

SIEC Professional Development Committee

Friday, August 2, 2019, Argostoli, Kefalonia, Greece – 3 pm

Present: Chair Gerry Begeman (USA), Mariann Holmberg (Finland), Lila Waldman [ex-officio] (USA), Gudlaug Nielsen (Iceland), Tamra Davis (USA), Hans Dietrich (Germany), Emanuel Mizzi (Malta), Lena Preutz (Sweden), Roietta Fulgham (USA), Mary Millikin (USA), and Dana Gray (USA)

Apologies: Elisabeth Riebenbauer (Austria), Priscilla Rokema (USA)

	Item	Comments/Notes	
1	Welcome, review of minutes, and agenda approval	PDC meeting minutes reviewed from Sunday, July 2019. No additions or corrected so Sunday minutes accepted. There are no additions or changes to the agenda for today's meeting.	Begeman
2	Manuscript submissions	Tamra Davis volunteered to remain editor (with Michaela Stockton) of the International Journal for Business Education. Davis encouraged submissions throughout the year. Corresponding author of all submissions must be member of SIEC-ISBE.	Davis
3	First timers' reception report	Five of seven first timers were able to attend. Davis suggested that PDC members who attended first timers' reception introduce the first timers at the Sunday evening buffet. Agreed by all as a good idea.	Begeman
4	Sessions	This year there were four presentations (two repeated), two workshops (repeated), and two posters. There were about 22 submissions. 2020 PDC sessions should be scheduled at sea. Themes for the 2020 conference was agreed by those present to be "Sustainability Meets Business Education". It was suggested that abstracts be included in the programs and in the website. It was suggested that each night of the conference, an email/text/post is sent to all attendees with details about the next day's events including links, contact information, addresses, etc. Several PDC members will investigate this for the 2020 conference.	All
5	Session coordinators	Everyone liked the way the presenters were thanked, and the gifts chosen for presenters were popular and appropriate.	Begeman
6	Conference Sessions evaluation form	TBD next year. End of conference evaluation review form will be drafted by T. Davis. The form will also ask participants if they plan to attend the 2020 conference and also pay a non-refundable deposit.	Begeman and Davis
7	Session review board (who?) Timeframe for 2020	Everyone liked the Google form to submit proposals. The form will be updated, adding instructions for anyone who must cancel to contact Begeman and to allow a copy of form to be emailed to submitter. The review committee includes two reviewers from U.S. (Dana and Roietta), two reviewers from German-	Begeman

		speaking countries (Elisabeth and Beat), and two reviewers from Nordic chapters (Marianne and Gudlaug). Mary Millikin volunteered to be the coordinator for 2020. Submission form for call for presentations will be ready by September 1.	
8	Marketplace and networking	Theme will be “Marketplace for Strategic Planning”. Millikin suggested the data from the 2019 Marketplace be analyzed and organized, and the findings used to as the basis of discussion for the 2020 marketplace. Begeman and Millikin will work on the strategic plan outline for the 2020 Marketplace. All members – but particularly first timers – will be encouraged to create a one-minute video in their own language about their experience and why they are members of SIEC ISBE. These videos will then be uploaded to the SIEC ISBE members page. Ideally these can be edited into a promotional video.	Begeman
9	Promotion of SIEC and pedagogical	The strategic planning outline for 2020 Marketplace will include a promotions plan. The current social media admins will continue with their current functions. It was mentioned that SIEC-ISBE needs an opt-in email distribution list as a cornerstone of a promotions plan. This includes an opt-in option on the website for anyone to review information and the newsletter.	Begeman, Davis, Gray, Millikin
1-0	AOB	Thank you to all PDC members. The PDC will work with the EC on the PDC schedule for the 2020 conference.	Begeman
11	Next meeting date and place	July, 2020. Time TBD.	Begeman
11	Adjournment		Begeman

Minutes recorded by Dana Gray, edited by Gerry Begeman.