

Southeast Asian Art Academic Programme (SAAAP) Project Board
Minutes: Thursday 14th December 2017 (Meeting 30)

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| Membership | Dr Tamsyn Barton | Chair |
| | Professor Anna Contadini | Head of Department (School of Arts) |
| | Dr Heather Elgood | Course Director (Diploma in Asian Art) |
| | Ruth O'Hanlon | Director of Development, Alumni and External Engagement (DAEE) |
| | Dr Ben Murtagh | Senior Lecturer (Indonesian and Malay) |
| | Liam Roberts Chloe Osborne (Secretary) | Programme Manager Programme Administrator |
| In attendance | Baroness Valerie Amos | SOAS Director |

Purpose: To manage and oversee the delivery of the Southeast Asian Art Academic Programme (SAAAP) funded by the Alphawood Foundation.

| Agenda item. | Agenda Item and Notes |
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| 1 | <p>Previous Minutes</p> <ul style="list-style-type: none"> - Previous minutes were agreed to be accurate. - Action 142: LR summarised that this was going well. A shared workbook is being updated by MA, Diploma and PhD admissions offices as applications come in. We currently have 86 applications with 8 days left until the deadline, which is typically the time when there is a flurry. There are 10 more applications than there were at the same point last year, and so far there have been 11 PhD applications, a number of which are from Alphawood alumni. AC acknowledged the efforts made by colleagues in securing these applications. - Action 141 is complete. - Action 140: LR noted that there is a new implementation process in place for checking book orders before titles are bought by the library. BM added that there is a specific instruction which has been put in place to clarify decisions on order list moving forward. |

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| | <ul style="list-style-type: none"> - Action 139: BM confirmed that a memo has been sent out to all academic staff regarding future publicising opportunities with CSEAS, and that staff will be contacted every few months about this in future. - Action 138: AC noted that this was discussed at the Outreach sub-board, and summarised efforts by EM to organise an event with alumni in Yangon and possibly one in Hue. AC will get the details on this from EM. TB suggested that we look for similar opportunities to organise regional events for alumni to come together and celebrate their degrees, perhaps in individual countries if an international gathering for all is not feasible. - Action 137 is complete. |
| 2 | <p>Chair's Report (TB)</p> <p>The Chair welcomed all and thanked them for attending, and for their ongoing commitment to the Programme.</p> |
| 3 | <p>Discussions with Alphawood (VA)</p> <p>VA updated the Board on her latest communications with Jim McDonough. She noted that the Alphawood were pleased to hear about efforts made to promote the Programme online, and that they are expecting to see the next impact and activity report in May.</p> <p>RO discussed in the context of fundraising initiatives that some future work for the programme might be to seek opportunities for further potential support post-2019. TB noted that colleagues may be well placed to have conversations with potential alumni about future support. AC noted that this would be discussed at the next Outreach sub-board meeting.</p> |
| 4 | <p>Marketing and Publicity (LR) <i>Appendix 1</i></p> <p>TB commended LR for this report. LR summarised the aims: to look at the impact of recent digital campaigning online and to look at how effectively our community of interest has grown and deepened, and noted in particular the great increase in number of Facebook followers and readers of the Newsletter. RO suggested LR contact the SOAS marketing department who are very focused on digital media. Action #143 LR to contact David Miller in marketing.</p> |
| 5 | <p>Academic Support Fund: Reports and Applications</p> <p style="padding-left: 40px;">a. Application SAAAP049 - The Routes of Transmission of Vajrayana Buddhism to Bali and Java (Ambra Calo) <i>Appendix 2</i></p> <p>BM noted that this is the second draft of this application, following the Research and Publication sub-board's feedback on the first application, which needed honing. All were noted as happy with the new application and the costs.</p> <p>Project approved.</p> |

