



Membership Development Committee

Minutes

Minutes from the meeting on 3 June 2015.

1 Welcome, attendance and apologies

Chair: Sarah Sherman

Present: Fawei Geng, Julie Voce, Tom Franklin, Matt Newcombe, Amanda Jefferies, Kerr Gardiner, John Traxler, Liz Wyatt (ALT), Martin Hawksey (ALT)

Apologies received from: Yetunde Folajimi, James McDowell, Alastair Clark, Sarah Horrigan, Simon Kear.

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

None.

3 Announcements.

Fawei Geng has come to the end of his second term on the committee and will now step down.

Yetunde Folajimi has come to the end of her first term and due to limitations on participation with meetings, will not be renewing for a second term.

Matt Newcombe is also coming to the end of his first term and will let the chair know of his intentions to renew. Sarah Sherman thanked Fawei and Yetunde for their participation on the committee.

Central Executive will action the recruitment of membership for the committee.

Action: To let Maren Deepwell know the number of vacancies.

4 Approve the Minutes of the MDC held on 4 Feb 2015. Note any outstanding actions.

Noted action around JM's suggested implementation of a regional CMALT representative would be carried forward until after the Member Groups had been approved and implemented. Action regarding SIG/RIG groups also covered on the agenda.

The minutes were approved by committee.

5 Membership report

LW presented an overview of membership report. SIG sessions are being finalised for the Annual Conference. Noted if there was any particular interest from the committee to contribute to these to contact Liz Wyatt. Noted an update to the Membership signup pages on the ALT website and improved navigation and layout for the membership pages generally. This includes listing of Organisational members. Noted that membership for Associate and CMALT candidates have been very good in Q1 2015. Of the Organisational members who have not renewed, this is largely financial with some impacted by mergers.

Report noted by committee.

6 CMALT updates

LW presented the CMALT updates including the launch of the CMALT Portfolio Review and the increase in group registrations for CMALT. In quarter 1 CMALT saw 91 candidates register for the scheme, 92 candidates registered in total in 2014.

JV noted concern with the length of time for feedback from assessors and whether there would be a new recruitment of lead assessors particularly with increased recruitment.

LW noted concerns. Consideration will be given for the increased frequency of assessment and this will be covered by the new assessor group and also a programme of webinars for assessor training and an update to the guidelines later in the year.

7 SIG and Members Groups update

SS outlined proposal for SIG and new Member Groups and presented the Report, SIG Policy and Members Group Policy.

The committee were all in agreement for the new SIG and Member groups to be approved.

Recommendation: Policies and report are passed to Trustees with the recommendation to approve.

8 Events report

Report noted by the committee.

9 Communications and web report

MH gave an overview of current website and communication developments and noted inclusion of the CMALT Holders List. The Committee highlighted the inclusion of lead assessors and searching by institution would be a welcome addition. MH highlighted related work supporting OER15 was a great opportunity to continue ALT infrastructure development and in particular capacity to award Open Badges which might be considered as part of CMALT certification.

10 International matters

Covered under item 7. New Members Groups.

11 Items referred to and from other ALT committees

None.

12 Items to be reported to the Central Executive Committee

1. The approval of the SIG Groups and Membership Groups report and policies
2. 2 vacancies on the committee to be announced

13 Any other business identified at the start of the meeting

Noted Sarah Horrigan is still off on long term sick leave but wishes to continue membership of the committee. Her place will be held and she will continue when she returns to work. This absence will not be counted as part of the standard terms.

SS wished JV well as she goes on maternity leave; her place will be held until her return

14 Dates of next meeting: 20 October 2015 (Birmingham)

15 Close of Meeting

No other business

Minutes written by: MW & LW/08.06.15

Reviewed by: SS/12.06.15