

Learner Development SIG Annual General Meeting Sunday, October 27th 1:20 PM - 2:20 PM Room 301

1. PURPOSE

- review, plan and discuss SIG budget, activities and goals
- approve continuing or new officers for different committee positions
- listen to SIG members' concerns, suggestions, criticisms and comments

2. CO-COORDINATION for 2014

2A. Report on 2013 by outgoing co-coordinators (Rich and Andy)

In the lead-in to last year's AGM we reported how lucky we were to work with such an amazing group of people on the LD committee and in the SIG. That has continued to be our great fortune, and the many different accomplishments achieved in 2012 have been sustained and/or consolidated since then by:

- * the SIG subscription and membership grants scheme (grants team);
- * continued membership growth and excellent membership with sustained personalized communication with SIG members and subscribers (membership team);
- * excellent treasury administration (treasury team);
- * two bumper issues of *Learning Learning* (LL editorial team);
- * two book publication projects moving towards completion (publications team, with two editorial teams and a very large number of authors in each book project);
- * three innovative LD forums this year (programme team, with over 40 people involved as presenters);
- * local get-togethers on a regular basis in Hiroshima, Kansai and Tokyo (local get-together organizing teams);
- * regular bilingual new announcements in *The Language Teacher* (publicity team);
- * regular updating and expansion of the SIG website (website team);
- * regular use of the LD-News list to keep contact with SIG members.

The AGM in 2012 also saw the creation of a team for monthly news pieces on the LD website as well as an NGO Outreach team. Since then we have also seen expansion of the treasury, publicity and membership teams, with some changes too in the editorial coordination of *Learning Learning*. In 2013 the committee came to involve 49 people, which is just one short of the 50 ordinary members that was required for the SIG to become established in the first place 20 years ago! In the last 12 months an important part of the committee has also featured contributions from the members at large. We'd like to thank everybody on the committee for their tremendous commitment in the last year to developing and moving things forward in so many different areas.

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In 2012-2013 a wide range of people also worked on the Tohoku Outreach weekend in March, and an even larger number have been working on the 20th Anniversary Learner Development SIG conference for November 2013. The conference will feature over 70 sessions and involve NGOs and students as well as teachers and researchers. At the time of writing, early bird registration has just finished and we are in the process of getting ready to email all those presenting at the conference. [We would like to thank everyone who has taken part in preparing and organizing the conference for all their great work.](#) And there has also just been a Tohoku Outreach planning meeting to review and develop further ideas for projects by members of the SIG. We are very much looking forward to November and hopefully seeing more people become involved in both Tohoku and NGO Community Outreach projects that the SIG is developing. [Again, we'd like to express our thanks to everyone who has contributed to these two areas of activity so far.](#)

With such a large committee and active SIG, part of our challenge as co-coordinators has been to work out when (and how) to act or let things be, and whether to consult with each other first or take action individually. We have each been involved with different teams on the committee at different points, and often simply as onlookers, just seeing now and again how things have been going. We feel that each team knows much better than us what they have done and how they have done it over the whole year - we'd just like to say that we have learnt a lot from looking in from the outside and working with you at different moments. [We have also been really impressed by the much clearer sense of teams working together and communicating more actively with each other than in the previous year. The collaborative dimension of the committee has grown as a result, we feel, in the last year.](#)

At the SIG's AGM in October both of us are stepping down after two years so that Alison Stewart and Fumiko Murase can take over the co-coordination of the SIG. They have been shadowing us for several months now and have both been actively involved in different SIG activities, particularly the conference. We would like to encourage everyone who continues on the committee into 2014 to nurture further the commitment to the collaborative, collective and transparent professional (and personal) development that the LD SIG aims for (and does in many different ways achieve). We wish everyone on the committee every success for the coming year.

2B. Tentative goals for co-coordination for 2014 (Alison and Fumiko)

Alison and Fumiko would like to thank Andy and Rich for the tremendous work they have done for the SIG over the past year. The SIG has grown larger and more complex in recent years and it is largely due to their efforts that we now have an organization with a clear and firm structure. We hope to continue this policy of building an inclusive and responsive LD SIG committee in order to provide opportunities and support for the self-development of all our members. Our goals for the coming year are:

- continue to develop a clear research and grassroots professional development profile for the Learner Development SIG
- clarify the definition and roles of teams (treasury, membership, grants, publication, programme, publicity, web maintenance and development, outreach, and local get-togethers)
- support and liaise with teams to ensure effective operation and to help solve any problems
- liaise with teams on creation and maintenance of effective shadowing system for sharing of expertise and transfer of responsibility
- ensure regular communication with and among teams and the membership as a whole through effective use of Id-comm, Id-news, and a new discussion list

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- encourage and support new initiatives for events and publications by and for SIG members
- consolidate and expand the new strand of outreach-related activity by creating a new Outreach team in the committee, providing financial support for outreach-related projects through 2 new grants, and overseeing a retreat in Tohoku in March 2014

To be approved at AGM:

- *Fumiko Murase and Alison Stewart as SIG co-coordinators for the next two years*

3. TREASURY

3A Treasury report (Kay)

The financial state of LD SIG is healthy at the moment despite the fact that the revenue from the registration fee for the 20th anniversary came short by 100,000 yen, we are breaking even with the cost. Considering the additional on-site registration fees expected, I am optimistic about remaining in the black as far as the conference goes. We have no major events planned for the year of 2014.

