

**Association of Christian Universities and Colleges in Asia
(ACUCA)**

**Minutes of Executive Committee Meeting
Duta Wacana Christian University, Indonesia**

**27 April, 2012
9:00 a.m.**

Present:

Dr. JUNKO HIBIYA, Japan	President
Dr. CHIN SENG CHEN, Taiwan	Vice-President
Dr. JOHANNES UNSOK RO, Japan	General Secretary
Dr. DJOHAN, Indonesia	Member
Dr. JAE H. ROE for Dr. JONGWOOK LEE, Korea	Member
Dr. BETSY JOY TAN for Dr. BEN MALAYANG III, Philippines	Member
Dr. PRADIT TAKERNGRANGSARIT, Thailand	Member
Dr. EDDIE HO for Dr. ALBERT CHAN, Hong Kong	Treasurer

In attendance:

Rev. ROBERT MAARTIN, Indonesia	Duta Wacana Christian University
Dr. TAKESHI NAGATA, Japan	International Christian University
Ms. AKIKO HASHIMOTO, Japan	ACUCA Secretariat
Ms. NATSUKO ITO, Japan	ACUCA Secretariat
Ms. MIYAKO SUZUKI, Japan	ACUCA Secretariat

1. WELCOME

2. OPENING PRAYER

2.1 Opening prayer of thanks given by Rev. Robert Maartin of Duta Wacana Christian University.

3. SUCCESSION OF ACUCA PRESIDENT (Attachment 1)

3.1 General Secretary Dr. Johannes Unsok Ro asked to approve Dr. Junko Hibiya succeeding Dr. Norihiko Suzuki as ACUCA President. Dr. Hibiya assumed the office of president at International Christian University (ICU), the current ACUCA secretariat school, on April 1, following Dr. Suzuki's retirement. The ACUCA by-laws state as follows: Should the office of president become vacant due to any reason, the Vice President shall become President and shall serve the remainder of the term. However, for the secretariat to function smoothly, he proposes that the new president of the current ACUCA secretariat school takes over the role of the ACUCA President, rather than the Vice President.

3.2 After a discussion, the members decided to amend the bylaws, and the ACUCA secretariat will prepare proposal for the amendment to be presented for official approval at the upcoming General Assembly scheduled in October.

Resolution 1: The proposals to accept Dr. Hibiya as President of ACUCA and to amend the bylaws regarding succession of the president were approved without reservation.

4. GREETING AND REMARKS BY DR. JUNKO HIBIYA, PRESIDENT, INTERNATIONAL CHRISTIAN UNIVERSITY

4.1 Dr. Hibiya thanked the members for approving her as the new president of ACUCA, and also expressed her gratitude to Duta Wacana Christian University for hosting the Executive Committee Meeting.

5. PREVIOUS MEETING MINUTES (Attachment 2)

5.1 General Secretary Dr. Johannes Unsok Ro asked the Executive Committee members to confirm and approve the minutes of the previous meeting held at Kwansai Gakuin University in Japan on September 15, 2011.

Resolution 2: Minutes of the meeting held at Kwansai Gakuin University in Japan are to be accepted without reservation.

6. TREASURER'S REPORT (Attachment 3)

6.1 Dr. Eddie Ho, standing in for Dr. Albert Chan summarized the ACUCA financial report as at 29 February, 2012.

6.2 ACUCA has the total asset of US\$904,385. The operating deficit for the period from 1 July, 2011 to 29 February, 2012 was US\$14,383. This was mainly caused by the unbudgeted relief money of US\$20,000 to four member institutions in Thailand, which suffered from floods in fall 2011, and also another sum of US\$15,300 to Tohoku Gakuin University in Japan, which was hit by the earthquake and tsunami on 11 March, 2011.

6.3 For membership fees for the past eight months, the association has US\$61,500. Four members had not paid the fee as of October last year, and the secretariat sent reminders.

6.4 Donation income increased from last year at US\$11,200. The United Board donated US\$10,000 to support the Management Conference and Duta Wacana Christian University and Filamer Christian University donated US\$1,200 in total.

