

## FY 2013 Activity Report (In Chronological Order)

### First Semester: April

#### ■ Period and Summary of the Plan (Items)

- Start of the operations of the Global Business Literacy Assessment System
- Start of the operations of a multilingual website, SNS, a donation collection system, and other systems
- Employment of specialist staff
- Holding of a Study Abroad Fair
- Start of the classes given by English teachers

#### ■ Content of the Plan

- The operation of Global Business Literacy Assessment System, which had been being prepared since FY 2012, has launched. We maximize the effect of this system by holding workshops on its operational procedures for faculty.
- We launched a multilingual website and started information services using SNS and other services, to conduct promotional activities for universities with which we concluded agreements with and for supporting companies. In this way, we will try to improve their understanding of this support project. Contributions collected by alumni will be allocated to the scholarships for the students who wish to study abroad.
- A Study Abroad Fair is held in the International Lounge with the aim of increasing the number of students who wish to study abroad.
- We are trying to enhance the English and Special Education programs conducted in English, with the help of newly employed visiting faculty and adjunct lecturers. In order to accelerate the promotion of this support project, we have started a contractual relationship with experts who have personal relationships and information concerning the new Development Centers in Asia and other areas, and who are specialized in digital contents and other matters.

#### ■ Achievements

- The Online Global Business Literacy Assessment System was officially launched. We held briefings for students and faculty on the method of using the system and on its effect, so as to make the best use of the system.

- We established a multilingual website as planned, which enabled us to transmit the information on the contents of international exchange activities and of this project. In addition, students who are studying abroad became able to let high school teachers and their students know how they spend their time there via SNS. The Contribution-Collection Online System to secure financial resources for scholarships for the students who will study abroad, was also arranged. We conducted training sessions using iPads with the selected students who studied at Arizona State University and San Diego State University, to give instructions for the on-site active use of iPads including how to access the Assessment System.
- Regarding the information service and promotion of overseas study, we held a Study Abroad Fair at the International Lounge of the University for about a month. Information on overseas study was provided to freshmen and other undergraduates through briefings, consultations at the specially arranged booths, and distribution of materials.
- A special duty professor who specializes in overseas career development and five adjunct lecturers were employed to implement this project. We also developed a human resources network in the new Development Centers overseas. In addition, we concluded a contract with a full-time staff member of the project, who will work permanently at the University.

#### **First Semester: From May to July**

##### **■ Period and Summary of the Plan (Items)**

- Lectures related to Global Human Resource Development given by external speakers
- Participation in Study Abroad Fairs held outside of the University
- Holding of the Pre-departure Orientations for students who are going to study abroad
- Establishment of Career Salon

##### **■ Content of the Plan**

- Positioning these series of lectures related to this project as a leading event of the “Symposium on the Project for the Promotion of Global Human Resource Development”, which will be held in August this year, we will invite famous

people who are active globally as speakers. The lectures will lead to the promotion of overseas education. At the Pre-departure Orientations, professionals are invited as advisors to give instructions to students. Information terminals are applied in the training sessions for selected students of high ability.

- In order to show students what it is like to work overseas, we will participate in a Job Fair/Study Abroad Fair and other events, and introduce our Global Human Resource Development Project, to disseminate the significance of an overseas education to high school students and their parents.
- A Career Salon is established mainly for sophomores and juniors. Advisers are invited from companies to give advice on job-hunting to students.

#### ■ Achievements

- We invited professionals who are active globally as lecturers, to hold lectures as needed. Overseas study was promoted and global career choices were encouraged there. The professionals were also invited to the Pre-departure Orientation as advisors to give students instructions.
- Through participating in Job Fairs, Study Abroad Fairs and other events, faculty members realized the actual situation of job-hunting activities overseas, and reported it back to the University. Networking with professionals was also established through this process.
- A Global Career Salon was available throughout the year, mainly for sophomores and juniors. Professionals acting as advisers encourage students to look for jobs and provide them with practical know-how.

First Semester: From May to July/Second Semester: From October to December

#### ■ Period and Summary of the Plan (Items)

- Holding of lectures given by (external) lecturers specializing in TOEIC® (for students and staff).

#### ■ Content of the Plan

- In order to improve the English ability of students, we will hold extra classes given by external lecturers specialized in TOEIC®. We will do this to achieve a higher level of English ability set as the target of this support project. In

addition, we will hold classes given by external lecturers for staff, with the goal of improving their ability to use foreign languages.

#### ■ Achievements

- We held extra classes in accordance with the level of each grade, and with the purpose such as TOEIC® and business English, which were given by external lecturers specializing in TOEIC®, to improve the English ability of students. This supplemental education was enhanced to achieve a higher level of the English ability, one of the goals, set as the target of this support project. In addition, we held extra English classes for staff given by external lecturers, from with the goal of improving their ability to use foreign languages.

#### Throughout the Year: From May to January

##### ■ Period and Summary of the Plan (Items)

- Business trips with the purpose of a field surveys in the area where Internships and Field Studies are conducted, and of the request for and coordination of the omnibus lectures overseas (Dalian, China).