3B Tentative goals for 2013

3 (a) Approve Kay Irie to continue as SIG Treasurer until completing the audit in May 2014

3 (b) Approve Satomi (Sami) Yoshimuta, Mayumi Abe, and Huw Davies to shadow Kay with a view to becoming SIG treasurer team in May 2014. Treasurer duties to be divided as follows:

- Banking: Mayumi, assisted by Huw
- Email/OEC: Huw, assisted by Sami
- Grants: Sami, assisted by Mayumi

3 (c) Approve draft budget for 2014 [see below]

Draft SIG budget for 2014 (April 2014 – March 2015)	FY2013 (April 2013- March 2014)	Draft 2014 (April 2014- March 2015)	Notes
Expected balance in March			
Projected expenses			
Table rental for JALT National Conference	(17,000)	(17,000)	
Shipping LD materials to and from JALT National Conference	(10,000)	(10,000)	
Shipping fees for other events	(10,000)	(20,000)	
LD web site cost (including domain name registration)	(7,200)	(7,200)	
Donation for Best of JALT2013	(20,000)	(20,000)	
LD SIG research grants (25,000 yen each)	(25,000)	(50,000)	2 x 25,000
2 National conference grants (40,000 yen each)	(80,000)	(80,000)	2 x 40,000
20th Anniversary LD SIG Conference Grants	(50,000)	0	2 x 25,000
Other miscellaneous	(20,000)	(20,000)	
SUB-TOTAL	(229200)	(224200)	
Projected revenue			
Membership x 1500 yen	250,000*	250,000	90,000 received in

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			May, 2013 so far
Realising Autonomy Proceedings sales	7,000	0	143,000 in 2012, 7000 yen so far in 2013 (Total 150,000 as projected in 2012)
SUB-TOTAL	277,000	270,000	
TOTAL	27,800	27,000	
Reserve liabilities	200,000	200,000	
GRAND TOTAL	227,800	225,800	
Expected balance in March (485,385 yen in March 2013 including 200,000 yen on reserve)	About 300,000 yen and 200,000yen on reserve expected in March		

Current balance for 20th anniversary LD conference			
Revenue			
Early bird registration fees (as of October 7 th)	207,000	(395,000 projected)	(About 100,000 outstanding)
Conference support from the Learner Development SIG	60,000		Confirmed
Conference support from the Junior High Senior High SIG	60,000		Payment received
Conference support from the Teachers Helping Teachers SIG	60,000		Payment received
Conference support from the Yokohama Chapter	60,000		Payment received
Conference support from Tokyo Chapter	60,000		Confirmed
Small publisher participation fees	20,000		Confirmed (English Books)
NGO participation fees (???)			
Foundation for Higher Education and Research Same as RA conference (name tag, program, a short speech) Received the payment	70,000		
<u>Conference support from Gakushuin University (to cover the cost of the large lecture hall in the Chuo Building for the plenary for the two days, and leave over 30,000 for other expenses)</u>	100,000		Payment received
SUB-TOTAL	697,000		
Projected expenses			

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Richard Smith (UK) 140,000 airfare (UK<->Japan) 30,000 accommodation for three nights 30,000 per diem (3 x 10,000) 30,000 speaker's fee and other involvement		-200,000	
Naoko Aoki (Osaka) 30,000 speaker's fee and other involvement 20,000 per diem (2 x 10,000) 10,000 accommodation (1 night) 30,000 shinkansen fare (Kobe<->Tokyo)		-90,000	
Speaker from Tokyo (Yoshida) 30,000 speaker's fee and other involvement 10,000 per diem (1 x 10,000) 5,000 travel; other costs		-45,000	
Phil Benson from Hong Kong as 'special guest speaker'		-30,000	
Chuo Building Plenary Room 301		-66,600	
Conference handbook		-40,000	150 copies?
Name tags printing		-3,000	150?
Proceedings (to be decided and detailed)		?????	
Party fees for the guests 5000 x 4 guest speakers + Mr Kasuya + 2 Tohoku guests		-35,000	
T-shirts for the volunteers Around 40000 for 20 to 30 T-shirts		-30,000	
Book vouchers for student volunteers		-24,000	
Bento for volunteers and speakers 880/person 12 student volunteers + 4 speakers + 2 Tohoku guests		-15,840	
Air conditioning 7700/day x 2		-15,400	
Other running costs (to be detailed)		-50,000	provisional
SUB-TOTAL		-684,840	
TOTAL (Balance)	52,160		

3C For approval by AGM

(a) Approve Mayumi Abe, Huw Davies, and Satomi Yoshimuta as new SIG Treasurer team for the next two years

(b) Approve _____ as shadow(s) to join the Treasurer team in October 2014

(c) Approve draft budget for 2014 [see above]

4. MEMBERSHIP

4A. Membership Report (Gretchen Clark)

Chair responsibilities:

- at the beginning of every month, add new members from the JCO list to the SIG membership list, confirm renewing members' email addresses, note those who have let their membership lapse. (2+ hours a month, but quicker once you learn the system.)
- administer the SIG subscriber list (currently 3 members); Send renewal reminder letters 2 months and 1 month before subscription expires.
- notify the database manager (currently Hugh Nicoll) of changes via Google Drive spreadsheet
- update the Get Together coordinators (Currently: Tokyo-- Andy Barfield; Hiroshima-- Jim Ronald; Kansai—Gretchen Clark and Michael Wilkins) with any changes to their membership lists via Google Drive spreadsheet
- report the figures to the committee every month in a brief email message
- periodically with Matt and Ann, update membership welcome and renewal letters (enlist coordinator help with any new SIG business that should be included)
- respond to any queries/questions from members/ SIG committee members about a SIG member's subscription status

Committee responsibilities:

- Matt Coomber: send out renewal letters
- Ann Flanagan: send out welcome letters

4B Tentative goals for membership for 2014

- (Gretchen + Alison?) Revise welcome, 2-month renewal, 1-month renewal letters
- Continue regular mail-outs, list updates and personal communication when necessary
- Develop a more effective shadowing system
- Coordinate with National about how the new database system will affect membership matters and adjust membership committee duties as needed.