6.5 Total expenditure up to the end of February was US\$87,133.

Resolution 3: The Treasurer's Report was passed without any objection.

7. PROGRAMS AND PLANS (Attachment 4)

7.1 The General Secretary explained three major events of this year.

- ACUCA Network Model Wrap Up Session, 18-20 August, International Christian University, Tokyo, Japan
- ACUCA Student Camp, 20-24 August, International Christian University, Tokyo, Japan
- ACUCA Biennial Conference and General Assembly, 26-28 October, International Christian University and Meiji Gakuin University, Tokyo, Japan

7.2 The General Secretary announced that the United Board would provide grants for the two events: Network Model Wrap Up Session, and the Biennial Conference and General Assembly.

8. BUDGET PROPOSAL (JULY 2012 - JUNE 2013) (Attachment 5)

- 8.1 The General Secretary gave an overview of the budget proposal for the period between July 2012 and June 2013. He explained that the secretariat decreased the operating budget while increasing the program budget to enable member school students, faculty and staff to feel they benefit directly from ACUCA.
- 8.2 The General Secretary then explained the increase of the budget for the Student Mobility Scheme subsidies. At the Executive Committee Meeting last April, the members approved that for three years they would provide living expenses subsidies to participating students, using surplus from the general fund. However, since it would be desirable to continue providing the subsidies, the secretariat proposes to budget US\$5,527 to be used for the living expenses subsidies and cover shortage by the general fund surplus.

Resolution 4: Budget proposal was passed without objection

9. ACUCA MEMBERSHIP FOR UNIVERSITIES AND COLLEGES IN INDIA (Attachment 6)

- 9.1 The General Secretary explained that following the proposal raised at the General Assembly in November 2010, to approach universities and colleges in India and China about the possible membership in the future, the ACUCA secretariat decided to contact institutions in India. Among universities contacted, Christ University in Bangalore and Lady Doak College in Madurai showed interest in ACUCA, so the General Secretary and a staff member visited them in early April. Both expressed their intention to join ACUCA.

Resolution 5: Proposal to accept membership application from Christ University and Lady Doak College in India was approved without objection.

- 9.2 The General Secretary then asked the members to consider the application procedures for the two institutions in India. When an institution joins ACUCA, the following documents are necessary: 1) endorsement by the Executive Committee member from the home country, 2) two letters of recommendation from the home country. Since they are the first institutions from India to join ACUCA, letters of recommendation from the home country cannot be provided.
- 9.3 After a discussion, the members agreed that for the application by the two Indian institutions, 1) endorsement would be prepared by the ACUCA President and 2) the ACUCA secretariat would ask the United Board to write letters of recommendation for them.

Resolution 6: For the two Indian institutions to join ACUCA, 1) endorsement would be prepared by the ACUCA President and 2) the ACUCA secretariat would ask the United Board to write letters of recommendation for them.

- 9.4 The General Secretary went on to discuss the issue of an Executive Committee member from India. At present, each country represented in ACUCA chooses one of their member schools to serve on the Executive Committee. As for India, there are only two institutions, and it may be quite burdensome for one of them to serve as Executive Committee member from the beginning.
- 9.5 After a discussion, the members concluded that as a temporary measure, an Executive Committee member from India is not required.

Resolution 7: As a temporary measure, an Executive Committee member from India will not be established; this measure will remain in effect for only a given number of years after joining ACUCA.

9.6 The General Secretary asked the members to allow Christ University and Lady Doak College to participate in the upcoming Student Camp as “observers,” since they are not official members of ACUCA until their memberships are approved at the General Assembly in October.

Resolution 8: Proposal to invite the two Indian institutions to the student camp was passed without objection.

9.6 President Hibiya proposed to change the application documents for joining ACUCA in general. An institution that wishes to join ACUCA should obtain one letter of recommendation from an ACUCA institution in the home country and another from an ACUCA institution abroad, rather than two letters of recommendation from ACUCA institutions in the home country. This would make the organization more international and enhance their mission to promote the development of Christian higher education in the entire Asian region.

Resolution 9: The following proposal was approved: An institution wishing to join ACUCA shall submit one letter of recommendation from an ACUCA member institution of another country, in addition to one from an ACUCA member of the home country.