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| | <p>b. Application SAAAP050 - Da Nang Catalogue book launch Appendix 3</p> <p>AC summarised the application from Peter Sharrock to have a launch in SOAS on the 12th January for the Catalogue. All agree that this should go ahead. Project approved.</p> <p>c. Application SAAAP051 – Summer School 2018 (Singapore) Appendix 4</p> <p>AC noted that this was discussed at the Outreach sub-board. We now have a more detailed idea of the programme. HE added that it was very positive to see the involvement of Priscilla Shaw who has provided the venue for free. One query was noted over one sentence in the application regarding restitution. AC will ask PS to clarify this term and the emphasis used. TB agreed that approval could then be given virtually. Project to be approved.</p> |
| 6 | <p>Finance Update (TB/LR) Appendix 8</p> <p>LR summarised the report which was created with the Finance Department and reports up to end of October. There is around 2.8 million left to spend on Scholarships, but spending is very much dependent on the number of PhDs we take on this year. MA applications are more or less at pace with last year, but we'll know more once MA/PhD offers are made. Elsewhere, CAL 3 and EAL 4 both have a significant underspend, partly because more has been accrued on the endowment than has been spent and various approved projects have yet to have their budgets used, including the NUS Press deal. LR also noted that the latest tranche has come through from the Alphawood with some exchange rate fluctuation, hence a shortfall of around £100,000 over the course of the programme. How this will be absorbed will need to be decided.</p> |
| 7 | <p>Annual Report Outline and Alumni Survey Draft (LR) Appendix 6.1, 6.2</p> <p>LR discussed the survey outline which has been tabled to and received feedback so far from Outreach. Comments have been that it may need to be shortened slightly if possible, and the language in places perhaps simplified. HE noted the importance of sending the survey out with a cover letter to Alphawood alumni requesting they fill out the questionnaire. For incoming Scholars, it must also be a stipulation of their offer that they complete this survey. RO also suggested that it would be highly useful to add in a question asking students specifically whether they would like to say anything to the Alphawood Donor, in particular whether their experience would inspire them towards philanthropy of their own in future. Action #144 LR to take on board feedback and finalise the survey.</p> |

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AOB

a. Joint PhD supervision with external institutions (AC)

AC summarised the question of joint supervision for incoming Alphawood Scholars with institutions in Southeast Asia. All noted that it would be a good thing in theory, but that there are academic concerns regarding implementation. TB suggested that this should be considered in future on a case by case basis, as should the question of future MoU's with Southeast Asian Universities. AC noted that this will be looked at once Scholarship applications are all in.

b. Summary of progress on co-publication project with NUS Press (LR)

LR noted that the contract is now hopefully in its final state, and just needs to be signed. All emphasised the importance of ensuring this proceeds by January. If any issues arise LR will inform the Research and Publications Sub-board and TB. TB suggested a plan be put in place to ensure future publishing project applications are streamlined so as to avoid the delay which this project has undergone.

c. SAAAP Library Fund Report (amendments) (BM)

This was discussed above.

d. BM on internships

BM summarised progress with the two Alphawood interns at the RAS. They are working on cataloguing material, and have both reported to have very much enjoyed the internship and have learned valuable cataloguing skills. Both have asked to extend the internship, one by a week and one by two weeks. This would incur a total cost of £180. All are happy for this to go ahead. AC suggested that the Programme contact Alison at the RAS to thank her for her hard work in supervising the interns closely, and have done a great job. **Action #145 LR to draft a letter of thanks.**

e. HE on Alphawood Diploma Scholars attending trips to Paris

LR noted that funding is available for them to attend, and an issue with their going in November was probably time needed to acquire a visa before the trip. HE to discuss further with LR, and ensure Scholars are aware that funding is there for them to attend one Paris trip later in the year.

Date of Next Meeting – 14th December 2017

SAAAP Project Board Actions 2016/17

| No. | Agenda Item | Added | Action Points | Deadline | Owner | Complete? |
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| #145 | 8 (AOB) | 14/12/17 | LR to draft a letter of thanks from the Board to the RAS and Alison Ohta in particular to thank them for their work on the internships. | ASAP | LR | |
| #144 | 7 (Annual Report Outline and Alumni Survey Draft) | 14/12/17 | LR to take on board feedback on the alumni survey and finalise ahead of sending out. | January | LR | |
| #143 | 4 (Marketing and Publicity) | 14/12/17 | LR to contact David Miller in marketing to inform on digital campaigning efforts. | Next meeting | LR | |
| #142 | 6 (Finance update) | 19/10/17 | LR to engage with tutors and admissions staff for each of the degree and diploma programmes to which Alphawood Scholars may apply | ASAP | LR | Ongoing |
| #140 | 5 (Academic Support Fund) | 19/10/17 | LR and BM to discuss potential new books acquisition processes with the Library | Next meeting | LR/BM | Ongoing |
| #139 | 4 (Marketing and Publicity) | 19/10/17 | BM to contact CSEAS about further publicising opportunities for SAAAP through the centre. | Next meeting | BM | Ongoing |
| #138 | 3 (Discussions with Alphawood) | 19/10/17 | RO to enquire further about the possibility of organising a graduation ceremony for Alphawood Scholars or other events with the National Gallery Singapore/Asian Civilisation Museum | Next meeting | RO | Ongoing |