

Minutes of Membership Services Committee (MSC) meeting

6 June 2013 11am

1. Participation and apologies

Participants: Shirley Evans (SE), Doug Gowan (DG), Tom Franklin (TF), Kerr Gardiner (KG), Julie Voce (VJ)

Apologies: Fawei Geng (FG), Gill Chester (GC), Caroline Ingram (CI), Matthew Newcombe (MN), Yetunde Folajimi (YF), Kristian Still (KS), Neil Morgan (NM), Amanda Jefferies (AJ)

ALT Staff: Liz Wyatt (LW)

2. Announcements

Review of membership of the MSC has now taken place by SE. Expressions of interest for new members to be sought for the term starting Sept '13 – June '14 to be sent out after next trustee meeting (21st June 2013)

Caroline Ingram was thanked for her service to the committee as she has come to the end of her term.

3. Minutes from the last meeting:

The minutes from the last meeting were approved as accurate.

Actions arose in reference to agenda items 5.2, 5.3, 6.1, 6.2, 7, 8, 9, 10, 11, 13, 15.

All actions completed or covered on the agenda.

4. Matters arising not covered on the agenda

None

5. Membership

5.1 Survey by the members for the members

DG proposed to add the survey to ALTC 2013 as the volunteer who was helping is delayed. Survey proposition was noted.

5.2 ALT update change from paperless to online

Committee approved this recommendation to change the format of the currently paper update mail out to an online version.

5.3 Call for volunteers for ALTC 2013 will go out in the next month inviting members to volunteer

5.4. Committee noted the membership report and statistics and had no questions

6. **Special and Regional Interest Groups**

6.1. It was noted that the East Midlands Learning Technologist (EMLTG) RIG had been approved by the Committee in March 2013 by email.6.1
Membership of SIGS and RIGS

Members are asked to state which RIG/SIGs they are a member of

Action: LW to set up a Googledoc regarding membership of the sigs.

6.2 Annual reporting template

KG reported on a meeting with JV to discuss SIG/RIG situation and reporting needs.

Committee agreed that JV and KG will lead on reporting and review, SE will focus on overview of the remit of the SIGs

Action: SE, KG and JV to meet to discuss SIG/RIG strategy and reporting needs and prepare discussion paper including revised draft template for the Committee.

7. **Events**

SE notes the proposition to hold ALTC2014 at Warwick University

Events report from Caroline Greves was noted by the committee

8. **CMALT**

TF updated the committee on the CMALT QA process following the circulation for the QA report from John Slater. Marks will be given for description, evidence and also reflection to improve the making the scheme more explicit. This seeks to improve the quality of the applications and the marking.

Committee noted the QA report from John Slater detailing the changes recommended to the marking and assessment of CMALT portfolio.

9. Online operation report

Report noted by the committee

10. International matters

None

11. Items referred to and from ALT committees

JV informed the committee of an update that the Publications Committee recently approved regarding ALT News Online. It will begin to take a more Blog type format with more regular articles (book reviews, case studies, technology reviews, and interviews).

JV Proposes that members could be allowed to post on the blog as a membership benefit. Contribution to the ALT blog as part of CMALT could also be considered.

12. Items to be reported to the Central Executive Committee

None

Dates of next meetings:

16 October 2013, all day (Face to face, Birmingham)

4 Feb 2014, 10 AM (Online)