##### ■ Content of the Plan

- The field surveys which have been conducted since FY 2012, are continuously conducted. We sort out the detailed items, and focus on responding to them from the perspective of the operation and implementation of Overseas Internships and Field Study programs. Field training and omnibus lectures are conducted as pilot programs at the seminar level, depending on the area.

##### ■ Achievements

- As the preparation for “Multi cultural Field Studies” and “Multi cultural Internships”, the experience-based classes overseas launched in FY 2014 and, we have continuously conducted field studies, which have continued since FY 2012. The former was conducted in the form of a seminar. Students actually participated in the Overseas Society Survey in the field (China, South Korea, Vietnam, and the Philippines). Regarding the latter, we tried to find companies overseas (China, Hong Kong, South Korea, Singapore, Malaysia, India, and Vietnam) that accept students as interns, and began discussions on launching the program. In Dalian, we held lectures in the form of a relay race, given by

employees /professionals of companies and of other organizations, and conducted business internships at those companies.

### During Summer Vacation: From August to September/During Spring Vacation: From February to March

#### ■ **Period and Summary of the Plan (Items)**

- Giving interviews and instructions to students studying abroad by travelling there; confirming the training environment by visiting the companies
- Foreign language training for staff
- Business trips with the purpose of increasing the number of universities overseas that conclude agreements with us

#### ■ **Content of the Plan**

- Our unique Global Business Literacy Assessment System is characterized by the “visualization” of the growth of the students after studying abroad, by conducting effectiveness measurements before, and after the experience. Faculty members visit important universities among the AUAP (studying in the United States) and AUGP (studying in 13 countries and areas in the world) target universities to provide direct instructions to students. They focus on the students’ progress toward their goals, and try to maintain their motivation.
- Overseas training is conducted so as to improve the foreign language abilities of the office staff.
- Faculty members are dispatched overseas with the purpose of increasing the number of universities overseas that conclude agreements with us.

#### ■ **Achievements**

- Faculty members visited important universities among the AUAP (studying in the United States) and AUGP (studying in 13 countries and areas in the world) destination universities to encourage the use of the Assessment System. They had the students who were studying abroad focus on their process toward the goals of their overseas education, and tried to maintain their motivation in this way.
- Overseas training was conducted at San Diego State University, so as to improve the foreign language abilities of the office staff.
- Faculty members were dispatched to Shanghai, China with the purpose of

seeking universities overseas that can conclude agreements with us.

### During Summer Vacation: From August to September

#### ■ Period and Summary of the Plan (Items)

- Holding of a Symposium on the Project for Promotion of Global Human Resource Development inside and outside of Japan, and the holding of a Career Education Conference

#### ■ Content of the Plan

- This year marks the 10th and 25th years of our study abroad programs, the AUAP and AUCP (studying in China), respectively. To celebrate the events, we will give a presentation on our approach to Global Human Resource Development so far, and future activities. We also invite experts and business people as panelists. The “Symposium on Project for Promotion of Global Human Resource Development” is held both sides in, and outside of Japan (Dalian, China). The announcement is made to other universities that have adopted this project, which makes this a large-scale symposium. We have invited people from supporting companies to exchange opinions on Human Resources Development.

#### ■ Achievements

- We held a “Symposium on the Project for Promotion of Global Human Resource Development” inside and outside of Japan at the Keidanren Kaikan in Otemachi, Tokyo and in Dalian, China, and gave a presentation on our efforts toward society, including other universities that have also adopted this project. We went into a deep discussion on the qualifications of Global Human Resources, the way to develop them, and the needs of society, which became our future guidelines. In addition to this, opinions on career education were exchanged with the professionals at our University.

### Second Semester: From September to March

#### ■ Period and Summary of the Plan (Items)

- Measuring English and foreign language abilities
- Collection of Global Business Literacy Data

#### ■ Content of the Plan

- The TOEIC® test/examination is conducted for all seniors, in order to measure how the English ability of the students has improved. Certification exams of other languages are conducted, too, in order to measure how their ability of foreign languages has improved.
- We will confirm the growth of Global Business Literacy of the students who experienced various programs such as overseas education, internships and volunteer activities while at school.

#### ■ **Achievements**

- The TOEIC® test / examination was conducted for all the seniors, in order to measure how the English ability of the students improved. Also, in order to measure how their ability of foreign languages (Asian languages except for English), on which this department focuses, improved, we had the students who took Indonesian and Chinese language classes take the official certification exams. The class operation system was established through arranging for tutors whose mother tongue was Indonesian or Chinese, in order to support the students.
- We added a data downloading function to the Assessment System, so as to collect Global Business Literacy Data, and enable the data to be processed and compared from various perspectives.

### Others

#### ■ **Period and Summary of the Plan (Items)**

- Close investigation on the implementation status, preparation of the Annual Report, domestic/global information transmission, and update of a multilingual website and other systems.

