

JANET Officer Reports for Annual General Meeting

June 17th 2023

Executive Director's Report – Simon Capper

As the world heads back to some degree of “business as usual,” so does JANET. After nearly 5 years in the planning, we finally get to meet in Morioka for JANET2023. The conference marks the completion of a year since our last AGM, a year in which we've continued to blend steady progress and innovation.

On all fronts, JANET has continued to function smoothly. Our 2022 online conference went ahead without any major hitches, albeit with a slightly reduced number of presentations. Our EBMs were carried out each month, newsletters were sent every month and two more volumes of *Nexus* were published. Many thanks to all who were part of these endeavours, particularly Joel Hensley, who provided invaluable help to Jon on newsletter duties, and Jeff Huffman, who took up the challenge of following Mike Guest as *Nexus* editor, and has continued to deliver an excellent bi-annual journal.

As always, we've tried not to rest on our laurels. In addition to holding another online discussion group in October with “the Margarets” – Chang and Yamanaka, we also initiated a conference grant award, in order to provide some financial support for nursing English teachers who have been unable to receive institutional financing. This year we were delighted to make the awards to Sean Thornton and Nipunika Dilani. In exchange for each 20,000-yen grant, the recipients will present at the conference and provide a paper for *Nursing English Nexus* based on their research and/or presentation. If you or someone that you know would benefit from this award, please encourage them to apply for the grant at next year's conference.

We've also continued our outreach to fellow academic organizations such as JALT, JACET and JASMEE. While the latter seems less likely to bear fruit, our Publicity Chairs, Paul Mathieson and Miki Suehiro, seem quietly confident that our attempts to develop and affiliation with JALT and JACET will lead to some kind of mutual promotional opportunities.

Finally, the advent of this year's AGM marks the completion of our Executive and Assistant Director's three-year term of office. All three serving directors volunteered to continue in their posts, and in addition, our Membership Chair, Sean Thornton was also nominated to the board. All have duly been elected to continue to their positions on the board, and are expected to continue for a term of three years.

The Executive Board sincerely thanks everyone who has served either on the Advisory Committee or on the Nexus Review Committee. As always, we're keen to welcome new members to the Advisory Committee, and we promise not to burden you with much work, so if you have an interest in helping us, please do get in touch. Meanwhile, enjoy Morioka, enjoy JANET2023, and thanks very much for your support.

Nursing English Nexus Editor's Report – Jeffrey Huffman

Nursing English Nexus Volume 6, Number 2 (<https://www.janetorg.com/nexus-6-2>) was published about a week late, in early November 2022, with three research articles and one report. We welcomed Brian Nuspliger on board in a much-needed proofreading role from this issue, and we also welcomed two additions to the Review Board, David Ostman and Ian Willey.

Nursing English Nexus Volume 7, Number 1 (<https://www.janetorg.com/nexus>) was published on the last day of April 2023 with just two articles, but certainly worthwhile ones. We already have two submissions in for the October 2023 issue, and we look forward to seeing more in conjunction with the in-person conference this year.

Many thanks to all the contributors as well as the reviewers, who have done a stellar job as they acclimate to our new two-reviewer selection process. Special thanks as usual to Mathew Porter for handling the layout and online publishing process.

Membership Chair Report – Sean Thornton

By the end of the academic year 2022 the total number of JANET members reached 278. However within the same period there were a few people who formally ceased to be members, and the membership survey in December 2021 also identified several members who were no longer contactable. This leaves us with a total of 256 members that are active/current

There has been a noticeable increase in membership applicants in recent months. Aside from organic growth it seems reasonable to suggest that there are 3 main contributing factors:

- The pending face to face conference.
- The implementation of the Publicity Chair positions and subsequent promotional efforts by Paul Mathieson & Miki Suehiro.
- The institutional promotion campaign wherein we attempted to inform an extensive list of institutions in Japan of JANET's existence by direct mail.

