

**Association of Christian Universities and Colleges in Asia
(ACUCA)
Minutes of Executive Committee Meeting
Fu Jen Catholic University, Taiwan
20 April, 2013
9:00 a.m.**

Present :

Fr. LESZEK NIEWDANA, SVD, Taiwan for Dr. HAN-SUN CHIANG, Taiwan	President
Dr. ROBERTUS WAHJUDI TRIWEKO, Indonesia	Vice-President
Prof. ALBERT LEE for Dr. ALBERT CHAN, Hong Kong	Treasurer
Associate Prof. AKIHIRO NEZU for Rev. TAKAYASU MITANI, Japan	Member
MA. TERESA MAGUIGAD for Sr. REMY ANGELA JUNIO SPC, Philippines	Member
Fr. LESZEK NIEWDANA, SVD, Taiwan	General Secretary

Excused :

Dr. JANJIRA WONGKHOMTHONG, Thailand	Member
Dr. KI-PUNG YOO, Korea	Member

In attendance :

Ms. JANET LIN, Taiwan	ACUCA Secretariat
Ms. ANITA HSIAO, Taiwan	ACUCA Secretariat
Ms. BEATRICE HUANG, Taiwan	ACUCA Secretariat

1 WELCOME

2 OPENING PRAYER

2.1 The Opening Prayer was led by General Secretary, Fr. Leszek Niewdana, SVD.

**3 GREETINGS AND OPENING REMARKS BY FR. LESZEK NIEWDANA,
GENERAL SECRETARY**

- 3.1 Dr. Han-Sun Chiang was excused from this meeting due to bereavement in the family.
- 3.2 On behalf of Dr. Han-Sun Chiang, Fr. Leszek Niewdana thanked the members for their participation in the meeting.

4 PREVIOUS MEETING MINUTES (Attachment 1)

4.1 The General Secretary asked the Executive Committee members to confirm and approve the minutes of the previous meeting held at Meiji Gakuin University, Japan on October 28, 2012.

Resolution 1: Minutes of the meeting held at Meiji Gakuin University, Japan were approved.

5 TREASURER'S REPORTS (Attachment 2)

- 5.1 Prof. Albert Lee, standing in for Dr. Albert Chan, summarized the ACUCA recent financial report as of 28 February 2013.
- 5.2 ACUCA had the total asset value of US\$1 million and operating surplus for the first 8 months (July 2012-Feb 2013) of the year was US\$9,200. In 2012/13, ACUCA recorded an investment gain of 12% for the first 8 months while the investment for the same period of the previous year was a loss of 0.3 percent.
- 5.3 For the membership fee due, 10 members, out of a total of 57 members, have not settled their membership fee for 2012/13.
- 5.4 The total donation income was US \$24,200. The United Board donated US \$24,000 to support the Biennial Conference held in October 2012 and the ACUCA Network Model and Mr. Glen Chatelier, Assumption University, Thailand donated \$200 for natural disaster relief.
- 5.5 Program expenses for the year as of 28 February 2013 were US\$67,684.

Resolution 2: The Treasurer's Report was passed without any objection.

6 BUDGET PROPOSAL (JULY 2013 TO JUNE 2014) (Attachment 3)

- 6.1 The General Secretary gave an overview of the budget proposal for the period of July 2013 to July 2014.
- 6.2 The General Secretary then explained the increase of the budget for the Student Mobility Scheme subsidies. Due to the high budget of SMS (Travel Subsidy US\$19,000 and Living Expenses US\$8,000), the General Secretary proposed to decrease the budget for "travel expense" to US\$3,000 and the budget for "ACUCA management conference" to US\$15,000.

Resolution 3: The budget proposal was accepted.

7 MEMBERSHIP FEES STATEMENT AS OF APRIL 15, 2013 (Attachment 4)

- 7.1 10 members have not paid their membership fees for 2012/13. Reminders had been sent to member institutions who might miss the payment deadline. The ACUCA Secretariat will again remind them.

8 PROGRAMS AND PLANS

(1) ACUCA Management Conference 2013

- (1.1) The General Secretary explained the background of the keynote speakers, Dr. Carolyn Woo and Monsignor Anthony Figueiredo. In order to meet keynote speakers' schedule, the dates of the ACUCA management conference were postponed to November 1-3, 2013. The General Secretary also explained the conference program and the proposal submitted to the United Board.
- (1.2) Time framework to collect proposals for the Parallel Sessions was set. In the first stage, the decision has to be made with regards to the topic of the Parallel Session each country will be interested in presenting. The support of

the representatives of member institutions at the Executive Committee is needed to collect opinions among universities in respective countries. The deadline for sending the decision is the end of May. Then, each country shall confirm the speaker, topic, and abstract by July 15th, 2013. In the final stage, the submission of abstract and paper (6 pages maximum, 15-minute presentation) shall be submitted by the end of August, 2013. The ACUCA Secretariat will send out the invitation letter.

