Publications Committee Meeting
16 October 2013
Draft Minutes
Chair – Matt Lingard

1. Welcome and Introductons
Three new members to the committee were welcomed: Kathy-Ann Daniel Gittens, Elaine Garcia and Ros Walker.

2. Participation
Chair: Matt Lingard
Participation: Liz Bennett (LB), Sarah Cornelius (SC), Kathy-Ann Daniel-Gittens (KD), Elaine Garcia (EG), Frank Steiner (FS), Ulrich Tiedau (UT) and Ros Walker (RW).
ALT staff: Anna Davidge (AD)

3. Apologies
Harry Greiner, Sandra Huskinson, Steven Verjans and Joe Wilson.

4. Approve the minutes of last meeting, 3 June 2013 and note any outstanding actions
The minutes from the last meeting were approved.
No outstanding actions to note.

5. Review agenda and add any other items of business
Reviewed and no extra items added.

6. Terms of Reference
Committee members were reminded that, in accordance with point 11 of the Terms of Reference, members who are inactive for more than three consecutive meetings fall as members.

ACTION: Draft a plan of activities for the publications committee before the next meeting (ML)

7. Election of Vice Chair
An expression of interest was received from KD.

ACTION: To confirm election of Vice Chair via email (ML)

8. Online operations report overview
AD gave an overview of the report.
Members are reminded that the Ops Report is open for further development and any feedback is welcome.

ACTION: Add number of monthly tweets and retweets to the report (AD)
ACTION: RLT statistics to begin from January 2013 (AD)
ACTION: Add a graphical representation of data to report (AD)

9. Research in Learning Technology, the Journal of the Association for Learning Technology
9.1 ML gave an overview of the journal's recent history

9.2 The committee heard an update from AD on the current status of the journal.
-       We have now cleared our backlog of submissions
-       We have published 1 regular Issue of the journal in 2013 and the Research Proceedings of altc2013

- Papers for the 2nd regular issue of volume 21 are now published online and the print issue will be published shortly
- The 2013 Special Issue on Scholarship and Literacies in a Digital Age is on track to be published in November
- The 2012 Supplement on the Art and Science of Learning Design has now been published

ACTION: Confirm where we are with Journal indexing and Impact factor (AD, SV)

10. ALT Online Newsletter
The committee heard an update from FS, Co-Editor of the Newsletter
- LB, SC and FS have now officially taken over as Co-Editors of the Newsletter
- Focus now on sourcing articles
- Monthly online meetings planned between Co-Editors and AD
- Co-Editors will each take editorial responsibility for a four month period over 2014

ACTION: Liaise with Martin Hawksey to implement means of subscribing to the Newsletter by email (AD, ML)
ACTION: ALT News items to be crossed posted to ALT Online Newsletter (AD)
ACTION: Better promotion of Newsletter links in Fortnightly Digest (AD)

11. Website, Social Media and other publications channels
11.1 Website
The committee felt the website could be used to better promote ALTs other publications channels such as Twitter and YouTube

ACTION: Liaise with ALT staff to feature other publications channels more prominently on website (AD)
ACTION: Invite committee members to give feedback on the publications area of the website, with a view to utilising this area more effectively (AD)

11.2 Social Media and Other Channels
ALTs Communications Officer, Allison Stevens, will work closely with the publications committee to coordinate our social media and online channels

ACTION: To begin 'stealth' use of a new ALT hashtag, #altc, before it is launched publically in 2014 (AD)

11.3 Linking up publications channels
Martin Hawksey will lead a webinar to explore the various ways in which we can better link our online channels.

ACTION: Confirm date of webinar via email (ML)

12. Issues to and from the Central Executive Committee not elsewhere on the agenda
None.

13. AOB
None.

11. Date(s) of next meeting(s)
The dates of the next two meetings, to take place online via Elluminate, are:
Tuesday 21st January, 11:00 GMT
Thursday 8th May, 11:00 GMT