Although the majority of new members are based in Japan and teaching at institutions that include nursing students, we did also see a few applicants who were neither in Japan nor teaching nurses or nursing students. Although not formalized yet we have decided that moving forward we would like applicants to fit at least 2 of these criteria in order to be added as members: is a nurse, nursing student or teacher of nurses, is based in Japan or has ongoing engagement with Japan, is teaching English to nurses and/or nursing students, has been introduced or recommended to us by an existing JANET member.

Newsletter Editors' Report – Jonathan Levine-Ogura & Joel Hensley

Through a free Internet email service called MailChimp, JANET's newsletter has been providing nursing-English related information for our members since 2017. Currently, the newsletter reaches 244 subscribers, up 19 from the previous year.

The newsletter mainly consists of English news and research articles, multimedia content, and teaching materials found on the Internet, both related to Japan and from international sources. We hope that this content provides useful and timely information for teachers and students of nursing English. The newsletter also provides the latest information on conferences and other academic organizations that cross JANET's interests as well. As a service, we can also provide employment information if requested to do so.

MailChimp data show that the majority of our subscribers opened the newsletter (60% on average), which was 2.5% up from the previous year. Compared to 2021, however, the click rate in 2022 was 4% lower (11.7% on average).

Though most of the newsletter content is provided in English, we also try to provide Japanese content for our Japanese-speaking members. As always, we encourage JANET members to share anything if the opportunity arises. Our editors will be more than happy to hear from our subscribers.

Starting in 2022, the Editors began holding newsletter preparation meetings online in the first week of the month. Discussion facilitated both improved content and more efficient editing/creation of the newsletter. Each month's newsletter draft was typically shared with the Executive members around the 15th, and the newsletter was sent around the 20th of the month.

Program Chairs' Report – Yutaka Kato & Eric Fortin

As program chairs, we vetted the abstract proposals, which numbered 15 in all, including two posters. We interacted with presenters (and peer reviewers) primarily via email, provided guidance and assistance as necessary, and assigned the presentation timeslots for the 2023 conference. All of the proposals were accepted, some with minor revisions and one with a moderate revision. One accepted proposal was later withdrawn due to conference attendance difficulties.

In addition to vetting the proposals, we organized a preliminary schedule for JANET's two-day in-person conference (the first in-person conference in four years), scheduled to take place in Morioka from June 17th to 18th 2023.

For future conferences we plan on discussing the following concerns:

1. Emphasizing and periodically reminding prospective proposal submitters of the need to write abstracts in both English and Japanese. Most submitters have been good at observing this request, but occasionally there are some who only submit an abstract in English, or who significantly curtail the contents of the abstract written in their non-native language.
2. Every year there have been proposal submitted after the stated submission deadline. Although this year JANET has been a little better about respecting the proposal submission deadline, there are still proposals being submitted and accepted after the deadline.

Publicity Chair Report – Paul Mathieson

The role of JANET Publicity Chair has two key areas of focus. The first involves coordinating publicity and public relations in regard to JANET events and initiatives (in both JANET and non-JANET forums). And the second area of focus is coordinating outreach efforts to other organizations within Japan (and possibly abroad) with a view to possibly establishing formal collaborations and/or partnerships with such organizations.

In relation to the first of these areas, our publicity efforts have primarily focused on two of JANET's core activities: the Nursing English Nexus Journal and the annual JANET conference. These events are already publicized on JANET's website and through the monthly JANET newsletter. Therefore, our publicity messages have predominantly been posted in non-JANET-related forums (particularly via Facebook), most of which are connected with the various special interest groups and regional chapters of the Japan Association for Language Teaching (JALT).

Our publicity efforts connected with Nursing English Nexus have mainly involved posting calls for papers for the biannual Nursing English Nexus issues, as well as posting messages around the time of the release of Nursing English Nexus issues. And for publicity efforts associated with the annual JANET conference, we make publicity announcements through various channels regarding the call for presentation proposals, as well as details about the conference itself (venue, registration, and so on). Another publicity initiative that we undertook – and that falls under this first area of focus – was our publicity drive to send messages about JANET (what JANET is, its aims, and so on) to nursing schools/departments at universities and other educational institutions throughout Japan. This was carried out via email using the database of contact information for nursing education institutions in Japan. However, we do not have up-to-date information (or individual contacts) for many of these institutions. Accordingly, these publicity messages were only delivered to a few dozen institutions. Nevertheless, at least one JANET Executive Board member noted that they received this JANET publicity message through their institutional channels, so it was at least partly effective.