#### ■ **Content of the Plan**

- Considering the external evaluation, we will conduct a close investigation on the implementation status of the project; prepare the Annual Report; officially announce and disseminate our activities domestically and globally; compare the status with the achievements of other universities and organizations; examine the results.

#### ■ **Achievements**

- In order to implement the project effectively in the next year (FY 2013), we held

a FY 2012 Conference on Project Evaluation with the participants, including the commissioned External Evaluation Committee, persons in charge of the project at our university and general faculty members. The External Evaluation Committee and the project staff of this University conducted a close investigation on the implementation status of the project, exchanged opinions and evaluated the results after the conference. We also distributed the FY 2012 Annual Report to officially announce our activities to the society. A multilingual website was updated and this news was transmitted.

- We exhibited a booth at GGJ (Go Global Japan event) held in December, and introduced not only this project, but also the entire International Exchange Program lineup of our University. After the event, we had many students participate in the preparation of a promotional video for overseas education, led by the Ministry of Education, Culture, Sports, Science and Technology.
- Faculty members went on a business trip to Jakarta, Indonesia, where many universities that concluded agreements with us are located (The University of Indonesia, Al Azhar Indonesia University and Budi Luhur University), in order to provide the universities and high schools there with the information on how we receive international students. We also enhanced career support inside collaboration with other universities, through holding company information sessions for international students inside, and outside of Japan.
- Taking local language classes are compulsory for students of the Department of Multicultural Communication, Faculty of International Relations. We prepared a DVD containing the information on the languages (characters, areas and nations the language is used, the number of the people who use it, examples of sentences, and pronunciation), of which we established for the class, so that students can choose the proper language for them. We also prepared a mobile record book to help students of the department record the achievements of their studies and make plans for future studies.

## Achievements of the Promotion Committee

### **The Second (First in this fiscal year) Date: Wednesday, May 22, 2013**

#### **<Agenda>**

- FY 2012 Report on the Achievement of the Project for the Promotion of Global Human Resource Development
- FY 2013 Statement of the Project for the Promotion of Global Human Resource Development
- Symposium on the Project for the Promotion of Global Human Resource Development  
Anniversary Party held on the same day (25th Anniversary for AUAP, and 10th for AUCP Asia Yume College)
- FY 2012 Briefing Session on the Achievements
- FY 2012 Project Report  
To be delivered on Monday, May 27.
- Achievements in Branding Promotion  
(Advertisements in newspapers and magazines, poster displays in stations, etc.)
- Office staff  
FY 2012: two persons, FY 2013: one person, three persons in total (temp staff)
- Future schedule

### **The Third Date: Wednesday, July 30, 2013**

#### **<Report, Points to Be Checked>**

- Results of the FY 2012 Briefing Session on the Achievements
- Symposium on the Project for the Promotion of Global Human Resource Development
  - Symposium  
Total number of applicants, number of people according to each category, program
  - Anniversary Party  
(25th Anniversary for AUAP, and 10th for AUCP Asia Yume College)
  - Total number of applicants, number of people according to each category, program

- Inspection and audit by the Ministry of Education, Culture, Sports, Science and Technology (scheduled)  
Inspection: Thursday, August 8, 10:00-  
Audit: Half-day on Thursday, September 5 (We responded that this was the only possible day to receive the audit)
- Future schedule  
Overseas inspection, negotiations, etc.
- Others

**The Fourth Date: Wednesday, January 15, 2014**

\*The President, Executive Director of the Board of Trustees, and the Managing Director of the Board of Trustees attend the conference, depending on the content of the report. This conference can be held as a large-scale committee.

**<Report / Points to Be Checked>**

- Report on the Briefing (held on December 26) on the explanation of the “Autumn Review” of the Administrative Reform Promotion Council, and on the budget for FY 2014 (proposal)
- Change of the project name of the Project for the Promotion of Global Human Resource Development  
New name: “Go Global Japan”
- Budget for FY 2014 (upper limit, etc.) and its submission
- Filed investigation (on the expenses for FY 2012) conducted by the Ministry of Education, Culture, Sports, Science and Technology
- Others

## Achievements of the Working Group

### **The Eighth (The first in this fiscal year): Date: Wednesday, April 17, 2013**

#### **<Agenda>**

1. Future development and work of the project
  - a. Report on the Accounting (expenses) of FY 2012 submitted to the Ministry of Education, Culture, Sports, Science and Technology
  - b. FY 2012 Annual Report
  - c. FY 2013 Development of the Project (submitted statement) and expenses
  - d. Symposium  
Speakers of the Symposium on Saturday, August 3, inspection of the venue, and meetings
2. Others

### **The Ninth Date: Wednesday, May 8, 2013**

#### **<Agenda>**

1. Report on the current situation of each department (office operations)  
International Affairs Division, Public Relations Division, Career Support Division, Registration Division, and other divisions
2. Briefing on the achievements
  - Scheduled to be held on Wednesday, May 29
  - Announcement and request for external evaluators
  - Content of the Briefing Session and the program
3. Risk Management (at the University)
4. Documents submitted to the Ministry of Education, Culture, Sports, Science and Technology  
Documents submitted in April, and those to be submitted in May
5. Preliminary inspection of the venue and the way to announcement  
Preliminary inspection was made on April 26. The main venue is the International Conference Room on the second floor of the Keidanren Kaikan. The Keidanren Hall in front of the room is the venue for the Anniversary Party.
6. Others