(1.3) Topics of the Parallel Sessions were slightly changed as follows.

Community Engagement through:

- i Research Enforcement
- ii Curricular Design
- iii Governance and Cooperation

(1.4) Ma. Teresa A. Maguigad chose (ii) the topic of “Curricular Design” for the Philippines.

Resolution 4: The schedule, budget and preparation framework for the ACUCA Management Conference was accepted.

9 INVITING ONE OF THE INSTITUTIONS FROM INDIA TO JOIN EXECUTIVE COMMITTEE

9.1 The General Secretary asked for approval to invite one of the institutions from India to join the Executive Committee.

Resolution 5: The proposal was approved. The institutions from India will be approached to make the decision.

10 STUDENT MOBILITY SCHEME SUBSIDY APPROVAL (Attachment 5)

10.1 The General Secretary asked for approval to subsidize seven applicants who met the requirements: five from Indonesia and two from Taiwan.

Resolution 6: Subsidies for travel and living expenses for all seven SMS applicants were approved.

11 PROPOSAL TO EXPAND THE SMS PARTICIPANTION TO GRADUATE STUDENT (PROPOSED BY CHANG JUNG CHRISTIAN UNIVERSITY, TAIWAN) (Attachment 6)

11.1 The General Secretary explained the proposal by Chang Jung Christian University.

11.2 The Executive Committee Members agreed that the fund for the SMS subsidy is to support the undergraduate students, but inclusion of graduate research applications can be considered in the future.

11.3 Since the budget for 2013/2014 was already approved, and a potential change

of the current General Agreement on Student Exchange under the ACUCA SMS during this meeting was beyond the discretionary powers of the Executive Committee, the members agreed to observe the current General Agreement.

11.4 The possibility of extending the SMS participation to graduate students could be considered in the budget for 2014/2015.

Resolution 7: The proposal to extend the SMS participation to Graduate students was not accepted. The suggestion was made to present the case at the next General Assembly.

12 INVITATION OF OBSERVERS FROM MAINLAND CHINA TO THE ACUCA MANAGEMENT CONFERENCE.

12.1 The idea was raised during the previous meeting on 28 October, 2012. The General Secretary asked the Executive Committee members whether there was any possibility to invite one or two observers from Mainland China to participate in the ACUCA management conference.

12.2 The General Secretary said that Fu Jen Catholic University as the current ACUCA secretariat will seek the financial support for the invitees' travel expenses.

Resolution 8: The proposal of inviting observers from Mainland China to participate in the ACUCA Management Conference was accepted.

13 ACUCA MEMBERSHIP APPLICATIONS FROM SEINAN GAKUIN UNIVERSITY AND SOPHIA UNIVERSITY. (Attachment 7)

13.1 The General Secretary asked for approval of membership applications from Seinan Gakuin University and Sophia University from Japan.

Resolution 9: Membership applications from Seinan Gakuin University and Sophia University were accepted.

14 WITHDRAWAL OF SEIGAKUIN UNIVERSITY (Attachment 8)

14.1 The official letter stating the intention of Seigakuin University to withdraw from the ACUCA was delivered by Prof. Akihiro Nezu to the meeting.

Resolution 10: Termination of ACUCA membership for Seigakuin University was acknowledged.

15 OTHER BUSINESS

15.1 The Executive Committee representatives from Korea and Thailand were changed. Thailand will be represented by Dr. Janjira Wongkhomthong, Christian University of Thailand, while Dr. Ki-Pung Yoo of Sogang University will serve as representative of Korea.

16 NEXT EXECUTIVE COMMITTEE MEETING

16.1 The General Secretary announced that the next Executive Committee Meeting will be held at Fu Jen Catholic University, Taiwan on November 1, 2013, right before the ACUCA Management Conference.

17 CLOSING PRAYER

17.1 General Secretary Fr. Leszek Niewdana, SVD closed the session with a prayer.

18 ADJOURNMENT

18.1 The executive committee meeting was adjourned at 12:30 P.M.

Prepared by:

A handwritten signature in blue ink, appearing to read 'Niewdana', written over a horizontal line.

Fr. LESZEK NIEWDANA, SVD
General Secretary – ACUCA

Confirmed by:

A handwritten signature in black ink, appearing to read 'Han-Sun Chiang', written over a horizontal line.

Dr. HAN-SUN CHIANG
President - ACUCA