Minutes of the 2006-03 SC36/WG5 Meeting
in Turku, Finland

Final Version: 22 May 2006
Author: Christian Stracke

Participating NBLOs: CANADA

FINLAND
FRANCE
GERMANY
JAPAN
RUSSIA
SOUTH KOREA
AICC (Liaison A)

Meeting Dates:
Tuesday, 2006-03-14 morning
and
Thursday, 2006-03-16 afternoon

Two half-day sessions, 4 hours each
Minutes of the 2006-03 SC36/WG5 Meeting (1st session)
Tuesday, 2006-03-14, 09:00-13:00
University of Turku, 2nd Floor, Room 359

Delegates: Bernard Blandin (F)
           Pierre-Julien Gray (CA)
           Tae In Han (KOR)
           Kenji Hirata (JP)
           Jack Hyde (AICC)
           Myun Gung Lee (KOR)
           Rolf Lindner (GE)
           Denis Mazhorov (RF)
           Jan Pawlowski (GE)
           Boris Pozdneev (RF)
           Sung-Wook Shin (KOR)
           Christian Stracke (GE)

Organizational Matters, Presentations, Discussion and work on ISO/IEC 19796
Parts 3 and 4

Item 1: Opening, roundcall
       approximately: 0,5 hours

Rolf Lindner opens the WG5 meeting by a warm welcome by and initiates the
roundcall by all delegates.

Item 2: Organizational matters: WG5 convener and project editor(s)
       approximately: 10 minutes

Documents:
- **SC36_N1165** Call for Candidates to Serve as SC 36/WG 5 Convener
- **SC36_N1172** DIN Nomination of Mr. Christian Stracke as SC 36/WG 5
  Convener
- **SC36_N1246** Nominating Professor Boris M. Pozdneev as a candidate
  for WG 5 Convener

Rolf Lindner introduces the two candidates.

All agree to postpone a short presentation and discussion to the second session
to give Boris Pozdneev the opportunity to be prepared.

Rolf Lindner explains that the SC36 Chair and the SC36 Secretariat have
appointed Christian Stracke as Acting Convener and therefore, he hands over to
him.
Item 3: ISO/IEC 19796: Short presentation of all contributions
approximately: 2 hours (including coffee break)

• German Contribution: Overview on all parts
Jan Pawlowski gives an overview on all parts of the ISO/IEC project 19796 by an elaborate presentation.

• Korean Contribution: e-Learning QA Metrics for K-12
• Korean Contribution: QA architecture
Sung-Wook Shin gives an overview on the Korean best practice, research initiatives and results concerning e-Learning Quality Assurance Metrics for K-12 and the Quality Assurance architecture model by two elaborate presentations based especially on the interim results of an on-going long-term study (only available in Korean until now).

All delegates agree that it is an open question whether the Korean contribution on the Quality Assurance architecture could be the start of a new architecture discussion in general.

• Japanese Contribution: Quality Methods and Metrics
Kenji Hirata gives an overview on the Japanese best practice, research initiatives and results concerning quality methods and metrics by an elaborate presentation.

Coffee Break (30 Minutes)

During the following lively and intensive discussion all delegates debate the overlapping elements of all the contributions getting a better understanding of the different approaches and their common concepts.

All delegates agree that it would be feasible and very useful to bring together the Korean and the Japanese contributions and to integrate these excellent contributions into the draft CD documents.
Item 4: ISO/IEC 19796 Part 3: Reference Methods and Metrics
Detailed work and decisions on draft CD
approximately: 1 hour
Documents:
- Japanese Contribution: Quality Methods and Metrics
- Korean Contribution: e-Learning QA Metrics for K-12
- Korean Contribution: QA architecture

Kenji Hirata presents the actual status and the draft CD document.

During the following lively and intensive discussion all delegates agree that the Japanese contribution by Kenji Hirata and the Korean contributions by Sung-Wook Shin and Tae In Han are an excellent input for the further development of the draft CD and could be integrated well with strong benefits.