**The Tenth Date: Wednesday, May 21, 2013**

**<Agenda>**

1. Keynote Speech of the Symposium, panelists
2. Others

**The Eleventh Date: Wednesday, June 12, 2013**

**<Agenda>**

1. Report on the Briefing and Evaluation Conference (on May 29)  
List of the participants, external participants (evaluators)  
Record of the Evaluation Conference, report on the Evaluation of the Achievements (by four evaluators)
2. Outline of the Symposium (held on August 3 at Keidanren Kaikan)  
Draft of the flyer
3. Outline of the Symposium (held on August 30 in Dalian, China)  
Dalian Symposium (proposal)
4. Outline of the Anniversary Party  
List of the invitees  
Symposium, Anniversary Party (proposal)....timetable
5. Others

**The Twelfth Date: Friday, October 18, 2013**

**<Agenda>**

1. Change of the Working Group members
  - a. Change due to the personnel transfer of office staff
  - b. Addition of a Committee due to the development of the project concerning careers (under discussion)  
Member of a the Career Committee of the Faculty of International Relations, become members
2. Report on the project inspection made by the Ministry of Education, Culture, Sports, Science and Technology  
Report on the inspection made by Ministry of Education, Culture, Sports, Science and Technology on October 4
3. FY 2013 Progress Report

- Preliminary survey, negotiations, etc. on Overseas Field Study and Internship
4. FY 2014 budget policy  
Overall framework based on the proposal by the Faculty of International Relations
  5. Others

**The Thirteenth Date: Tuesday, November 19, 2013**

**<Agenda>**

1. Budget for FY 2014
  - a. Budget for the Project for the Promotion of Global Human Resource Development
    - Budget of the Faculty of International Relations
    - Budget of the Office Work Sector
  - b. Budget for the University
  - c. Policy for the budget and schedule for the preparation of the budget
2. This year's additional application for the subsidy for the Project for the Promotion of Global Human Resource Development  
Time limit for the application: Friday, November 22, 12:00
3. Others
  - a. Open Seminar (venue: Ochanomizu University) held on Sunday, November 24
  - b. Subsidy utilization method (the amount the General Affairs Division applied for), followed by the adoption of the FY 2013 Project for Improvement in the Facilities for Revitalizing Education and Research of Private Universities and Other Organizations

**The Fourteenth Date: Wednesday, December 11, 2013**

**<Agenda>**

1. Filed investigation conducted by the Ministry of Education, Culture, Sports, Science and Technology  
Results of the field investigation on the project of FY 2012 conducted by Ministry of Education, Culture, Sports, Science and Technology on Tuesday, December 10
2. Budget of FY in 2014  
Budgeted items and other matters

**The Fifteenth Date: Wednesday, February 5, 2013**

**<Agenda>**

1. Overseas business trips at the end of FY 2013
  - Destination of the business trips, participants of the trips, schedule, etc.
2. FY 2013 Project Report
3. Submission of the FY 2014 Statement (including the budget), and the name of the project
  - Statement was submitted on January 28
  - The name of the project was changed to “Go Global Japan”
4. Follow-up survey concerning the project of FY 2012 and FY 2013
5. New scholarship program for the system to support overseas education
6. Others

## Symposium on the Project for the Promotion of Global Human Resource Development

■ **Name**

The Asia University Symposium on the Project for the Promotion of Global Human Resource Development

■ **Theme**

“Challenges of Industries and Universities for the Development of Dynamic Professionals for Asia and the World”

■ **Date**

Saturday, August 3, 2013, 1:30-4:40 p.m.

■ **Venue**

International Conference Hall, Keidanren Kaikan

■ **Sponsor**

Japan External Trade Organization(JETRO), The Tokyo Chamber of Commerce and Industry, Tokyo Employer’s Association, Tokyu Group

■ **Keynote Speaker**

Takayuki Hashimoto, Chairman, IBM Japan Ltd.

■ **Presentation on the Summary of Activities Conducted by Asia University**

Takao Arai, Professor, Faculty of International Relations/Project Chief Director, Project for the Promotion of Global Human Resource Development

■ **Message from Alumni**

Kazuto Hamada, The Second Office, Human Resource Development, MBK Group Human Resource Development Dept., Mitsui & Co. HRD Institute

■ **Panelists**

- Shuji Narazaki, Division General Manager, Global HR Development, Nissan Motor Company
- Takahiro Endo, Senior Lecturer/ Director of the Center, Personnel Dept., All Nippon Airways Co., Ltd.
- Koichi Ishikawa, Director, Institute of Asian Studies, Asia University
- Chang Sang Soo, Special Duty Professor, Asia University (Consultant, Samsung Economic Research Institute)