4C For approval:

4 (a) *Gretchen Clark to remain as SIG Membership Chair*

4 (b) *Stephanie Corwin and Brandon Kramer to shadow Gretchen with a view to becoming Membership Chairs at JALT2014 or JALT2015*

4 (c) *Matt Coomber and Ann Flanagan to continue as membership renewal and welcome letter writers and contact liaisons*

5. GRANTS

5A. Grants team report (Martin, Kay, Stacey)

2013 Grant Awardees

- LD SIG JALT2013 Conference Grants: Caroline Ross and Aya Matsumoto
- LD SIG LD SIG 20th Anniversary Conference Grants: Mike Sullivan and Tanja McCandie

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- LD SIG Subscription Awardee: Natacha Piederriere
- LD SIG Membership Awardees: Brandon Kramer and Adrian Wagner
- LD SIG 2013 Research Grant: Michi Saki

Grant Awards Team Main responsibilities

- prepare and send out timely notices and information about SIG grants to the SIG membership, website and Facebook
- manage the dedicated gmail account set up for the purpose of administering the grants this year
- respond to emails and queries from grant applicants
- decide, with at least two other committee members, grant awardees for each type in 2014
- consult with co-coordinators and treasurer about payment to awardees
- provide timely information about awardees to website, publicity and publications

5B Tentative goals for grants team for 2014

Grants to be offered as follows:

- 5 LD SIG subscription grants (to non-JALT members)
- 5 LD SIG membership starter grants (to JALT members)
- 2 LD SIG research grants (25,000 yen each) = Y50,000
- 2 National conference grants (40,000 yen each) = Y80,000
- NEW] 2 Pan-SIG conference grants (40,000 yen each) = Y80,000
- [NEW] 2 Outreach project grants (20,000 yen each) = Y40,000

Total value of grants offered: 250,000 yen

- Grants committee chair to keep communication with website, outreach, publicity and publications teams
- Develop with Publications team contributor guidelines for grant awardees for *Learning Learning*

5C For approval at AGM

- (a) *Martin Mullen and Stacey Vye, and Satomi Yoshimuta, assisted by Mayumi Abe, as LD SIG grants team for 2014*
- (b) *Reduce number of subscription grants and membership grants from 10 to 5 each*
- (c) *Introduce 2 PanSIG grants (40,000 x 2), and 2 Outreach project grants (20,000 x 2)*

6. PUBLICATIONS

6A(i) Publications Team report (Masuko Miyahara)

We have held two major meetings (November 2012; June 2013) in the past year plus numerous email discussions. Here is the summary of the meetings that includes issues for discussion for the year 2013-2014.

Confirm the roles of publications team

There have been some changes in personnel and roles with the publications team. These needed to be confirmed. It was confirmed the Publications Chair and the Publications Co-chair were responsible for the coordination of publications. *Learning Learning* (LL) will be considered as separate from the Publication Team. There would be one lead editor overseeing the entire LL throughout the year with editor and co-editors for the specific issue. For the time being, James Underwood will be the Lead Editor. Please refer to his report for further details.

Publication projects in the pipeline.

Two projects were confirmed:

- An anthology of working papers that Aiko Minematsu and Andy Barfield are working on with 12 other authors (provisional title: *Learner Development: Different Cases, Different Interests*). This project is progressing smoothly.
- An anthology of papers on the theme Collaborative Learning in Learner Development, based on a proposal by Tim Ashwell following discussion on the this topic at the Tokyo Get-togethers. The book is expected to be ready early in 2014, and the authors will be discussing their chapters-in-progress at the LD SIG 20th Anniversary Conference. Tim Ashwell, Alison Stewart, Steve Paydon, and Masuko Miyahara are currently coordinating the project.

Publishing Options

One of the most pressing issues for next year is to decide how the two book projects are to be published. The two options considered so far are (1) publishing with a commercial company, which would ensure high sales but minimal profits for the SIG, and (2) self-publishing which would likely entail lower sales but a higher return for the SIG. At the Publication Team meeting in June 2013, participants (particularly Andy) expressed a preference for to self-publishing. One of the most pressing issues for next year is to decide how the two book projects are to be published. The two options considered so far are (1) publishing with a commercial company, which would ensure high sales but minimal profits for the SIG, and (2) self-publishing, which would likely entail lower sales but a higher return for the SIG, and (3) free-publishing, which would involve no cost and no profit. At the Publication Team meeting in June 2013, participants expressed a preference for self-publishing. Since then, thanks to Hugh, we have become aware of the possibilities of free online publishing with Creativist and also started to re-consider the case for publishing the LD Working Papers project as an online open-access book. This would be a matter for further discussion between the project leaders and the contributors.

20th Anniversary Conference Proceedings

The Conference Proceedings is to be published under the leadership of Hugh Nicoll. It would probably a special issue of *Learning Learning* and published online in summer 2014.

Status of *Learning Learning*

There were discussions through the year regarding the status of *Learning Learning* and the possibility of splitting it into two different publications. However, it was decided that *Learning*

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Learning would continue to be published twice a year, including SIG members' profiles, reflective accounts of practice and events, introductions and articles by SIG grant awardees, book reviews, and matters of interest to SIG members.

6A(ii) Report on Learning Learning (James)

In keeping with its commitment to publishing twice a year, *Learning Learning* (LL) was published almost on schedule in the end of April and the second week of October.