The second main area of focus for JANET publicity is coordinating outreach efforts to affiliate organizations. This is more of a long-term endeavor, and our hope is that it may lead to the establishment of formal partnerships with other language teaching-related and/or nursing English-related entities. Thus far, we have reached out to contacts at the Japan Association of College Teachers (JACET) and the Japan Society for Medical English Education (JASMEE). No further progress has yet been made in relation to establishing formal relationships with either organization, although our contact at JASMEE suggested that setting up a formal partnership with JASMEE might be difficult. We are also hoping to take steps towards establishing a partnership with JALT during the next year.

Treasurer's Report – Simon Capper

Our annual financial report was submitted, audited and confirmed in June 2023. JANET remains in a healthy financial position, and this year we have been able to offer 2 x 20,000-yen grants for conference presenters who have no institutional support. The main expense listed in the report were the subscription costs to maintain our websites, although further expenses will be incurred for the conference venue rental (expected to be slightly over 100,000 yen), the two conference grant awards (total 40,000 yen) and other sundry conference expenses.

This year we saved on the expense of printing and posting conference promotional postcards, instead mailing information about our conference to every Japanese university with a nursing faculty. Our thanks to all who took up that challenging task, particularly Sean and Paul.

We would like to sincerely thank our Gold Sponsors, Nellie's Books. Nellie's are unable to join us at the conference this year, but have remained steadfast in their support of JANET. Please be sure to check out Nellie's range of nursing English books as a way of thanking them for their support and trust. During the past year we received two additional enquiries about sponsorship, but neither yielded any follow up from the companies concerned.

Finally, our thanks to our auditors, Rima Ghashut and Michiko Sakaguchi for their assistance in helping to keep JANET's books on the straight and narrow.

Webmaster's Report – Mathew Porter

As webmaster, I maintain the organization website (Wix) at janetorg.com and the conference site (Google Site) at <https://sites.google.com/view/janetconference/home-2023>. I also am responsible for some publishing and design tasks related to Nexus and designing flyers, posters, and other materials to support the conference.

Both websites are currently up to date. The conference website currently displays the conference schedule, all of the abstracts and speaker bios, registration form, and information about the venue and city. After the conference, the schedule will be converted to an archive page and added to the past conferences tab.

After much discussion with the directors and members of the advisory board, I shut down the members section of the organization website due to lack of activity. Although we had managed to register about 60% of our members to the website, there had been no activity in the forums over the last two years. Additionally, registering new members to the site complicated the workflow for accepting new members to the organization, so this move should result in easier management of the registration process. Upon closing the members section, the "newsletter" archive and "transparency" section (where this report will be available) were moved under the "About" tab. The membership form needs to be redesigned, and some reorganization and revisions to the structure and design of the website are needed. Opinions are always welcome.

Meanwhile, I have finished updating the “Nexus” archive and have revised the workflow related to uploading new issues and individual articles. This helped me to have all the new files available online (pretty much) on schedule.

Looking at Wix Data, the site saw about 1500 visitors between July 1, 2022 and June 1, 2023, an increase of about 25% from the previous one-year period. About 2/3 of those visitors were new. The Nexus, Events, and About pages see the most traffic. The majority of traffic (65%) was forwarded from Google, but 7% did originate from Facebook, with an additional 2% each from the Science Council of Japan and ELT Calendar. The vast majority of visitors (86%) were accessing the site from Japan. The site also saw visitors from the US, Australia, China, Russian Federation, South Korea, the UK, Hong Kong, Sri Lanka, Bangladesh, and China.

JANET also maintains a loosely affiliated Facebook page administered by Nick Boyes of Meijo University, Simon, and me. Since last year’s report, the group has grown by 13 members to 60. Between July 1, 2022 and June 1, 2023, there have been 60 posts, receiving 421 reactions and 203 comments. My impression is that the Facebook group is a good place to ask anything about teaching nursing students in Japan and I hope that more members will decide to join it.