■ **Moderator**

- Yasuhiro Goto, Senior Staff Writer, The Nikkei

■ **MC**

Tae Komamura

(Independent Announcer, Class of 1993, Faculty of International Relations)

■ **Participants**

General participants: 11

Education-related participants of other universities and organizations: 13

Business people: 59

Individuals from overseas universities that concluded agreements with Asia

University: 19

Faculty (including staff): 64

Students (including graduate students): 39

Alumni: 20

Others: 7

Total: 232

■ **Program**

Opening Remarks by the President

Presentation on the Summary of the Activities conducted by Asia University

Message from Alumni

(Break)

Panel Discussion

Theme, "Global Human Resource Development by Industry-University

Cooperation"

■ **Preliminary Announcement (Method and Media)**

- Announcement flyer (A4-size 4C, 1,000 copies)

- The Nikkei, Tokyo HQ version, two-column format 1/2 on July 25

- The Asahi Shimbun, local-news section, advertisement in article column space on June 23

■ **Organization of the Executive Committee**

Details are in the "Activity Record of the Symposium Executive Committee" on p.

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Global Symposium

## Activity Record of the Symposium on the Project for the Promotion of Global Human Resource Development Executive Committee

**The First Executive Committee Date: Wednesday, January 23, 2013**

### ■ Executive Committee Members

Takashi Kurihara, Vice President; Hidemasa Ozeki, Vice President for International Affairs; Hiroko Akizuki, Professor, Faculty of International Relations (AUAP Executive Committee); Yuji Shiga, Director, International Center; Toshio Gomi, Vice Director, Planning and Research Division; Hiroshi Saito, Vice Director, Public Relations Division; Toshihiro Kakiuchi, Vice Director, Internal Affairs and Audit Office; Shuji Nishikawa, Vice Director, International Affairs Division; Masaru Misawa, Secretariat Division; Koichi Terao, International Affairs Division; Kazuya Mitani, Financial Affairs Division; Chika Motohashi, International Affairs Division; Takami Yukimoto, International Student Services Division

13 members in total

### ■ On the Symposium

This Symposium is part of the Project for Promotion of Global Human Resource Development, adopted by the Ministry of Education, Culture, Sports, Science and Technology. Based on the achievements in the programs we have implemented thus far, such as the AUAP and AUCP Asia Yume College, we hold the Symposium with the aim of delivering the information on human resources we will develop in the future, both domestically and globally. In the Project for the Promotion of Global Human Resource Development, we try to develop “Dynamic Professionals for Asia and the World”.

FY 2013 marks the 25th year since the launch of AUAP, and the 10th year of AUCP Asia Yume College.

### ■ Outline of the Symposium

- Date: Saturday, August 3, 2013
- Venue: International Conference Hall, Keidanren Kaikan, Otemachi

\*Time, theme and participants have not yet been decided.

### ■ Future Schedule

- Items to be discussed and considered:

- From the above-mentioned outline (name, theme, participants [as speakers and MC], start time, budget, etc.), the budget in particular, is to be decided by the end of January, (due to the time limit for the application period for the FY 2013 Statement is February 8).
- Preparation of flyers and posters (should be completed by March, because the announcement activities will begin from April, the beginning of the new fiscal year)
- Schedule of the conferences in February and March
- Others

### **The Second Executive Committee Date: Tuesday, February 12, 2013**

#### **<Decisions>**

- Name of the Executive Committee  
“Symposium on the Project for the Promotion of Global Human Resource Development Executive Committee”
- Name of the Symposium  
“Symposium on the Project for the Promotion of Global Human Resource Development”
- Date: Saturday, August 3, 2013
- Venue: Keidanren Kaikan
- Outline  
We try to seek the image of industries with global human resources and the business world view through this Symposium, which is part of the Project for the Promotion of Global Human Resource Development adopted by the Ministry of Education, Culture, Sports, Science and Technology. In addition to this, we will focus on the image of human resources developed in the activities of Asia University, and through this project.
- Budget  
Application for the FY 2013 Statement was submitted on February 8.

#### **<Items to Be Considered>**

- Theme
- Schedule of the Symposium  
Reception: Start at 1:30 p.m.

Opening Remarks: President Ikejima

Keynote Speech: Speaker (in negotiation) 45-50 minutes

Questions and Answers: About 10 minutes (\*)

Symposium (Speakers)

The number of speakers planned is roughly five, each of whom shall make a 15-minute speech.

Exchange of opinions/Questions and Answers: About 10 minutes

\*There is a 10-minute break after the Keynote Speech.

- Persons in Charge
  - MC (Facilitator) - Persons to take care of the lecturers and speakers
  - Receptionists - Coordinator of the venue - Assistant to the MC
  - Person in Charge of the negotiation with the venue operators (Keidanren Kaikan) - Other matters concerning the preparation (inspection of and negotiation with the venue, negotiation with lecturers, preparation of the printed announcement materials, preparation of the materials concerning the keynote speech and speakers, etc.)

