



Minutes of the Membership Development Committee

Minutes from the meeting of the MDC on Friday 21 May 2018, Online

1 Welcome and apologies

Chair: Sarah Sherman (SS)

Present: Alastair Clark (AC), Daniel Scott (DS), John Couperthwaite (JC), James McDowell (JM - Vice-Chair), John Traxler (JT), Matt Cornock (MC), Matt Newcombe (MN), Susan Greig (SG), Simon Kear (SK), Thomas Palmer (ALT - TP)

Apologies: Jane Britton

2 Any other business

See item 10.

3 Approve the minutes of the MDC meeting held 2 February 2018

Outstanding actions related to reports to be given in this meeting. The minutes were approved by the committee.

4 Conference and Events report

TP summarized the Events report, which introduced Emma-Jane Brazier, ALT's Events Manager, and covered the OER18 conference in April, member-led webinar series, and the ALT Annual Conference. OER18 was a success with positive feedback from participants analysed in the evaluation. This year's Annual Conference will be the 25th and committee members were exhorted to promote registration and the event enthusiastically. TP will share a template document outlining some ways to get involved and help the overall promotional effort.

Action: TP to share pre-conference activities.

5 Membership and CMALT report

TP presented the Membership report, covering highlights in the current quarter and updates on membership-related operations, including the members Jiscmail list policy, the FELTAG Special Interest Group, and GDPR. Membership statistics show a strong start to 2018, matching last year's progress in terms of recruitment and retention, and overall membership continues to grow, with continued diversity of new organisational members a positive trend to note. Trustee efforts to engage contacts at potential member institutions have borne fruit, and further efforts in this direction from committee members would be welcomed - a collaborative spreadsheet and recruitment template email will be shared. CMALT registrations and awards made continue to grow. The Doug Gowan fund for FE/learning and skills candidates was briefly discussed; such candidates often face barriers to completion and some dedicated support for this constituency might be put in place. TP updated the committee on the progress of the Pathways to CMALT pilots: portfolios have been received and assessed in both new pathways, and the pilots are now opened up to anyone who wishes to participate, with a final deadline for pilot portfolio submission of 10 August.

SS raised question of SIG and Members Groups reporting templates, discussed at previous MDC.

The committee will agree form of the template by email.

Action: TP to share collaborative recruitment spreadsheet.

Action: TP to circulate group reporting templates for criticism and amendment.

6 Committee members' reports

Actions at the last MDC included three reports from members of the committee:

- 1) DS and SK presented their proposals to improve engagement with and support for institutional representatives. Two options were outlined: work more with existing named contacts to define how they can promote ALT within and across their institution; or define a new role, with clear scope and support, recognising that the named contact and the ALT 'champion' are not always the same. In either case a number of actions were proposed which can be immediately considered to improve this area of operations.
- 2) MC and SG presented five proposals on supporting CMALT assessors more effectively: reflective writing guidance; core principles to feature on ALT website; close the feedback loop for assessors; clarify the lead assessor role; 6 regular, e.g. quarterly, benchmarking webinars for CMALT assessors. There was discussion of and strong support for these proposals, and MC and SG will share further in writing. TP mentioned some 'visual thinkery' sessions forthcoming, concentrating on the core principles, which will generate visual material for the website. Interested committee members should make themselves known to TP.
- 3) AC and MN will meet to form a proposal on CMALT re-registration policy, to be circulated to committee by email, and form basis for a proposal on this subject to Trustees.

Action: AC and MN to share proposal on CMALT re-registration policy.

7 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: TP to share pre-conference activities

Action: TP to share collaborative recruitment spreadsheet.

Action: TP to circulate group reporting templates for criticism and amendment.

Action: AC and MN to share proposal on CMALT re-registration policy.

Action: TP to report back on actions taken with respect to supporting Doug Gowan fund CMALT candidates.

8 Any other business

Committee membership. The Chair thanked MN for his commitment and contribution to the committee over two terms. Under the TOR MN must now stand down, and a vacancy will be advertised in the autumn. Chair thanked JC, who is renewing membership of committee for a second term.

AC discussed the Doug Gowan fund for CMALT candidates with an FE/Learning and Skills background. The submission and completion rate is in fact fairly comparable to CMALT candidates overall, but it was recognised that these candidates would benefit from further support, and this will be incorporated into planning for CMALT support.

Action: TP to report back on actions taken with respect to supporting Doug Gowan fund CMALT candidates.

9 Dates of next meeting

Date of next meeting to be circulated when known. The meeting will be face-to-face, Birmingham, October.

Minutes written by: TP 21/05/2018

Reviewed by: SS 1/06/2018