Next steps:
- Korean K-12 example for a quality method
- Collecting examples for specific methods
- QA activity model in each process of the RFDQ of Part 1
- Decision on the general description of methods and the relation to Part 1

Item 5: ISO/IEC 19796 Part 4: Best Practice and Implementation Guide
Detailed work and decisions on draft CD
approximately: 0,5 hours
Documents:

Jan Pawlowski presents the actual status and the draft CD document.

During the following lively and intensive discussion all delegates agree that more contributions are needed and welcome, and invite all NBLOs to provide national examples and cases of good and best practice.

Next steps:
- Call for Cases of Good and Best Practice
- Adaptation guide as a process model
Minutes of the 2006-03 SC36/WG5 Meeting (2nd session)
Thursday, 2006-03-16, 14:00-18:00
University of Turku, 1st Floor, Room 244

Delegates: Sylvie Arbouy (F)
            Bernard Blandin (F)
            Norm Friesen (CA)
            Tae In Han (KOR)
            Kenji Hirata (JP)
            Jack Hyde (AICC)
            Yury Korulnikov (RF)
            Duk Hoon Kwak (KOR)
            Denis Mazhorov (RF)
            Lassi Nirhamo (FI)
            Jan Pawlowski (GE)
            Boris Pozdneev (RF)
            Sung-Wook Shin (KOR)
            Christian Stracke (GE)

Presentation, discussion and work on ISO/IEC 19796 Part 2,
Further work and Next Steps for ISO/IEC 19796,
Resolutions

Christian Stracke hands over to Jack Hyde for chairing item 6.

Item 6:   Organizational matters: WG5 convener and project editor(s)
an approximately: 0,5 hour
Documents:
• SC36_N1165 Call for Candidates to Serve as SC 36/WG 5 Convener
• SC36_N1172 DIN Nomination of Mr. Christian Stracke as SC 36/WG 5
  Convener
• SC36_N1246 Nominating Professor Boris M. Pozdneev as a candidate
  for WG 5 Convener

Jack Hyde introduces the two candidates, gives them the chance to present their
plans and visions for the WG5 future, and leads the following discussion.

After finishing the discussion Jack Hyde hands over back to Christian Stracke
who thanks him for his excellent and neutral chairing.
Item 7: ISO/IEC 19796 Part 2: Quality Model
   Detailed work and decisions on draft CD
   approximately: 1 hour

   Documents:
   • SC36_N1220 WD 19796-2, Quality Management, Assurance, and Metrics
     – Harmonized Quality Model
   • Korean Contribution: e-Learning QA Metrics for K-12
   • Korean Contribution: QA architecture

Sung-Wook Shin and Tae In Han present the actual status and the draft CD document.

Jack Hyde starts with an excellent detailed list of helpful comments and questions leading to a lively and intensive discussion by all delegates.

All delegates agree that the Korean contributions concerning e-Learning Quality Assurance Metrics for K-12 and the Quality Assurance architecture model by Sung-Wook Shin and Tae In Han are an excellent input for the further development of the draft CD and that its integration will lead to strong benefits.

Next steps:
   • Call for Cases of Good and Best Practice
   • Decision on procedure to reach consensus (chapter 2.2 and 2.3)
   • Glossary to be added

Coffee Break (30 Minutes)

Item 8: Decisions on the timing for ISO/IEC 19796 CD ballots for Parts 2-4
   approximately: 0,5 hour

   Documents:
   • SC36_N1116 Resolutions of the WG 5 Meeting, September 2005 in RTP, North Carolina
   • Japanese Contribution: Quality Methods and Metrics
   • Korean Contribution: e-Learning QA Metrics for K-12
   • Korean Contribution: QA architecture

The Acting Convener proposes to establish a six months study period directed by Sung-Wook Shin and based on his presented interim results to enlarge the research and to ensure the best integration and benefit for WG5 purposes.

All delegates welcome the proposal and agree to establish a study period of six months on "Metrics and Systems Architecture for Quality Assurance" and appoint Sung-Wook Shin as the study rapporteur.
Sung-Wook Shin agrees to develop and provide an English study on "Metrics and Systems Architecture for Quality Assurance" and to present a report at the SC36/WG5 2006-09 meeting.

