. Holmberg, T. Davis, and B. Gauderon (to be asked).</p>	
8	Marketplace and Networking And Idea Exchange	<p>M. Engberg and consensus of this Committee felt the “hot” topics was successful. Mona agreed to sort through the table topics and post on the SIEC website. It was felt that perhaps a 90-minute session would provide better networking opportunities, but with the Start-Up tour schedule, it was not possible this year. With the 90-minutes time frame, there could be a recorder from each group presenting to all participants the findings at each “table topic”. This would increase networking discussion and exchanges.</p> <p>A suggestion to have business cards or postings on an open bulletin board or flip chart to show “What Do I Have to Offer?” with “What Am I Looking For?” to see if there might be possible matches or exchanges during the year between SIEC conferences. We will try to find a bulletin board or flip chart to be made available for this purpose for 2019 in Greece. In addition, a speaker exchange list could be posted on the Web site so that something similar could be made available on the SIEC web site.</p>	<p>M. Engberg And All</p> <p>Social Networking Sub-committee</p>
9	Marketing of SIEC and Pedagogical	<p>The sub-committee responsible for assisting with social media postings are D. Gray (US), S. Sorko (Austria), and T. Davis (US). [See above also.] Facebook can be moderated by T. Davis. It was noted that Petra, Dana, Tamra, and Sabrina can currently post and approve entries for Facebook.</p>	M. Engberg and noted members
10	AOB	<p>It was noted that PDC would need to have an “International Member” to serve on the PDC. Perhaps an appointment by the Executive Committee could be made until the International Chapter had an opportunity to elect someone to serve on PDC. Also, the Exec. Committee would need to appoint a Vice President in charge of the International Chapter.</p> <p>M. Engberg thanked Gerry Begeman, Dana Gray and the Review Committee members for their huge effort and very fine work.</p> <p>Also, S. Sorko brought up the question of how to attract more young researchers? PDC members were asked to think about this and get back to the Chair or S. Sorko.</p> <p>E. Riebenbauer commented on how well the company visits coordinated and organized by host country (Iceland) complemented our theme of Start Ups. All agreed that this was excellent with appreciation extended to our Icelandic members.</p> <p>G. Begeman has accepted the position of Chair as selected by the Exec. Committee, and on their behalf, he thanked M. Engberg for her contributions and efforts as Chair for the past three years.</p>	Executive Com. G. Begeman
11	Next Meeting Date and Place	Sunday, 28 July, 2019, Time to be determined.	PDC Chair
12	Adjournment	15.30 p.m.	

Minutes recorded by G. Begeman.