10. PROGRESS REPORT: ACUCA NETWORK MODEL (Attachment 7)

10.1 The General Secretary then gave a brief summary of the ACUCA Network Model: E-learning Project on ‘Sustainable Development and Faith.’

1. Tryout Program: The first try-out project was carried out in January 2012. This project consisted of the following sequence of activities; 1) Module orientation, 2) Reading case studies, 3) Video lectures, 4) Small group discussion, 5) Large group sharing through skype. The participants of this program were 6 students from Duta Wacana Christian University, 5 students from Silliman University and 5 students from International Christian University.

2. Year 2 Program: Based on the experience through the tryout program, ICU team changed some of the contents to improve the program. The tentative schedule is as follows:

April - May 2012: Preparatory work for E-learning Program implementation and nomination of the participants

17 May - 14 June: Orientation (including an initial TV-conference session), followed by Module-based program implementation

4 June: Final TV-conference

18 - 20 August: Wrap-up Session at International Christian University

3. Budget: US\$3,600 for the lease fee of Moodle for AY2012-2013.

11. STUDENT MOBILITY SCHEME SUBSIDY APPROVAL (Attachment 8)

11.1 The General Secretary asked for approval to subsidize six applicants who satisfy conditions; four from Korea, one from Thailand and one from Indonesia. He added that regarding the selection process, due to the increase in the number of the applicants, the ACUCA secretariat is planning to ask each institution to nominate

students in order of priority when more than one student is nominated. This will be informed in mid-June, when a reminder of the next deadline, August 15, is sent out.

11.2 The General Secretary introduced three member institutions that would join the SMS; Parahyangan Catholic University and Sanata Dharma University in Indonesia and Meiji Gakuin University in Japan.

Resolution 10: *All six applicants for the SMS travel and living expenses subsidies were approved without objection.*

12. MEMBERSHIP APPLICATION FROM MOKWON UNIVERSITY (Attachment 9)

12.1 The General Secretary asked to approve membership application from Mokwon University, Daejeon, Korea.

Resolution 11: *Membership application from Mokwon University was accepted without objection.*

13. WITHDRAWAL OF PHILIPPINE WOMEN'S UNIVERSITY (Attachment 10)

13.1 The General Secretary informed the members that the Philippine Women's University had expressed its intention to withdraw from ACUCA.

Resolution 12: *Withdrawal for Philippine Women's University was acknowledged.*

14. PROMOTING NEW MEMBERS (Attachment 11)

14.1 The General Secretary reported that the ACUCA secretariat made new ACUCA pamphlets in order to promote membership. The secretariat sent 10 copies of the pamphlets to each ACUCA member institution in April. He then solicited comments on the Membership Quota, which was determined at the Executive Committee Meeting at Ateneo de Manila University in April 2008.

14.2 After a discussion, the members agreed to increase the quota for Indonesia from 13 to 15, thus the sum of membership quotas would be increased from 100 to 102.

Resolution 13: *Change of the quota for Indonesia from 13 to 15 was passed without objection.*

15. OTHER BUSINESS

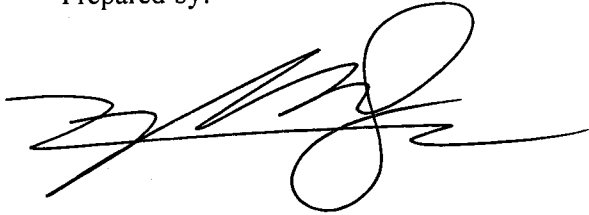
16. NEXT EXECUTIVE COMMITTEE MEETING

16.1 The General Secretary announced that the next Executive Committee Meeting would be held at the Shinagawa Prince Hotel in Tokyo, Japan on 26 October, 2012, right before the ACUCA Biennial Conference and General Assembly.

17. CLOSING PRAYER

17.1 Rev. Dr. Takeshi Nagata closed the session with a prayer.

Prepared by:



DR. JOHANNES UNSOK RO
General Secretary - ACUCA

Confirmed by:



DR. JUNKO HIBIYA
President - ACUCA