



Minutes of the Membership Development Committee

Minutes from the meeting of the MDC on Friday 2 February 2018, Online

1 Welcome and apologies

Chair: Sarah Sherman (SS)

Present: Matt Cornock (MC); Lynne Downey (LD); Susan Greig (SG); Simon Kear (SK); Tom Palmer (ALT - TP); Daniel Scott (DS); John Traxler (JT)

Apologies: James McDowell; Jane Britton, Alastair Clark (AC); John Couperthwaite

2 Any other business

See item 10.

3 Approve the minutes of the MDC meeting held 25 October 2017

Completed actions were noted and the minutes were approved by the committee.

4 Conference and Events report

TP summarized the Events report, which gave a thorough and very positive evaluation of the December online Winter Conference. SS thanked members for their contribution to that success. OER18 is coming up in April in Bristol, and there are still opportunities to get involved in the Annual Conference.

5 FE and Cross-Sector Engagement report

TP asked members to note recruitment incentives around the Blended Learning Essentials course (discounted CMALT fee); a current ALT membership offer for Blended Learning Consortium member colleges; and funded CMALT places still available under the Doug Gowan memorial fund.

6 Membership and CMALT report

TP presented the Membership report, which documents the continuation of positive trends in membership recruitment and retention previously reported. TP drew attention in particular to growth in organisational membership. MC commented on the diversity of recruitment and the question of how best to foster contacts with industry members was raised.

There was a discussion around opportunities currently available for CMALT assessors to compare, share and advise. The CMALT holders Jiscmail list, the current (irregular) provision of assessors' webinars, and the exchange which takes place between CMALT assessors working together on a portfolio were all noted. The Chair proposed that MDC might take the lead on providing further opportunities/a forum to facilitate such exchanges..

Action: SG and MC to consider how a CMALT assessor network might be supported.

7 Overview of membership development

TP gave an update on membership development in the current year, including rules around family

leave and CMALT registrations and membership fees. There was a discussion around the expiry date for CMALT registrations and the policy for re-registrations (at present expired candidates must re-register at full price if wishing to submit). CMALT development will entail consideration of the CMALT fee structure later in 2018 and Trustees will consider the question. It was noted that any policy should ensure parity between individuals completing CMALT independently and those supported as part of an institutional cohort.

The overview covered membership fees and fee structure, which are reviewed every February.

Trustees will consider membership fees but internal analysis produces no strong reason to raise them at the present time.

In the next meeting the Committee will hear an update on the CMALT pilots, and the report structure for SIGs and Members Groups will be considered.

Action: MN and AC to form recommendation for Trustees to consider CMALT re-registration policy when reviewing membership fees and fee structure.

8 Institutional membership and representation

Following previous fruitful discussions about engaging institutional representatives and improving institutional awareness of ALT membership, DS and SK agreed to put forward a paper proposing practical measures in the next meeting. SG reported steps taken in her own institution and can also give input.

Action: DS and SK to form proposal relating to engagement with institutional representatives to be put to the Committee.

9 Items referred to and from other ALT committees and Trustees including shared update from all committees

The committee noted the shared report from the last round of committee meetings. This committee's contribution to the next shared report will reflect the actions and recommendations minuted here.

Action: SG and MC to consider how the CMALT assessor network might be supported.

Action: DS and SK to form proposal relating to engagement with institutional representatives to be put to the Committee.

Action: MN and AC to form recommendation for Trustees to consider CMALT re-registration policy when reviewing membership fees and fee structure.

10 Any other business

MC commented on the successful recruitment of commercial organisational members over the last year. Can we learn more about how industry members are engaged in order to make sure we send the right messages; and should this also fall under the purview of the FE and Cross-Sector Engagement Committee?

11 Dates of next meeting

Poll to be circulated for next (online) meeting in May 2018.

Minutes written by: TP 08/02/2018

Reviewed by: SS 08/02/2018