The first issue *Learning Learning 20(1)* was coedited by Glenn Magee and James Underwood, and although they were able to publish on time, there was a rush of proof reading and editing behind the scenes that included quite a few members of the LD SIG committee, which wasn't originally planned. As a result, James proposed that, instead of the whole of LL being produced by two coeditors, it could in fact be produced by a team. *Learning Learning* could thus be split up into the following sections: Local Get Together reports, Members' voices, Grant Awardees' Essays, Looking Forward, Looking Back, and Reviews. Each of these sections would be coordinated by section coordinators, who would work alongside the coeditors to get the whole of LL ready for publication. This would enable the coeditors to focus on working with the feature article contributors to get their contribution ready for publication. In addition to this, it was also proposed that the production of the layout of LL could be eased by using the template that James created for *Learning Learning 20(1)*.

At the LD SIG publication dinner in June this year, this proposal garnered support, and it was suggested that the new system could start with the Autumn issue of *Learning Learning*. It was also proposed that James Underwood should take over as *Learning Learning* coordinator whose job would be to first invite people to join the LL team and then, along with the coeditors of the Autumn issue (Fumiko and Monika), make sure that LL was ready for publication in October.

Soon after this meeting, the new proposal was announced on Id-news and the Tokyo Get together and, as a result, the following four people joined the team:

Andy Barfield (Members' voices)
Satoko Ebara (Translator)
Christopher Fitzgerald (Grant Awardees' Essays on Research interests)
Caroline Ross (NGO Outreach)

These people (except for Christopher Fitzgerald as there were no incoming Grant Awardee Essays) worked together with the co-editors (Fumiko and Monika) and coordinator (James) to publish the autumn issue of LL.

Overall this system worked quite well: the Members' Voices section coordinated by Andy, which had previously almost been forgotten, flourished; the NGO Outreach column, coordinated by Caroline, continued where it had left off in *Learning Learning 20(1)*; while Satoko and Fumiko worked together to translate the relevant sections; leaving Fumiko and Monika space to oversee the whole the process, and to copyedit and proof read where necessary, while James offered assistance where needed in the form of technical or editorial support. Looking forward to next year's Spring issue, Christopher has now started working with the 2013 Grant Awardees to coordinate and edit articles on their learner development research interests.

6B Tentative goals

- Web-based online LD SIG 20th Anniversary Conference Proceedings, plus small (200 copies) print run to be published as special issue of *Learning Learning*, summer 2014 (Hugh, Ken Ikeda, Masuko)

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6C For approval

- (a) *James Underwood and Tim Ashwell as co-coordinators of Publications Team*
(b) _____ *as shadow coordinator(s) of Publications Team*

7. PROGRAMMES

7A Report on Programmes 2012-13

- Bill Mbousiadis coordinated with other members of the SIG and various groups in Tohoku, including the NGO Nihon Boken Asobiba Zukuri Kyokai organize the Tohoku Retreat and the SEELS school in Sendai, to organize the Tohoku Retreat in March 2013.
- Hugh Nicoll coordinated the LD Forum at the 2013 JALT CALL Conference in May/June.
- Jim Ronald coordinated the LD Forum at the 2013 PAN-SIG Conference in May.
- Ian Hurrell coordinated the LD Forum at the 2013 JALT National Conference.

7B Tentative goals for Programmes for 2014

- Organize LD forum for JALT2014.
- Coordinate group for a Tohoku Retreat in 2014 to follow on from the productive retreat in 2013.
- Coordinate forums of JALT CALL and PanSIG conferences and endeavor to increase LD SIG presence in other events.
- Contribute to planning for the LD Conference in 2014.
- Find a shadow to help share the responsibilities of the Programmes Chair position.
- Create a '**Programmes Chair Handbook**' to provide advice and aid transitions between successive Programmes chairs.
- Actively look for opportunities for new programmes that the LD SIG can contribute to.

7C For approval

- (a) *Ian Hurrell as continuing LD SIG Programmes Chair for 2014*
(b) *Aiko Minematsu, Lee Arnold and _____ as co-chairs for 2014*

8. PUBLICITY

8A Publicity report for 2013-14 (Robert)

- Designed new SIG logo and LD SIG 20th Anniversary Conference logo
- Produced fliers for Tohoku Outreach event in March 2013
- Produced fliers and posters for LD SIG 20th Anniversary Conference
- Designed t-shirts for LD SIG Conference
- Contributed bi-monthly bilingual publicity notices for TLT
- Took over management of LD SIG Facebook account

8B Tentative goals for publicity for 2014

- The Publicity team to be sent a schedule of upcoming events in advance that may require a publicity vehicle such as a flier.

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- Expanding to include a dedicated Japanese side on the publicity team has been successful in 2013 and should continue to provide excellent results in 2014.
- A cloth version of the logo banner to be printed for conference tables, etc.
- The publicity department will continue doing the bilingual TLT news articles on a bi-monthly basis.
- It is important to make sure publicity department continues to be organized and the distribution of duties is done in a fair and reasonable manner
- The publicity team should try to coordinate with other LD SIG departments involved in website development, publications and any other endeavor that requires branding.

8A. For approval by AGM

(a) Rob Moreau as Publicity chair for 2014

(b) Sayuri Hasegawa, Mayumi Takizawa as Japanese translators editors

(c) Approve _____ as publicity shadow to support Rob Moreau, LD SIG publicity chair

9. WEB MAINTENANCE AND DEVELOPMENT

Report on 2012-13

Web editing work has involved four main projects:

1. Maintenance and development of the existing main LD SIG website – Hugh
2. Development of the 20th anniversary conference website – James, Mike
3. Digitalization of *Learning Learning*, *AYA* and *MAYA* – Steve, Hugh, Mike
4. Monthly web column on issues relating to learner development – Alison and Chika

We have also worked closely with, and had tremendous support from Fumiko, Mayumi and Sayuri, (translations) and Rob (graphics).