**<Items to Be Discussed and Considered in the Future>**

- Selection of the speaker of the Keynote Speech
- Selection of the speakers of the Symposium
- Official decision on the above-mentioned selection of the speakers. The necessity of the consent of President
- Work schedule plan on the day:
  - End of July: Final meeting with the venue operators
  - Beginning of July: Deadline for the reception of the applicant (participants) interest
  - Beginning of June: Start of the reception of the applicants (participants)
    - Announcement made on website, on the JR Chuo Line and in other places
  - End of May: Completion of the draft for the website
  - Middle of May: Completion (delivery) of the posters and flyers for train advertising
  - Beginning of April: Start of the preparation of the poster and flyers for the train advertising.

End of March: Decision on the outline (selection of the speakers, time schedule, etc.)

### **The Third Executive Committee Date: Wednesday, April 17, 2013**

#### **<Speakers>**

The Executive Committee decided that the speakers would be selected in a discussion with President. The selection of the speakers of the Symposium was discussed with the President at the President's Office after the Executive Committee meeting.

Six people; Vice President Kurihara, Prof. Ishikawa, Prof. Arai, Mr. Shiga, Mr. Nishikawa, and Mr. Terao were in attendance.

As the conclusion, the Keynote speaker was to be decided by President.

### **The Fourth Executive Committee Date: Thursday, May 9, 2013**

#### **<Agenda>**

1. Keynote speaker and other speakers
  - Keynote speaker
  - Members, other speakers
  - MC and the Facilitator of the Symposium
2. Report on the preliminary inspection of the venue
3. Issues to deal with on the day of the Symposium
  - Lunch for receptionists and staff, and other matters
  - Venue regulations (restrictions on food, drink and video recording, etc.)
  - Seating arrangement of the parquet and balcony seats (In principle, people of three universities of the United States and of Asia University sit in balcony seats.)
  - Arrangement of tables and chairs (on stage) during the break, personnel allocation during the coffee break
4. Symposium in Dalian  
Scheduled to be held at the end of August
5. Anniversary Party (materials)  
\*The way to deal with children (infants and young children) accompanied by the participants
6. Future Schedule

- End of May: Completion of the flyers and other materials
- Beginning of June: Announcement of activities, start of the reception of applications for participation (University website/Facebook/advertisements in newspapers/distribution of the announcement to other universities, companies and other external organizations)
- Wednesday, July 10: The first deadline for the receipt of applications (Application process closes as soon as the number of participants reaches 250)

**The Fifth Executive Committee Date: Wednesday, June 19, 2013**

<Agenda>

1. Outline of the Symposium
  - Keynote speaker and introduction of other speakers
2. Announcement Activities
  - Flyer
  - Advertisements in newspapers (The Nikkei, The Asahi Shimbun)
  - University website
  - \*Schedule of delivery, publication, display
3. Outline of the Schedule
  - Personnel allocation, etc.
4. Symposium in Dalian
  - Held at a hotel in Dalian on August 30
  - Schedule, plan for the speakers
5. Anniversary Party
  - Outline
  - Proposal on personnel allocation
  - Development of announcement activities

**The Sixth Executive Committee Date: Wednesday, July 3, 2013**

<Agenda>

1. The latest information on the Symposium
  - Number of applicants and breakdown (as of the morning of July 3) -  
Symposium: 75; Party: 34; Both: 15
  - Work to do and Persons in Charge

- Scheduled Plans until the day of the Symposium
    - Tuesday, July 23: Closing of the application period (meeting with the intermediary agent)
    - Thursday, July 25: Confirmation on speakers' materials, such as their CV /profile
    - Tuesday, July 30: Executive Committee (the last committee meeting held before the Symposium)
- \*Executive committee can be held after the close of the application period.
2. Symposium in Dalian
    - Held at a hotel in Dalian in the afternoon of August 30
- \*Currently confirming the final schedule with Dalian.
3. Anniversary Party
    - Invitees, etc.
    - Announcement and promotional activities
    - Meeting with the MC

**The Seventh Executive Committee Date: Wednesday, July 24, 2013**

<Agenda>

1. The latest information on the Symposium
  - Number of the applicants and breakdown (as of the morning of July 24)  
Symposium: 179; Party: 216 (including children); Both: 59 \*Other participants include about 70 faculty members
  - The number of participants according to the category now being calculated.
  - In case the number of the participants in the Symposium exceeds 250, those from Asia University (faculty members and students), will sit in balcony seats
2. Program
  - Symposium and Anniversary Party
3. Work and Persons in Charge
  - Symposium/Anniversary Party
4. What to wear, etc.  
Smart Casual (shirt), neck strap (with ID card), name plate
5. Symposium in Dalian
  - Personnel to visit the Symposium (planned): President, Vice President, Prof.

Ishikawa, Prof. Nishizawa, Prof. Yukawa, Prof. Mitsuhashi, Mr. Shiga, Mr. Nishikawa, Mr. Misawa, Mr. Terao

\*Underlined members also deal with the work concerning AUCP Asia Yume College.

