

## **BAAL Executive Committee Minutes 5 December 2003**

Friday 5 December 11.00 am Institute of Education

### Present:

Marilyn Martin-Jones (MM-J)	Ron Carter (RC) (chair)	Eddie Williams (EW)
Virpi Ylanne-McEwan (VY-M)	Mike Baynham (MB)	Paul Thompson (PT)
Catherine Xiang (CX)	Kate Segall (KS)	James Simpson (JS)
Susan Hunston (SH)	Esther Daborn (ED)	Cathy Wallace (CW)
Goodith White (GW)	Joan Cutting (JC)	John Field (JF)

### **1. Apologies**

Gabrielle Hogan-Brun (GH-B)  
Catherine Walter

### **2. Appointment of minute takers**

James Simpson, Cathy Wallace

### **3. Minutes of EC meeting, 3 September 2003**

These were accepted after the following matters arising were discussed.

### **4. Matters arising apart from those addressed elsewhere**

- i) 5b iii) ED will arrange for £100 to be sent to Ben Holme annually for technical maintenance of BAALmail list.
- ii) 5g) £200 to be awarded to winner of BAAL book prize. Money to be awarded at the event, if the author is present.
- iii) 5i) PT still looking into cost implications of buying a domain name for the BAAL website.
- iv) 6 iii) AILA - EW has informed AILA of the outcome of the election of the new chair of BAAL and has sent a list of serving officers.
- v) 6 iii) UCML - Anne Ife will continue to report back to BAAL on the UCML meetings.
- vi) 9 iv) Ben Rampton, GH-B and MM-J have been working on the development of the international link award proposal. there has been no further development of this.
- vii) 10 i) Correction of name: Pauline Rea-Dickins.
- viii) Problems with communication with CUP over BAAL/CUP seminars: CUP have not paid BAAL the sponsorship money for the 2002 or 2003 seminars. KS will persevere with extracting money from CUP (perhaps with a letter with a BAAL letterhead). RC will telephone Alex Priestly (CUP) asking her to liaise properly with BAAL.
- ix) 12 v) There was a *SIGs corner* on the noticeboard at the BAAL meeting in Leeds.

### **5. Reports from officers and members with special responsibilities**

#### **5a. Chair**

RC added the following points to his written report:

- i) There is insufficient range and depth of representation of BAAL members on AHRB and ESRC research panels. This lack of representation is possibly because Applied Linguistics goes on in many different types of departments.

We need to do some data collection and/or commission a body to investigate this.

- ii) RC is government advisor for ESOL, seconded for two years; he noted the usefulness of a BAAL presence in DfES and Home Office.
- iii) Applied Linguistics and the RAE: Dealt with as item 12.

#### **5b. Secretary**

EW noted:

- i) The BAAL EC email list is working well now.
- ii) Communication between Continuum, Equinox and BAAL membership is now going smoothly.
- iii) CLIE needed to be told often that the new BAAL representatives on CLIE were Catherine Walter and Jill Bourne.

#### **5c. Treasurer**

The following issues arose:

- i) BAAL SIGs should pay their own accountants' fees from their own funds. ACTION: JF to add this to SIG guidelines.
- ii) BAAL accountant should be asked to organise SIG accounts. ACTION: ED will ask.
- iii) *AILA Review*. Post an appeal on BAAL mail for spare copies of AILA Review. For future: ensure 20 extra copies of AILA Review are sent to membership secretary. ACTION: EW to contact GH-B.
- iv) Make an attempt to consolidate BAAL accounts into one account. ED, RC and JC suggested the Lloyds account. ACTION: ED to contact Constant Leung for history of the complications with BAAL bank accounts.
- v) Cardiff conference account is still provisional. ACTION: ED to contact Srikant Sarangi about closing the Cardiff conference account.
- vi) ED has not been asked to pay a deposit to Kings College London for accommodation for the 2004 meeting.

#### **5d. Meetings Secretary**

- i) GW reported that arrangements for the September meeting at KCL were mostly continuing well.
- ii) GW reported that there is a constant clash of BAAL annual meetings with BERA meetings.
- iii) Costings for the annual meeting are not going smoothly.

#### **5e. Membership Secretary**

GH-B sent her report in her absence.

- i) JC noted the drop in number of associate members and suggested we consider ways of increasing this.
- ii) RC asked what has happened to raise the number of individual members. The general thought was that membership has increased as a result of the success of SIGs and the BAAL/CUP seminar series.

#### **5f. Postgraduate Liaison and Development Officer**

- i) CX suggests the PG colloquium at the annual meeting should have a more interactive format than in previous years.
- ii) Ownership of the BAAL PG email list has been transferred to CX, and there have recently been a number of new members to the list. JS noted that the

- automatically generated message to new members of BAAL PG could mention the SIGs.
- iii) CAMLING issues dealt with in AOB.