9 (1) Maintenance and development of the existing main LD SIG website – Hugh

During the 2012-2013 JALT year, I have continued to maintain our primary web site at ld-sig.org. It remains a static web site, requiring, as James and Mike have noted in their report on the conference web site below, basic knowledge of css, html, and ftp protocols for maintaining and updating the site. Traffic higher than ever in the last couple of months conference PR working wonders?)

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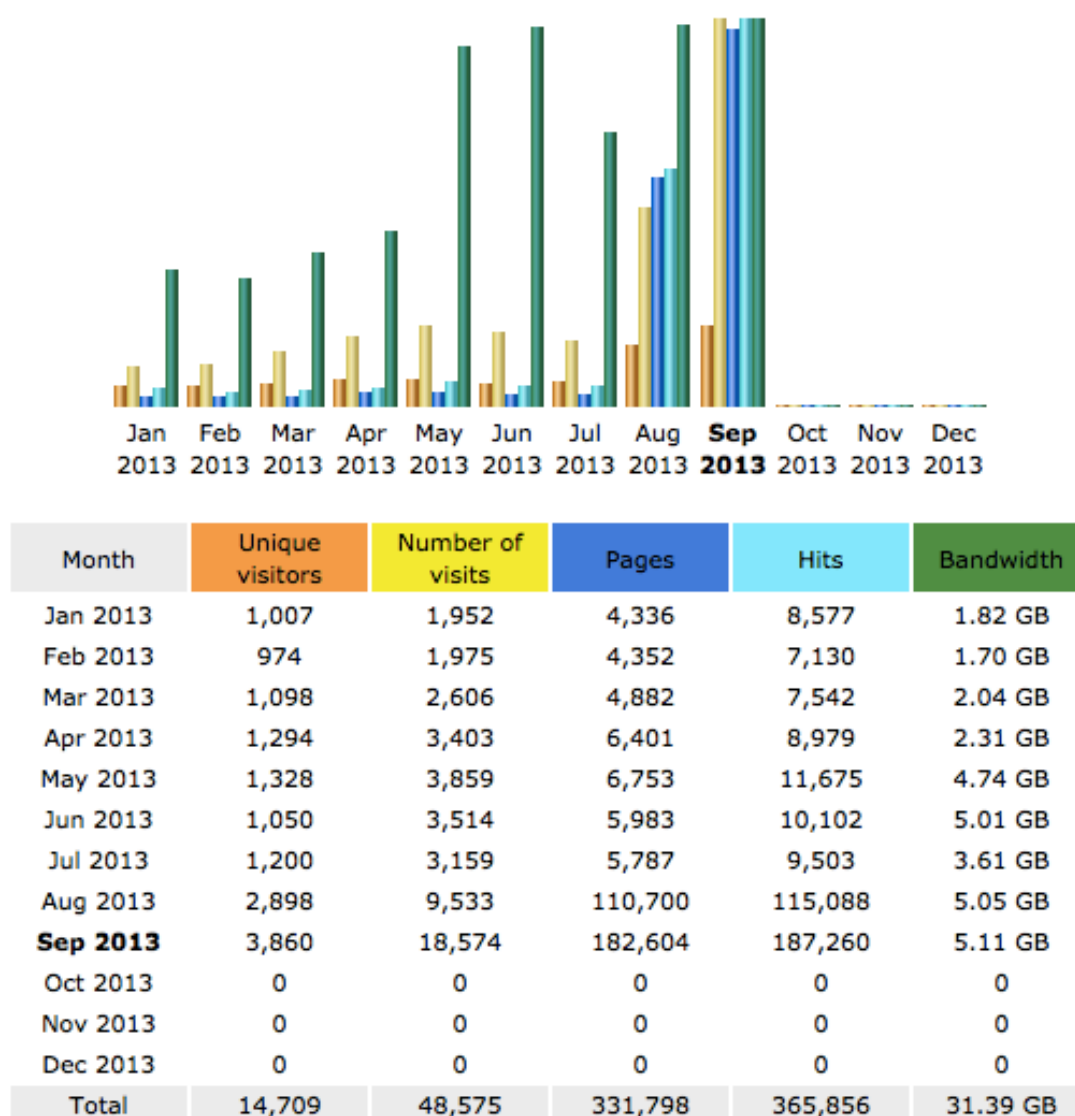


Figure 1. Stats from ld-sig.org, January to September 29, 2013

During the past year I have benefitted from the content contributions of many members of our officer teams, and have especially enjoyed working with Alison and Chika, who have been writing the monthly column, “Talking Points” which I have converted from Word to html for the web site, and simultaneously posted to our Wordpress blog.

My reluctance to move to a CMS (content management system) dates from a decade or so ago, when maintaining bilingual sites was far more difficult than it is now. As James and Mike note below, those concerns are now moot, and it’s high time we moved to Wordpress or a similar platform, which would free us to allocate sections of the site for content editing by teams. This transition is not so difficult, but will require the equivalent of at least a few days of full time work to accomplish, preferably with a team of editors and/or web administrators. I look forward to discussions on how this can most efficiently managed, perhaps in Kobe, or later in the fall, after the busyness of conference events.

9 (2) Development of the Development of the 20th Anniversary conference website – James, Mike

For the conference website, we decided to move from a static website (which the main LD SIG website is) to a Wordpress website. This is a Content Management System (CMS), which allows for

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collaboration between website editors and is much easier to maintain as there is little need for in depth knowledge of editing languages such as HTML or CSS. One goal with using Wordpress for the conference website was to explore possibilities for moving the main SIG website to Wordpress or another CMS in the future, in order to make the main website directly accessible to different teams on the LD SIG committee.

Before we started, Hugh voiced some concern about using Wordpress, based on his bad experiences of maintaining sites that had content in both Japanese and English. However it seems that Wordpress has been updated since he used it, as both Mike and I didn't encounter many problems.

