



Communications and Publications Committee

Minutes

Minutes from the meeting on 25 October, 2017.

1 Welcome and apologies

Chair: Neil Morris

Present: James Little, Sheila MacNeil, Richard Price, Clare Thomson, Dario van Gammeren

Apologies: Lesley Diack, Amanda Jefferies, Sandra Huskinson, Anne Hole, Santanu Vasant, Katharine Jewitt, Colin Loughlin

2 AOB

Welcoming new Members: Clare Thomson, Dario van Gammeren and Richard Price. NM noted thanks for members stepping down: Ros Walker. Members also introduced their work and what they do in the professional practice.

3 Approve the Minutes of the 9 May 2017

The Minutes were approved. Storify for events in particular Annual Conference. The Committee also used the minutes from the last meeting to explore the interests and experience each Member brings to the Committee. Broadening reach across sectors, engagement through technology, sharing practice and developing research expertise were identified as key priorities to inform the work of the committee this year.

4 Items to be reported to/from Operational Committees /Trustees

NM and MD shared key points from the shared report highlighting the work going on across other committees.

NM shared his perspective as a Trustee on the impact of the new strategy and the governance that is enabling members to actively engage with the strategy and its delivery. NM emphasised the opportunity to keep challenging progress and pushing boundaries on behalf of the membership.

5 Journal update from meeting on 31 January 2017

This report provided an update on the journal and the work of the Editorial Team and Editorial Board. The Committee formally noted the new partnership with Open Academia and the return of normal operations for the journal and the special thanks for the Editorial Team.

The Committee then moved on to discuss plans for the governance of the journal from 2018 onwards. We discussed how we can learn from professional bodies across sectors and overall the proposal to set up a journal Steering Group for the journal for the next 2 years with representation from the Editorial Board, Committee and Publisher and reporting directly to Trustees to inform the strategic development of the journal.

The Committee also welcomed a more personal report from Amanda Jefferies on behalf of the Editorial Team acknowledging the thanks and support.

Recommendation: The Committee formally reports this progress made with submissions and publications to the Trustees.

Recommendation: The Committee seeks Trustees' formal approval for setting up this new Steering Group to undertake strategic development of the journal and report directly to Trustees until the end of the current ALT strategy (2 years).

6 #ALTC Blog

NM highlighted the work of Anne and the blog editorial team.

MD was reporting on behalf Anne Hole Hannah and the Committee formally welcomed new blog editors: Mathias, Ann-Kathrin Watolla, Gabi Witthaus, Jonathan Tulloch.

The Committee also noted thanks to Stella Ekebuisi and Howard Scott who have stood down after completing their 3 year terms as editors on the newsletter / #altc blog.

The Committee noted that Chris Rowell has agreed to continue for a second 3 year term. Teresa, Rachel and Santanu started a year later so have now served 2 years.

Anne reflected that the process of appointing new editors worked well and involved asking for volunteers to join the team and had a great response. Anne then created a shortlist and consulted the rest of the team.

The Committee agreed that for 2018 badge development for editorial team, and different badges for contributors should be planned. Suggestions include a multiple contributor badge and Journal badges to follow for 2018 developments with badges for contributors, editors and editorial board.

Action: for MD to ensure that this is picked up in the planning for 2018 and reported back on next year.

The Committee proposed that the Winter Conference could be a good time to celebrate some of the blog contributors, i.e. most viewed post of the blog in 2017.

Action: Winter Conference, annual blog celebration! 12-13 December. Presenting Awards and prizes. Dario & Richard volunteered to be involved.

7 Events/Annual Conference

This report covers the period between June and September 2017, which included the 2017 Annual Conference and looks ahead to April 2018, taking in the Winter Conference and OER18. It has been a busy and successful summer and we thank you for your help in making it so.

The report includes the following actions:

1. Promote the members only call for proposals to the ALT Online Winter Conference.
2. Promote the call for papers for OER18.
3. Disseminate opportunities for sponsorship and exhibition for OER18 and the Winter Conference.
4. For each committee to put forward two volunteers to help moderate sessions during the conference. Please could each committee also plan for it's members to run 1-2 sessions during the conference, with the subject focused on the work you are currently doing for

example focused on the disseminating research via the journal or developing CMALT.

The Committee discussed running a journal session at the conference. The Committee also discussed how we could work more closely with medical edtech at the conference. The Committee talked in particular commended the communication and outreach from supporters and Members before, during and following the conference. The Committee reflected that it has sustained impact from the conference.

8 AOB

For 1-2 Committee Members to volunteer to set up the Terms of Reference for the inaugural ALT Research Award. Include min 1 Editor from the Journal.

Action: to follow up with Members.

9 Dates of next meeting

10am 25 January 2018, online

10am 31 May 2018, online

11 Reporting to/from the Central Executive

Recommendation: The Committee formally reports this progress made with submissions and publications to the Trustees.

Recommendation: The Committee seeks Trustees' formal approval for setting up this new Steering Group to undertake strategic development of the journal and report directly to Trustees until the end of the current ALT strategy (2 years).

Minutes written by: MD, 31 October 2017

Reviewed by: NM, 1 Nov 2017