All delegates agree to develop Part 3 first with the aim of a CD and a ballot resolution meeting at the 2006-09 meeting in China. The development of CDs for the Parts 2 and 4 will start in parallel with the aim of a CD ballot resolution meeting at the 2007-03 meeting for Part 4 and at the 2007-09 meeting for Part 2. The specific dates for all three parts will be defined in separate resolutions (see below).

All delegates agree that all excellent contributions can be integrated well into the Parts 2-4 with strong benefits.

All delegates agree on the request for a strong integration of the research results of the study period directed by Sung-Wook Shin into Part 3.

All delegates reaffirm the co-editors of the Part 2-4:

- Part 2: Tae In Han and Jan Pawlowski
- Part 3: Kenji Hirata and Jan Pawlowski
- Part 4: Jan Pawlowski

Item 9: Next Meeting(s)

approximately: 15 minutes

Due to the great success of the last interim meeting in Berlin (2005-12) it was proposed and agreed to prepare an interim meeting before the submission deadline of the next plenary.

Kenji Hirata offers kindly the hosting of the interim meeting.

All delegates thank Kenji Hirata and the Japanese National Body for the outstanding offer and agree to invite to an interim meeting at the end of May 2006.

All delegates agree to have the next WG5 meeting at the SC36 2006-09 plenary.

- **Interim WG5 meeting: End of May in Japan (to be defined): 2 days**
  Interested experts are kindly invited to notify their participation to "Kenji Hirata" <affordance@toyonet.toyo.ac.jp> not later than May 1st 2006!
  Documents for consideration should be delivered to the WG5 one week before the interim meeting!

- **WG5 meeting at the SC36 2006-09 plenary in China: 1.5 days = 3 sessions**
10.1. Discussion and approval of the WG5 resolutions

All delegates discuss and agree on the following WG5 resolutions:

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**Resolution 1: Request for WG5 convener appointment letter ballot**

Facing the nomination of two candidates Christian Stracke (Germany) and Prof. Boris Pozdneev (Russia) for the next terms' SC36/WG5 convener, SC36/WG5 requests the SC36 secretariat to issue a letter ballot for resolving this issue.

*Approved - Unanimous*

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**Note N-1:** SC36/WG5 notes that the SC36 secretariat has appointed Mr. Christian Stracke as the acting WG5 convener for the time until the resolution of the expected WG5 convener letter ballot.

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**Resolution 2: Estimated timing of the Project ISO/IEC 19796 Quality Management, Assurance, and Metrics - Part 2**

SC36/WG5 estimates the following time scale for Part 2: "Quality Model" of its multipart project ISO/IEC 19796 project:

- First CD ballot resolution by: 2007-09
- FCD ballot resolution by: 2008-09
- FDIS ballot resolution by: 2009-03
- IS published by: 2009-09

WG5 requests the SC36 Chair and SC36 Secretariat to provide the schedule and appropriate rationale to the ISO Central Secretariat regarding project management.

*Approved - Unanimous*

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**Resolution 3: Estimated timing of the Project ISO/IEC 19796 Quality Management, Assurance, and Metrics - Part 3**

SC36/WG5 estimates the following time scale for Part 3: "Reference Methods and Metrics" of its multipart project ISO/IEC 19796 project:

- First CD ballot resolution by: 2006-09
- FCD ballot resolution by: 2007-09
- FDIS ballot resolution by: 2008-03
- IS published by: 2008-09

WG5 requests the SC36 Chair and SC36 Secretariat to provide the schedule and appropriate rationale to the ISO Central Secretariat regarding project management.

*Approved - Unanimous*
Resolution 4: Estimated timing of the Project ISO/IEC 19796 Quality Management, Assurance, and Metrics - Part 4

SC36/WG5 estimates the following time scale for Part 4: “Best Practice and Implementation Guide” of its multipart project ISO/IEC 19796 project:
First PDTR ballot resolution by: 2007-03
DTR ballot resolution by: 2008-03
TR published by: 2008-09

WG5 requests the SC36 Chair and SC36 Secretariat to provide the schedule and appropriate rationale to the ISO Central Secretariat regarding project management.