Overall, we found Wordpress is quite user friendly and intuitive, with pretty extensive and helpful support forums. Added to this, it has many customizable themes, which means that knowledge of html or CSS is not necessary for developing a Wordpress site. Using a responsive theme, we were able to build a site that adjusts to fit different screen sizes making it easily viewable on smartphones and tablets, as well as computers. We also found it easy to add content to the site in Japanese as well as English, which had been a concern about using Wordpress before developing the site.

Using the plugins, Jotform and Tablepress, James was also able to develop ways to integrate forms for submission of proposals and registration and a searchable table for the program into the site.

The only thing we didn't manage was to bring more people on to our team to work on the website, or to involve Ken and Lee in shadowing our work, mainly because we were working to tight schedules and didn't have time to train new editors/collaborators.

If the change, for the main LDSIG website, from a static to a CMS site is going ahead, it would have to be when we have the least commitments, possibly Feb-March 2014. We would also need to give more thought to having active shadowing of the website development work and to training people in other SIG teams to directly access and edit the site.

9 (3) Digitalization of Learning Learning, AYA and MAYA – Steve, Hugh, Mike

A complete online back catalogue of *Learning Learning* is now available on the SIG website. Building on the incomplete archive of issues that had been previously scanned by Richard Smith, Steve scanned the remaining issues with help from Mike. Hugh then made these downloadable on a *Learning Learning* archive page on the main website.

Autonomy You Ask! is also now digitalised on the main SIG website, and can be downloaded as a complete book or in separate chapters. Mike uploaded scans of AYA, provided by Kay, onto a page on his Chuo website which has been integrated into the main SIG website. MAYA has not been digitalised yet and could be done in the same way by Mike on the Chuo website, but if the main website is moving to Wordpress in the future, it would be more sensible for Mike and a shadow digitaliser to work on uploading MAYA – as well as moving AYA over – to the new Wordpress site when that is set-up.

9 (4) Monthly web dialogue column – Alison & Chika

This was an exercise in exploratory dialogic writing in which we raised and discussed in a personal way a range of issues relating to language learning, teaching practice and self-development, and reading throughout the year. We enjoyed the experience of writing together and hope that LD SIG members enjoyed reading it. We wish Rachelle and Kay all the best in taking it on for the coming year and very much look forward to reading their column every month.

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9B Tentative goals for Web Maintenance and Development for 2014

- Move website to Wordpress for launch by end March 2014
- Upload MAYA to new Wordpress site

9C. For approval at AGM:

- (a) *Hugh Nicoll, Mike Nix, and James Underwood as continuing Web Maintenance and Development Team*
- (b) *Ken Ikeda, Lee Arnold, and _____ as Web Maintenance and Development Team shadows.*
- (c) *Kay Irie and Rachelle Meilleur as new monthly web dialogue writers*

10. OUTREACH TEAM (NEW)

This is a new team that incorporates the already established NGO outreach liaison and a new Tohoku Community Outreach Project. Both NGO Outreach and Tohoku Community Outreach have the purpose of continuing and initiating contacts and involvement with schools, communities and NGOs on education-oriented communication and projects

10A(i) NGO outreach liaison(s)

Main responsibilities

- build on the contacts with Shanti from the Realizing Autonomy conference and with other educationally oriented NGOs in Japan and beyond which see learner development as part of their overall approach to development work
- develop the involvement of educationally oriented NGOs within Japan and beyond in LD events and activities

Report for 2012-13 (Caroline Ross)

The NGO Outreach activities really started taking shape on February 4th 2013, when Colin Rundle and Caroline Ross went to visit representatives at Shanti Volunteer Association's (SVA) Tokyo office. We wanted to learn more about their activities, and explore possible avenues for collaboration. We learnt that Shanti also have an office in Kesennuma, which some LD-SIG members subsequently visited as part of the Tohoku Outreach weekend. Shanti stated their need for volunteers and interns, and we realized that LD SIG members and their students may be able to assist here. From this discussion, we decided that we would launch a Student Ambassador programme, inviting students to intern or volunteer at an NGO of their choice, and represent that NGO at the LD SIG 20th Anniversary Conference in November.

Using a list of NGOs provided by the Japan NGO Network for Education

<http://jnne.org/member.html> we sent bilingual emails to a small number of NGOs to see if they may be interested in accepting student volunteers. However, some possible leads for NGOs were not followed up, (an NGO about Ainu – Maori exchange, and possibly ACE Japan) probably because this is our first year and we are still trying to figure out what we are doing, and also because students seemed to match easily with the NGOs we were already in contact with.

In June, we sent out a mail (in English) to LD SIG members, inviting teachers and students to participate, along with a simple poster (bilingual) for display. Most of our student volunteers this year are from Soka University where Colin works, but we were also contacted by Theron Muller at Toyama University, with two student volunteers, and thanks to Kay, we also have students from Tokai University. (NB: The students coming from Toyama are entirely self-funded!) Through this

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programme ten university students successfully found volunteering opportunities and will be representing the following NGOs at the conference:

- Japan Tent, <<http://www.japantent.com/index.html>>
- Free the Children Japan, (FTCJ), <<http://www.ftcj.com/>>
- Shanti Volunteer Association, (SVA), <<http://sva.or.jp/>>

In the run up to and during precious summer vacation, Colin was working extremely hard liaising between students and NGOs. Some students needed assistance writing CVs, and Colin did an amazing job helping all these students find placements! He and very nervous students visited two NGOs to discuss objectives and guidelines for volunteers; during these meetings students quickly gained confidence and took over all further arrangements for their volunteer placements.

Now, students are busy preparing for the conference in November. Students aren't necessarily sure of what is expected of them, and again Colin has been liaising with the LD SIG conference committee and our student volunteers to help push things forward.

