



## Membership Development Committee

### Minutes

Minutes from the meeting on 4 Feb 2015, 10.30am Online.

#### 1. Welcome, attendance and apologies

Chair: Sarah Sherman (SS)

Present: James McDowell (JM), Alastair Clark (AC), Fawei Geng (FG), Tom Franklin (TF), Simon Kear (SK), Matthew Newcombe (MN), John Traxler (JT), Liz Wyatt (LW) [ALT], Martin Hawksey (MH) [ALT]

Apologies received from: Julie Voce, Amanda Jefferies, Kerr Gardiner, Yetunde Folajimi

#### 2. Any other business to be added to the agenda at the end of the meeting

No other business

#### 3. Announcements (if any)

From the last meeting of ALT's Central Executive: Policy developments, new Annual Survey, ALT's financial year end and the new Equality & Diversity statement noted.

#### 4. Minutes of Committee Meeting held on 5 June 2014

Actions completed or covered on agenda. Minutes approved.

#### 5. Membership report including recommendation for 2015 membership fees

LW: Gave brief overview of the report noting preliminary year end membership figures and updated on the increased numbers of organisations re-joining following the recruitment drive. The report provides an overview of progress made and developments in the area of membership. It shows how recruitment across all membership categories has progressed well over the past 12 months. The report also includes preliminary year-end figures for the period of 2014-15. As the report shows, overall membership figures have slightly gone down - primarily as a result of the problems experienced in 2013/14. However, the recruitment activities are already beginning to show positive results, with larger numbers of members joining ALT in the last 12 months than before.

Recommendation for fees to remain the same without increase was approved.

#### 6. SIG and RIG update incl. recommendation for development of groups

KG and JV not available to give an overview, but the Committee reviewed the report including updates from many of the existing SIGs and RIGs on the activities undertaken over the past year.

Recommendation: The Committee approved updates from all SIGs/RIGs and to implement an improved

reporting form for the coming year.

Action: LW to lead on liaising with SIGs regarding upcoming activities and implementation of improved reporting form.

SS highlighted that the Regional/National group names isn't useful and recommended to move towards a more generic 'groups' term. Noted that reports from some SIGs/RIGs missing.

AC: Highlighted that after discussion it was recommended to move the Inclusive and Open Education SIG into Open Education group.

Recommendation: The Committee approved the merger of Inclusive and Open Education SIG.

Trustees will be informed by the committee's input on the following ideas for development:

1. To encourage members to join together to establish new groups in the UK for North East, West Midlands, South West, South East, East or Northern Ireland in 2015/16 in line with ALT's strategic aims to better represent its members and increase networking and knowledge exchange at a local and national level;
2. In consultation with existing groups to review and update policies relating to Special Interest and other groups and to clarify the differences between the two types of groups, membership requirements and support with the aim of better supporting members in leading on group activities e.g. SIG-led conferences and events.

The Committee's Chair to report back to Trustees feedback from the Committee to the ideas outlined above.

## 7. CMALT report

LW gave an overview of the report and noted that group registrations for CMALT is increasing and updated on the next steps following the 3 year certificate update review pilot. The report also detailed the CDG being transitioned into the larger CMALT assessors group. As CMALT has grown in popularity so has demand for support including webinars and consequently outgrown the CDG.

AC: Meeting with Niace and highlighted opportunities for dialogs for incorporating CMALT in other schemes.

LW: Highlighted the ongoing work with HEA in UKPSF

Recommendation: The Committee approved to enable all Lead Assessors to take an active role in the further development of the CMALT scheme and to transition to CMALT Development Group accordingly; to further provide a smooth transition for all current members of the CDG to continue their involvement.

Action: LW to liaise with JM to discuss regional CMALT assessor groups.

## 8. Events report

Report noted

## 9. Communications and web report

Report noted

## 10. Equality and Diversity statement

Publication of statement noted

## 11. International matters (see item 6, list of int. partners)

SS: noted MoU with ILTA

## 12. Items to be reported to the Central Executive Committee

Recommendations from items 5,6,7 relating to the membership fees for 2015, the transition of the CMALT Development Group and the development of ALT Groups to be reported to Trustees.

## 13. Date of next meeting: 3 June 2015 (online)

Item noted. Possibility of a blended meeting to be continued offline

## 14. Close of meeting

Minutes written by: LW/12/2/2015

Reviewed by: SS