Approved - Unanimous

Resolution 5: Study period on "Metrics and Systems Architecture"

SC36 approves a SC36/WG5 study period of six months on "Metrics and Systems Architecture for Quality Assurance" as a research contribution to SC36/WG5 and proposes Shin Sung-Wook as a study rapporteur and to present a report at the SC36/WG5 2006-09 meeting.

Approved - Unanimous

Resolution 6: Liaison to SC36/WG1

Liaison from WG5 to WG1 (suggesting terms and definitions needed for the documents developed in WG5, and participating in cross-SC36 terminology harmonization) will be Rolf Lindner.

Approved - Unanimous

Resolution 7: Next WG5 project Interim Meeting

SC36/WG5 plans a two-day Interim Meeting for progressing Parts 2-4 of ISO/IEC 19796 Quality Management, Assurance, and Metrics in Japan at the end of May 2006 (to be confirmed by April 15th 2006). In addition to the project editors and co-editors further experts are kindly invited to notify their participation to “Kenji Hirata” <affordance@toyonet.toyo.ac.jp> not later than May 1st 2006.

Approved - Unanimous

Resolution 8: Next WG5 Meeting

SC36/WG5 will hold its next meeting during the next SC36 Plenary, 18-22 September 2006.

Approved - Unanimous

Resolution 9: Request for a time slot at the SC36 September 2006 Plenary

SC36 notes the SC36/WG5 proposed WG5 schedule for its meeting during the next SC36 Plenary, 18-22 September 2006 and instructs the SC36 Secretariat to allocate at least 1½ days (three sessions) in total for this meeting.

Approved - Unanimous
10.2. Next Meetings

Yet decided during the discussion and approval of the resolutions (see above):

- **Interim WG5 meeting: End of May in Japan (to be defined): 2 days**
  Interested experts are kindly invited to notify their participation to “Kenji Hirata”<affordance@toyonet.toyo.ac.jp> not later than **May 1st 2006**!
  Documents for consideration should be delivered to the WG5 **one week before the interim meeting**!

- **WG5 meeting at the SC36 2006-09 plenary in China: 1,5 days = 3 sessions**

10.3. Request for a time slot at the SC36 2006-09 Plenary in Wuhan, China

Yet decided during the discussion and approval of the resolutions (see above):

- **Request for a time slot at the SC36 2006-09 Plenary of at least 1½ days (three sessions) in total for the WG5 meeting**

10.4. Acclamations

All delegates welcome and agree unanimously on the following acclamations:

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**Acclamation A-1:** SC36/WG5 expresses its appreciation to the National Body of Finland and to the University of Turku for hosting its 2006-03 SC36/WG5 meeting and providing the excellent facilities.

Acclaimed

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**Acclamation A-2:** SC36/WG5 particularly thanks Mr. Lassi Nirhamo from Finland and the local staff for their continuous and most valuable help and support.

Acclaimed

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**Acclamation A-3:** SC36/WG5 expresses its appreciation to the University of Turku, the City of Turku, ICT Turku Ltd and the Finnish Ministry of Education for the impressive reception at Turku Castle.

Acclaimed

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Acclamation A-4: The SC36/WG5 acting convener, Christian Stracke, acknowledges and thanks all participating National Bodies and Liaison Organizations for their efforts and accomplishments.

Acclaimed

Acclamation A-5: WG5 appreciates Rolf Lindner’s excellent, diligent and effective convenership over the last years since the establishment of SC36/WG5.

Acclaimed

Acclamation A-6: SC36/WG5 thanks its first convener, Rolf Lindner, for preparing this WG5 meeting.

Acclaimed

Acclamation A-7: SC36/WG5 thanks its acting convener, Christian Stracke, for chairing a successful WG5 meeting.

Acclaimed

Item 11: WG5 Resolutions for the SC36 Plenary
approximately: 5 minutes

All WG5 Resolutions for the SC36 Plenary are yet included within the approved resolutions (see above).

Item 12: End of the 2006-03 SC36/WG5 Meeting
Christian Stracke thanks all delegates for the fruitful discussions, their contributions and the successful meeting.