### **The Eighth Executive Committee Date: Wednesday, July 31, 2013**

#### <Agenda>

1. The latest information on the Symposium and Party
  - Number of the applicants: 269 in total (sitters: 255) Maximum capacity: 250  
Companies and public offices: 78; Participants from universities and educational institutes: 15; Alumni: 22; Students of Asia University: 34 (Asia-sen 11); Faculty of Asia University: 67 (sitters: 53); Guests and invited guests: 34; Others 19
  - Anniversary Party: 300 in total (310, including children)  
Alumni: 135 (children: 10); Students of Asia University: 31; People of the three universities of the United States: 19; Invitees: 19; Faculty of Asia University: 73; Others 23
2. Timetable, Tasks, and Person in Charge
  - Symposium
  - Anniversary Party
3. Program
  - Symposium
  - Anniversary Party
4. Commemorative gift, etc.
  - Commemorative gift for the three universities of the United States
  - Commemorative gift for the contributors of AUAP
  - Commemorative gift for the staff of AUAP and the people involved in Asia Yume College
  - Commemorative gift for the participants (Anniversary Party)
5. Paperwork and other matters to convey  
Lunch, traveling expenses, etc.
6. Symposium in Dalian  
Held at Hotel New World in Dalian, China in the afternoon of Friday, August 30

## 7. Others

## English and TOEIC®

In FY 2013, we held the following nine extra classes, in addition to the regular ones, so as to improve the TOEIC® scores and English abilities of the students in general. The summary of the extra classes are as follows;

- (1) TOEIC® Class for Freshmen: First Semester  
(Twice a week/three hours per class/nine weeks/45 students)
- (2) TOEIC® Class for Freshmen: Second Semester  
(Twice a week/three hours per class/nine weeks/43 students)
- (3) English Class as Preparation for Studying Abroad for Sophomores: First Semester  
(Once a week/two hours per class/eleven weeks/114 students)
- (4) English Class During Summer Vacation for Sophomores: Intensive Course  
(Four hours per class/six days/27 students)
- (5) English Class after Studying Abroad: Second Semester  
(Once a week/two hours per class/eleven weeks/54 students)
- (6) English Class to Learn Business Conversation for Juniors and Seniors: First Semester  
(Once a week/90 minutes per class/nine weeks/60 students)
- (7) English Class to Learn Business Conversation for Juniors and Seniors: Second Semester  
(Once a week/90 minutes per class/nine weeks/19 students)
- (8) English Class During Spring Vacation for Freshmen, Sophomores and Juniors: Intensive TOEIC® Course  
(Three hours per class/nine days/31 students)
- (9) Online English Class for Freshmen, Sophomores, Juniors and Seniors  
(English Conversation Supplement/free trial service/42 students)

It is not easy to measure the effect of these classes after only a year. However, as an example, the following is the comparison between the improvements in the score of the students who took “TOEIC® Class for Freshmen: First Semester” and that for the entire freshmen class. At the time of entrance, the average TOEIC® score for all students was 326, and that for the students who took the TOEIC class was 417. In August (some students took the test in July), the average score for all students rose to 366, and that of

the students who took the class rose to 473. The improvement in the score of the former was 40, whereas that of the latter was 56. It is true that the students who took the class were motivated to improve their TOEIC® scores from the start. However, it can be considered that we produced a certain level of results. (Average scores for students who took the class was higher from the beginning, because we selected the students with higher scores for the class.)

In parallel to the extra classes, we had senior students with high English ability tutor upper-level students. One of the tutoring programs was targeted to the students who are part of the “English Super Course” program (first semester: 22 sophomores; second semester: 23 freshmen). In this program, upper-level students who had scores of 900 or more taught them how to deal with TOEIC® in a practical manner. In the first semester, seven sophomores, and in the second semester, ten freshmen participated in the program. In the class, some assignments were given to the junior students, and senior students gave explanations of the answers. We received a positive response from the students, partly because it was a small class, and also because it was upper-level students who taught the class. In addition to this, we conducted a tutoring program on basic grammar for freshmen. We had only less than ten students in the class, because of the lack of promotion. However, overall, the tutoring program is very important in terms of education both for the students who learn and for those who teach. Therefore, we are planning to continue this program in the future.

## **Information Transmission from the Official Website (in English, Chinese and Korean)**

We fully revised our official website (in English, Chinese and Korean) in FY 2012, and started operation in FY 2013. On this website, we communicate internationally the contents of our education, general school life, information on the entrance exam, and school news. Regarding news in particular, more than 50 topics were transmitted in a timely manner in collaboration with the International Affairs Division, International Student Services Division, and Public Relations Division. The following are news topics transmitted in FY 2013. They are utilized for accepting international students, and for the promotion of international exchanges.

