

**Publications Committee Meeting**  
**30<sup>th</sup> October 2012**  
**Draft Minutes**  
**Chair – Dick Moore**

**1. Participation**

Chair: Dick Moore

Participation: Liz Bennett, Matt Lingard, Frank Steiner, Ulrich Tiedau

ALT staff: Emma Carr-Jones

**2. Apologies**

Julie Voce (due to technical difficulties), Graham McElearney, Steven Verjans, Sarah Cornelius, Joe Wilson, Morag Munro

**3. Welcome new members to the committee and introduction**

Steven Verjans and Amy Rutland (NUS representative) were welcomed to the committee.

**4. Approve the minutes of last meeting, 1<sup>st</sup> February 2012**

The minutes from the last meeting were approved.

**5. Review agenda and add any other items of business**

Reviewed and no extra items added.

**6. Research in Learning Technology, the Journal of the Association for Learning Technology**

Journal Report Update was issued.

The high quantity of submissions was commented on and emphasis was put on the transition of the editors.

All agreed that it would be helpful to issue the statistics and business metrics report two weeks prior to publications committee meetings.

Action: Anna Davidge to issue report via email prior to future committee meetings

Update on new Editor induction –

At the AGM we announced the appointment of two new editors who have now joined the Editorial Team, Dr Lesley Gourlay (Institute of Education) and Dr Steven Verjans (Open University of the Netherlands). Dr Meg Reilly (Southern Cross University, Australia) was appointed Editor-elect and will join the team in early 2013.

The Trustees also recorded their thanks to Dr Rhona Sharpe who stepped down as Co-Editor after a six year term during which she made a significant contribution to the development of the journal.

Steven and Lesley have begun their induction and are working together with Frances to effect the transition. Co-Action are providing training sessions and Anna Davidge is coordinating the handover and providing support.

Information about the Editorial Team across the journal website is currently in the process of being updated.

**7. ALT online Newsletter**

Morag, Julie and Graham are coming to the end of their term as editors of ALT Online in September 2013. Liz, Frank and Sarah have expressed an interest in the role. In order to provide sufficient time for handover the committee recommends new editors to be appointed in early 2013, working in tandem with existing editors until September as needed.

**8. Online operations report**

The Operations report was not available.

**9. Embedding Digital Literacies programme**

Discussions were made into the case studies especially the Mailing List and Dick agreed to source a person to write this.

Action: Matt Lingard to write a report on the WIKI.

**10. Terms of Reference (changed from Looking at ALT's digital presence**

The committee reviewed and approved the updated Terms of Reference without amendments.

**11. Issues to and from the Central Executive Committee not elsewhere on the agenda**

The committee reports that it has reviewed and approved the updated Terms of Reference with amendments.

**12. AOB**

None.

**13. Date(s) of next meeting(s)**

To be agreed.

Action: Anna Davidge to circulate dates for next meeting.