Other NGOs which we could not find volunteers for will be present at the conference. These are very keen to recruit volunteers and interns, so they are planning to use the conference and in particular the NGO Outreach forum for that purpose.

Since the November conference has thus far been our primary focus, our thoughts are now turning to the next steps. Assessing and reflecting on the year gone by is, of course, crucial. I already asked the student volunteers for some very basic feedback on their summer volunteering experience, which was used as material for the next NGO Outreach column in *Learning Learning*. We have recently been discussing ways to learn more about the students' experiences, and Colin has suggested making a video (students can interview students, perhaps at the conference) and also featuring representatives from the NGOs themselves. This provides students with an interactive way to discuss their experiences, and can also serve as great promotional material for future projects.

Colin has also submitted a proposal for us to present on the project at ETJ Expo in November and at the CamTESOL conference in February, primarily to increase exposure of the program and recruit participants. He has also arranged for one of the NGOs and the student volunteers to visit his university as official guest lecturers for its Global Leadership Program.

Colin has now talked at length with five of the student volunteers from Soka University. From this, the value of the volunteer experience to them and the role that the program plays have started to become clear.

In terms of value to the students, first, all of the students said that this was their first experience in an office environment – they have all commented that it was great professional experience. Secondly, FTCJ required students to submit cover letters and CVs before doing a telephone interview. The students who went through this process found it a great learning experience (all were accepted). Third, students commented that they could learn what an NGO is, what it does, and how it works. English language development has not been a major part of the experience so far, but that may change as the anniversary conference is the main language focus this year.

The following roles seem to be fulfilled by the program. First, it is an affordable alternative to, or step towards, study/volunteer abroad programs. For students who don't have time, money, or

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confidence to go abroad during summer vacation, our program provided a chance for them to learn from very internationally minded professionals. Secondly, it has provided an opportunity for students to show leadership; in the groups of students that approached NGOs there was often one student who brought their friends into the program and helped them through the process. Third, one volunteer was an international student from Africa; she was able to develop workplace Japanese skills while contributing her own considerable life skills. She also provided Japanese participants with great opportunities to use English. Finally, after a fairly gentle introduction to an NGO through our program (with a simple goal of learning about the organization), students have been able to decide whether or not to take on more demanding roles as interns. One student who had wanted to become an intern decided that it wasn't for her, another who had not considered it has now committed to a six-month internship.

10B(i) Tentative goals for 2013-14

- Expand the network of NGOs collaborating with the LD -SIG
- Create a mailing list (as a way to keep all interested parties informed, and that we can ask questions to)
- Recruit more teachers willing to participate in the programme. Teachers involvement can be to join the LD-SIG Outreach team directly, and/or encourage, promote, and support their students participation as volunteers
- Identify (an) event(s) (late 2014?) with plenty of international attendees, (therefore requiring the use of English) where students can represent NGOs
- Have student volunteers who have "completed" the programme make material (videos / audio / writing) about their experiences. This can be used for various purposes, including promoting the programme in the future.

10A(ii) Tohoku Outreach Resources Website Project (NEW)

Main responsibilities

- to create and develop content to upload to an umbrella website for:
 - updates on ongoing LD SIG involvement in outreach activities,
 - information on NGOs, schools, education-related community activity in Tohoku
 - links to resources for researching Tohoku and other disaster and recovery efforts

10B(ii) Tentative goals for 2013-14

- Create and develop umbrella website for Tohoku Outreach-related projects, events, resources etc
- Plan and carry out a retreat in Tohoku in March 2014
- Collaboration with SEELS in Tohoku, including SEELS use of LD SIG logo, LD SIG volunteers for teacher training and school open campus event in Iwaki March 2014

10C For approval by AGM

- (a) Colin Rundle, Caroline Ross, Andy Barfield, Mayumi Takizawa, and Sayuri Hasegawa as co-coordinators of Outreach team
- (b) Tohoku Retreat in March 2014. Support from budget of ¥50,000
- (c) Collaboration with SEELS in Tohoku

11. TRANSLATION TEAM

The LD SIG relies heavily on a team of bilingual members who provide translations and editing of Japanese text, in particular for *Learning Learning* and *Publicity*.

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In the past year, we have been indebted to Sayuri Hasegawa and Mayumi Takizawa for their work on Publicity, and to Satoko Ebara, Masuko Miyahara, and Kay Irie for their work on *Learning Learning*.

We are always in need of people who are able to help out with translation, based on the principle of “many hands make light work”. Please help out if you can.

12. LOCAL GET-TOGETHERS

KANSAI – Michael Wilkins

In 2013 we had 5 meetings:

- 1) Jan. 19th A joint meeting with the Kobe Chapter that was a workshop on Learner Autonomy.
- 2) Mar. 23 A meeting at Kyoto Ritsumeikan H.S that focused on Action Research.
- 3) July 20 At the KUIS conference we had an action research presentation similar to the Kyoto meeting and Gretchen Clark extended the concept with a separate presentation on her action research results.
- 4) Sept. 28 An informal lunch get-together at the Kansai Tech day and planning for what we will do next year.

The first three were more like presentations by a few members and we were hoping to attract new member which worked to some extent. We are thinking of going back to more informal get-togethers. We have been trying to link the get togethers with other events to try to expose LD to new members and cut down on the number of dates people have to dedicate. There has been also talk of semi-formalizing the dates each year of the meetings to streamline planning. There was talk of starting a project(s) we could work on collaboratively, hopefully ones that are easily to include newcomers and that build to presentations and publications at larger LD events like the National and the Pan SIG. We also want to continue to have joint meetings with other JALT organizations. Osaka expressed a strong interest in collaborating or hosting an event and Kobe is open for another workshop.