- Holding of the Symposium (August)

- Party to Commemorate the 25th Anniversary of AUAP and the 10th Anniversary of Asia Yume College (August)
- Comprehensive Cooperation/Coordination Agreement created with Seibu Shinkin Bank (October)
- Participation in the Boston Career Forum (November)
- Holding of Kozo Ota International Student Speech Contest (December)

For Reference:

Official Website in English: <http://www.asia-u.ac.jp/english/index.html>

Official Website in Chinese: <http://www.asia-u.ac.jp/chinese/index.html>

Official Website in Korean: <http://www.asia-u.ac.jp/korean/index.html>

## **Inspection of the Project for the Promotion of Global Human Resource Development Conducted by the Ministry of Education, Culture, Sports, Science and Technology**

- **Date:** Friday, October 4, 2013, 1:02-3:07 p.m.
- **Venue:** Conference Room, International Center; International Lounge (English Hour); Class Room 7303 (Middle-Level Indonesian class by Prof. Ayako Masuhara)

- **Participants**

Ministry of Education, Culture, Sports, Science and Technology:

Osamu Ariga,

Director, Office for International Planning, Higher Education Policy Planning Division, Higher Education Bureau

Kuniaki Sato,

Planning Specialist, Office for International Planning, Higher Education Policy Planning Division, Higher Education Bureau

Asia University:

Takashi Kurihara, Vice President

Takao Arai, Professor, Faculty of International Relations (Chief Director, G Human Resources)

Hiroko Akizuki, Professor, Faculty of International Relations

Reiko Chinami, Professor, Faculty of International Relations

Masaji Shiga, Director, International Center

Shuji Nishikawa, Vice Director, International Affairs Division

Koichi Terao, International Affairs Division

- **Program**

Opening remarks; Inspection of “English Hour” at the International Lounge; Inspection of “Middle-Level Indonesian”; return to the Conference Room and receive an explanation given by Asia University, followed by questions and answers and an exchange of opinions; End of the inspection

- **Main comments and opinions from the participants of the Ministry of Education, Culture, Sports, Science and Technology**

- Universities can recognize and grant credits according to their criteria. It is possible to offer a credit for “Field Trips,” but please remember that it should

be an educational activity. Also, teachers must communicate with students and check on them and their progress.

- Regarding “Numbering”, it can help reveal useless classes, and make matters easier. Please continue to work on it.
- Please learn through a trial and error process in the basic plan (of this Project for the Promotion of Global Human Resource Development)
- Change the way of thinking. Change the way of thinking of teachers. It is important that faculty and students of the University change themselves in the next four years (the period of promotion and support for the project).
- It is not impossible to revise the curriculum depending on the period of creation, and on the change of needs due to changes of time (regarding the handling of the curriculum according to the establishment of the new department).
- Please focus on Asia, which is associated with the name “Asia University”.
- It is important to train students to achieve TOEIC® scores of 730, which is said to be one of the criteria for companies to accept students.
- Students should be able to use English, so as to adapt to globalization of companies. Somewhat broken English is acceptable in Asia.

## **Field Investigation of FY 2012 Project for the Promotion of Global Human Resource Development**

- **Date:** Tuesday, December 10, 2013, 9:30 a.m.-3:00 p.m.
- **Venue:** Conference Room, International Center
- **Investigators:** Higher Education Policy Planning Division, Ministry of Education, Culture, Sports, Science and Technology  
Yusuke Shoji, Liaison Unit Chief, Office for International Planning  
Masaki Shimizu, Senior Specialist  
Yoshimi Murata, Liaison, Office for International Planning
- **Asia University Participants**  
Prof. Kurihara, Vice President; Prof. Arai, Professor, Faculty of International Relations; Mr. Shiga, Director, International Center; Mr. Chiba, Vice Director,

Property Management Division; Mr. Okabe, Vice Director, Financial Affairs Division; Mr. Nishikawa, Vice Director, International Affairs Division; Mr. Yabuki, International Affairs Division

Before the start of the survey, the Director of the International Center made opening remarks, introduced the participants and gave an explanation on the prepared materials. Prof. Arai, Professor of the Faculty of International Relations, then explained the FY 2012 Project for Promotion of Global Human Resource Development.

Mr. Shoji of the Ministry of Education, Culture, Sports, Science and Technology gave an explanation on the procedures of the investigation, and on the points to be investigated, as mentioned below.

Following these, three investigators started to confirm the ledger sheets and other materials. Asia University members left the venue, because the investigators wanted to confirm for themselves, the details of the materials. Before the operation began, Mr. Nishikawa, Vice Director of the International Affairs Division and explained about the method to check the requests for approval and the Budget Management Files, and Mr. Chiba, Vice Director of the Property Management Division, explained about the slips.

There were general questions and suggestions for Mr. Nishikawa, Vice Director of the International Affairs Division.

The Vice Director of the Financial Affairs Division, was asked to extract the slips. In addition to these, it was requested that recorded items concerning travel expenses (mainly the balance between the rates at the time business travel) be extracted from the Budget Management Files.

Mr. Nishikawa, Vice Director of the International Affairs Division guided the three to the International Lounge to confirm the actual amplifier set in use these.

The three investigators of the Ministry of Education, Culture, Sports, Science and Technology made a general comment on the investigation at 2:35 p.m.

Mr. Shoji also commented and confirmed the findings.

At the end of the day, opinions on Go Global Japan, the event on Sunday, December 15, were exchanged.