

Minutes for the Membership Services Committee meeting (MSC)

Wednesday 30 May 2012 online via Blackboard Collaborate

1. Participation and apologies

Participants: Haydn Blackey (HB), Shirley Evans (SE), Doug Gowan (DG), Kerr Gardner (KG), Caroline Ingram (CI), Amanda Jefferies (AJ), Geoff Rebbeck (GR), Julie Voce (JV)

Apologies: Fawei Geng, Neil Morgan, Tom Franklin, Caroline Ingram

ALT staff: Liz Wyatt (LW)

2. Announcements (if any)

HB announced that he will stand down as chair having been appointed treasurer of ALT and proposes that committee members suggest a nominee or in the case of more than one nominee the process of appointing ALT committee chairs (http://www.alt.ac.uk/sites/default/files/assets_editor_uploads/documents/Process_for_identifying_the_chairs_of_ALT_committees_20081016.pdf) be applied. SE expressed an interest in this role.

Action: LW to forward job description to Haydn so this can be circulated to the committee members. Anyone wishing to express an interest in the role can do so by email to HB.

3. Minutes from the last meeting – to approve

The minutes were reviewed and approved. Actions arose in reference to agenda items 5, 6, 7 and 9.

4. Matters arising not covered on the agenda. None.

5. Revised Terms of Reference (HB)

HB provided a verbal update regarding the updating of the Terms of Reference. This has not been updated yet but will be completed by the next committee meeting.

6. ALT Special Interest Groups

i. Update on existing SIGs

SE gave update on ILSIG. Group now has 70 members and have had some successful webinars. JE is now acting editor of the Newsletter and has proposed that the SIGs be invited to submit a report to the Newsletter on their activities. VITAL SIG has already submitted a report which will be published shortly and can act as an exemplar for the other SIGs.

Action: LW to work with Julie to approach SIGs and ask them to put forward their reports and also LW to ask the SIGs to provide a short update for their group for the next meeting of MSC.

ii. Proposal for new SIG

HB provided an update on the Open Education SIG. The new SIG was approved following positive feedback about the proposal from the Committee members.

A proposal for an M25 Regional SIG was received and approved by MSC.

7. Membership

i. Survey update (HB, LW)

No update on Rich Ranker's salary survey.

Action: HB to contact RR for an update on salary survey.

LW reported that the membership survey will soon be underway and she is currently working with John Slater and Maren Deepwell to update the survey for 2012. This will hopefully be launched at the end of June following discussion with the committee. JV requested that the survey include detailed questions about ALT's publication channels (Facebook, LinkedIn, GooglePlus) so we know what our members are using.

ii. Updated Membership Literature (LW)

All documents have now been updated to reflect the changes to the fee structure. These will be taken to all upcoming events in order to assist with the recruitment of new members. The Committee warmly welcomed the new documents, feeling they represented ALT and the membership benefits well.

iii. Membership Report (LW)

LW provided an update on Membership figures for the first quarter of 2012. Annual renewals have been delayed this year by 4-6 weeks but renewals have been going well with 2/3rds of Organisational and Sponsoring members having renewed. Individual membership recruitment is 50% higher than in previous years and the new system has made it easier to manage retention of existing members. We will be addressing the issue of currently expired memberships over the coming months in a bid to get them to renew.

HB noted that given delays due to this being the first time the system has been used for this kind of renewal and the late agreement to the fee changes, plus the handover of roles between Liz Wyatt and Maren Deepwell, this could have badly affected progress in this area. However he was pleased to see that progress has been positive.

Action: LW to update committee members with stats in due course as they become available.

8. CMALT

i. CMALT Australasia. HB noted that Ascilite have approached ALT to collaborate with us to offer CMALT in that region. Positive feedback has been received following the trial of CMALT by 6 Ascilite members. The proposal to go ahead with offering CMALT to Australasia is due to be approved by Ascilite's board and ALT's trustees. Collaboration with Ascilite will enhance the reputation of CMALT in an international environment.

GR proposed that CMALT portfolios could be run in conjunction with 'REfLECT' the FE accreditation process. This would provide mechanisms for those wishing to make CMALT submissions using their 'REfLECT' portfolio. GR will discuss this with colleagues in the FE sector and contact LW to take it forward.

ii. CMALT report. No update as CDG have not yet met. Meeting due for the end of June. SE summarised issues on the CMALT report for the committee.

Action 1: More details need to be given at the next meeting regarding pre-2009 candidates (LW).

Action2: It was suggested that the number of assessors should be included in future CDG reports (LW).

9. Events report

LW summarised the events report focusing on ALT-C 2012. The Large Scale Curriculum Redesign event went very well. GR noted what a good event this had proved to be.

10. Online operations report

Will be circulated when it is finalised.

11. International matters.

HB will liaise with Maura Mbunyuza-de Heer Menlah regarding progression of international matters.

12. Items to be reported to the Central Executive Committee

Approved new SIG and RIG groups.

Dates of next meeting

30 October 2012, Birmingham.

Dates for meetings in January and May 2013 TBC.