#### **5g. Publication Secretary**

- i) MM-J asked whether we could keep templates for invitations to submit entries for the BAAL book prize on the BAAL website as an archive. PT noted the site would have to be password protected.
- ii) MB noted the importance of flexibility regarding the deadline for entries to the prize competition. EW add publishers often need to be 'chased'.

#### **5h. Newsletter Editor**

- i) Practical issues to do with mailing are also the responsibility of the newsletter editor.
- ii) This is VY-M's last year as newsletter editor; her last issue will be Autumn 2004. A new newsletter editor should be elected at the AGM.
- iii) Copy is always welcome.

#### **5i. Web Editor**

- i) PT noted that Martin Edwardes still maintains the conference diary on the website, and would make a good future web editor.
- ii) The possibilities of buying a domain name need to be investigated. ACTION: PT.
- iii) The possibility of creating a password-protected archive area on the BAAL website need to be investigated. ACTION: PT.

### **6. BAAL/CUP Seminar series (Kate Segall)**

- i) Four proposals were received, assessed by a sub-committee of KS, JS and ED. Three will receive full funding, and one a repayable float of £500. The fully-funded seminars are *Language and Identity* (University of Reading, June 2004); *Vocabulary Knowledge and Use* (University of the West of England, January 2004); and *Researching Community Language* (University of Stirling, June or July 2004). *Translation Policies and Practices* (University of Birmingham, October 2004) will receive the repayable float.
- ii) MM-J suggested forms etc. for applying for a seminar grant could be stored on a future password-protected web archive.
- iii) MM-J suggested that to avoid a clash of dates with seminars of overlapping interest, the organisers should coordinate. ACTION: KS will contact organisers.
- iv) KS passed round a template for financial plans, in the form of a checklist, to be submitted with the proposal. SH suggested this should include categories for room bookings, accommodation for delegates, scholarships and promotion. The idea of a standard fee was rejected as the seminars vary in cost. RC suggested we accept the template with SH's amendments and post on website. ACTION: KS and PT to arrange for a downloadable word document to be posted on the BAAL website.

### **7. Special Interest Groups (John Field)**

- i) There are now 3 SIGs: Linguistic Ethnography, Psycholinguistics and Corpus Linguistics.

- ii) All SIGs are hoping to hold a spring event, 6 months from the annual meeting. (Corpus SIG event is 17 April.)
- iii) A proposal for a Multimodality SIG has been received, which meets the criteria of 15 members and a 4-person committee. The proposal should have a 2-week review period and then be given the go-ahead. ACTION: JF to circulate proposal to EC for comments and review.
- iv) ED noted that a SIG is given a £200 start-up grant and has a probationary period during which it would have to 'perform duties'. JF suggested the £200 should be paid in the probationary year and should be earmarked for setting up a spring meeting. MB noted that the SIG proposal would have to come back to the EC before it was awarded full SIG status.
- v) JF raised the question of the role of SIGs at the annual meeting. MB noted that local organisers of the annual meeting have to allow a certain time for SIG meetings on the programme.
- vi) A SIG sub-committee will be formed, reporting back to the EC. The sub-committee should comprise the meetings secretary, a representative of the local organising committee for the annual meeting (KS?), the three current chairs of the extant SIGs, chaired by the EC member with responsibility for SIGs. Membership of the sub-committee to be reviewed annually. ACTION: JF to set up sub-committee.

#### **8. Review of BAAL representation on outside bodies.**

**AILA:** EW talked about links between BAAL and AILA and a range of other organisations. He wondered if there were other bodies with which it would be useful to have links. Regarding AILA it was pointed out that GH-B was acting as representative on AILA and, on being asked what her role was as BAAL representative and whether this should continue, MB said that he had asked GH-B to support him in this role, which was typically held by the Chair. PT felt that the BAAL Chair should mediate in AILA matters. It was agreed that attendance at AILA meetings was important and that GH-B should be consulted on any changes in arrangement, if the BAAL Chair was now to take on the role of AILA representative.

**The Academy for Social Science:** It seemed that Theo Van Leuven was no longer able to carry on with this role and MB said that clarification should be sought to confirm this.

**University Council of Modern Languages:** Anne Ife is happy to continue, EW confirmed. The BAAL membership was shortly due for renewal and ED would pay this subscription.

**LLAS ( and HEFCE)** is represented by ED for BAAL

RC noted that he was involved in the English Subject Centre and also on the Linguistics Subject Centre which represents Applied Linguistics in some English departments. He said that he would check out the situation with Keith Brown and report back and also keep in touch with the English panel which helps support language work in English departments. JC raised the issue about the Scottish and Welsh equivalent organisations to HEFCE subject centre activity and how far these representations were accounted for on BAAL.