HIROSHIMA – Jim Ronald

Hiroshima Learner Development get-togethers continue to happen. We meet most months of the year, and there are typically between five and ten people at any get-together. Altogether, over the year, we have a total of 20 to 30 people joining us, with many get-together regulars also active in JALT's Hiroshima chapter.

Topics we've focused on over the past few months have included the following: Moodle, learner reflection, English camp, cross-cultural awareness, learner advising, autonomy-readiness, out-of-class events, and extensive reading. While I continue to be the main manager of the Hiroshima LD get-togethers, more and more of us are involved in contributing to the get-togethers in some way: finding pre-reading materials (thanks Mathew Porter!), arranging a CALL room for one session (thanks Monika Szirmai!), bringing things to show or things to ask, and sparking ideas off each other.

One aim has been for the Hiroshima get-togethers to be a launch pad for new projects, initiatives, or teams. In a way, hearing about what has been happening in Tokyo, we may feel that we haven't achieved this (yet!). The get-togethers have, however, provided sparks for new topics or

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perspectives to investigate, have served as sounding boards for new research, materials or activities, and have been receptive, fertile ground for developing ideas or new projects.

The group aims to keep flexible, to welcome people with different schedules. However, we are almost all university teachers and have not yet done much reaching out to elementary school or high school teachers, or teachers at language schools. This is something we need to address.

As we meet at the get-togethers, we are often reminded that we are all learners, and how valuable this social, supportive gathering is for us as we develop in our understanding and practices in our striving to become more able to assist our students' development as language learners.

I'll finish with comments from two regulars at Hiroshima Learner Development get-togethers: one from Akiko Awa, our model, vocal, lifelong language learner, and one from Naomi Fujishima, whose reasons for joining the get-togethers may be echoed by us all.

It is the best place to speak out my opinions from the view point of students. I have learned English mostly on my own. However, I needed a lot of help from English teachers from time to time. Sometimes I couldn't agree with their teaching method or style, so LD get-togethers are also helpful to deal with my frustration. (Akiko Awa)

Attending the Learner Development get-togethers in Hiroshima gives me a chance to share ideas with teachers from other universities. It's refreshing for me to hear what goes on in other schools, and I feel a sense of camaraderie with my colleagues there. I've known a few of the regular members for many years, so it's another good reason to go! (Naomi Fujishima)

TOKYO - Andy Barfield, Ken Ikeda and Stacey Vye

Since JALT2012, we've held seven get-togethers in Tokyo, all at Otsuma Women's University: November 2012 (27 participants), December + bonenkai 2012 (21), January (22), February (17), April (21), May (17) and July (22). We're planning to hold two more get-togethers this calendar year, in September and December 2013. As a group, we discussed the format of the get-togethers and collectively decided in February to have a shared first hour in which a couple of people lead a workshop-discussion on a single theme, with small group discussions on diverse learner development issues in the following two hours. From one get-together to the next, we have also been exploring ways for each participant to voice their ideas as they see fit during the different discussions that take place. Here we have also been trying to encourage different individuals to report back to the whole group and reflect the diversity of voices at each get-together. Each learner development sub-group regularly writes up an account of their discussions on the blog so, comparatively speaking, this year we have a greater sense of explicit connectivity from one get-together to the next (for more details see <http://tokyogettogethers.blogspot.jp/>).

This year we have also moved to using Mailchimp to send out messages to publicize meetings. On the downside, Mailchimp allows only one dedicated email address for people to respond to: this has reduced the interaction between us as co-coordinators of the get-together and affected our sense of collaboration. One other continuing concern that we have is how to systematize paying and accounting for the room payments between the LD Treasurer, Otsuma -- and participants. Over the last 12 months we have asked for voluntary contributions of 500 yen plus from participants to cover room rental costs; we are still getting used to doing the room rental paperwork for the SIG.

Another even more local matter is becoming aware of blind spots in giving directions to get to Otsuma. Quite a number of people come from the Hanzomon (rather than JR) side, but not everyone

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looks at the PDF maps we link to in the Mailchimp messages that we send out. Unfortunately we may have lost one potential member who seemed quite annoyed that there was no sign indicating the 'main' gate of Otsuma was not the one we use to get into the building. Having travelled quite some distance to take part, that person returned home without finding the get-together. We now make sure to ask would-be new participants to let us know directly if they are coming to Otsuma for the first time. On the other hand, it seems we have found a very friendly (and cheap!) get-together watering hole for discussions after each get-together, as well as an excellent restaurant for lunch-time meetings and (last year's) bonenkai.

Overall, key questions for continuing to develop the get-togethers concern information, money and participation. In a way all these issues touch on making the get-togethers as accessible and inclusive for as many as possible from one get-together to the next. Despite some glitches along the way, it seems we have achieved some sense of stability and direction over the last year. We are looking forward to navigating with all the participants the continuing development of this collaborative learning community. The three of us would like to continue co-coordinating the get-togethers; we would be very happy if others joined us in these endeavours, too.

10B Tentative goals for 2014

- Kansai – joint event with Kobe Chapter in early 2014

10C For approval by AGM

Coordinators for local get-togethers:

Kansai: Ellen Head + Brandon Kramer (covering for Gretchen while on maternity leave)

Hiroshima: Jim Ronald + Andrew Brady

Tokyo: Andy Barfield, Stacey Vye + Ken Ikeda

13. MEMBERS-AT-LARGE

Current Members-at-Large: Bill Mboutsiadis, Dexter Da Silver, Ellen Head, Hiromi Furusawa, Jackie Suginaga, Kayo Ozawa, Martha Robertson, Peter Mizuki, Rachelle Jorgenson, Stacey Vye

11(a) Approve all of the above as members-at-large for 2014

14. Any other issues or questions arising ...

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