MM-J suggested that BAAL should also be represented on the British Educational Research Association and it was agreed that Roz Ivanic should be contacted about BERA and that links might also be proposed with NALDIC and NATECLA

LAGB Sub fee

680 memb.

Is BAAL paying more than LAGB Budget

terms of ref constitution

**9. CLIE Amendments: Amended**

It was agreed that clarification was required regarding the expenses being shared between LAGB and BAAL. MB and SH said that LAGB and BAAL might want to have consultancies which were separate from CLIE. Members were reminded that CLIE needs prior approval from BAAL and LAGB which it represents equally. With this in mind, it was suggested that CLIE might have a platform at BAAL meetings, as it does at LAGB. MB suggested that clarification should be sought from Catherine Walter and Gill Bourne about how far responses should be coordinated in the context of further consultation with a whole range of sponsored organisations.

**10. Contract for publication of BAAL vol. 19**

EW said that the plan was to have a bigger publication for the Annual Meeting. Equinox would take over after the Leeds and succeeding conferences. The matter of distributors was discussed. SH noted that that Equinox is more specialist. There was some uncertainty regarding whether the new contract required the production of a camera ready copy. The understanding had been that this was not required, although the contract said otherwise. GW said that we needed to know the costings and print run before our next meeting in April. There was also a need to check a family resemblance with other publications regarding size, and to keep in mind the size of standard journals.

**11. Next Annual General Meeting in Kings London 2004**

Those on the organising committee are: MB, GW, Jenny Jenkins, KS, Constant Leung and Nick Andon. Dovetail had organised registration until the Leeds conference. As there were no formal conference organisers in place at Kings it was suggested that Nick Andon's wife might be responsible for the organisation of the conference.

**Invited colloquia:** There were six invited colloquia members, and ED said that she could not find references to the costs for invited colloquia members. It was pointed out that templates are available which should provide information in general on financing.

**12. Applied Linguistics and the RAE**

MM-J said that BAAL should be proactive regarding the RAE and suggested setting up a sub-group for this purpose. RC pointed out that there had been no applied linguists on the education panel and there was a need to collect data on numbers working in Applied Linguistics to negotiate for fuller representation on RAE panels and research awarding bodies. He also pointed out that there was a large linguistics panel although the LAGB is a smaller organisation than BAAL; certain strands, however, were represented such as sociolinguistics. It was suggested that we might choose someone to research this matter on a 'rolling basis' until the RAE. SH said that BAAL should be consulted about the membership of panels such as the education panel. RC added that we needed more 'on the ground' lobbying and collection of data and that he would report back on this matter. It was agreed that MM-J, SH, MB, RC and JC would form a subgroup to investigate how to set up a mechanism to explore the representation of applied linguists on research boards.

**13. Dates for further meetings**

**Date of next meeting:** This would be in Birmingham on Tuesday 6<sup>th</sup> April. RC would contact SH to confirm this. The dates of the annual meeting would be 8<sup>th</sup> September.

**Venues and dates for future meetings:** Central Lancashire had offered a venue for 2006. However the dates suggested by BAAL did not suit them. RC proposed that Northern Ireland or the Republic of Ireland would be good venues for future meetings.

**14. BAAL support for a scholarship for overseas BAAL conference participants**

It was agreed to set up a committee. EW, GW and JC would be on this sub committee to judge applications for scholarships

**15. Response to the Roberts Report**

RC wondered if we should retrospectively articulate a position? He offered to circulate a draft response

**16. BAAL day at IATEFL**

It was pointed out that Peter Grundy is head of IATEFL and also a BAAL member, He also has strong language teaching interests. It was felt that this appointment should encourage closer links between the two organisations

**17. Links with BERA**

It was agreed that it was important to establish a dialogue with BERA and also with the British Psychological Association. RC would circulate a paper to set up a meeting with the BPA.

**Any other business**

CAMLING had requested funds for the second postgraduate conference in language research. It was agreed that they needed to present a clearer proposal and to liaise with KS re CUP seminars. CX would email to ask for fuller details. It was also seen to be important that there was wider publicity for the CAMLING conference, as it was currently heavily represented by Cambridge students. It was pointed out that first, there was a need to set up financial limits on such spending within any year, and secondly, we should be careful not to set a precedent which could not be maintained. It was agreed that there was a need to systematise requests for money and to make this an agenda item for future meetings.

Finally it was reported that OUP would like to offer discounts for BAAL members to ELTJ subscriptions

The meeting adjourned at 5. o'clock