



## Communications and Publications Committee

### Minutes

Minutes from the meeting on 19th October, 2016.

#### 1 Welcome and apologies

Chair: Neil Morris

Present: Sandra Huskinson (vice chair), Lesley Diack, Amanda Jefferies (RLT), James Little, Colin Loughlin, Teresa MacKinnon (Blog), Santanu Vasant (remote), Martin Hawksey (ALT)

Apologies received from: Anne Hole (sub.) Teresa MacKinnon

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

Allocation of CPX members to afternoon strategy session.

#### 3 Approve the Minutes of the 24th May 2016

Minute of the previous meeting approved with no changes. Actions from the minutes were noted.

TM reported regarding discussions by ALTC Blog editors with reblogging existing ALT Member blog posts. The Blog editors were uneasy about duplicating content and proposed developing a blogroll of noteworthy ALT Members blogs. Regarding identification of papers for publication on event timetables it was noted that this wasn't possible for the Annual Conference but the idea would be revisited for OER17.

#### 4 Review of Committee membership

The membership of CPX was reviewed. Thanks were noted to Kathy-ann Daniel-Gittens and Elaine Garcia whose terms had come to the end.

To improve communications between CPX and the RLT Editorial Board it was agreed that AJ would join CPX and share reporting responsibilities with LD. There was a general discussion of CPX membership and coverage of between sectors. It was noted that CPX membership is currently very HE centric, the ALTC Blog Editorial team being more diverse with members from FE. To improve communications with the central executive it was also suggested that an additional Trustee from a non-HE background was invited to join CPX.

Action: MH to add AJ to the CPX membership

**Recommendation:** For Trustees to note thanks to out-going CPX members, Kathy-ann Daniel-Gittens and Elaine Garcia

**Recommendation:** The Committee invites an additional ALT Trustee from a non-HE background to join.

## 5 Items to be reported to/from Operational Committees /Trustees (incl shared report to and from all Ops Committees)

Items were noted and the welcomed updates regarding CMALT and FELTAG.

## 6 ALT Members Groups Hosted Websites and Badges Policy

The committee discussed the proposed hosted website and badge policy presented by MH. The policy forms part of work ongoing to support the Policy on Member Groups which was implemented earlier this year. Members discussions included navigation between the main ALT site and group sites, visibility and easy of navigation between areas like the ALTC Blog and the main site. It was noted that further discussion was needed in this area and the new strategy was a potential opportunity to revisit this.

Overall committee members welcomed the policy document in particular how it clarified support for groups and inclusion of clear Creative Commons guidance. Several areas were noted for clarification including a clear definition of the Group Officer role. Further work was also identified in defining the scope in which ALT Members Groups could design, publish and administer Open Badges. Committee Members also felt there was a need for a wider Open Badges work package to support ALT development in this area.

Actions: MH to revise policy document clarifying definition of Group Officers and scope of Open Badges by ALT Members Groups and circulate to the list for approval.

**Recommendation:** The Committee recommends that Trustee consider developing an ALT Open Badges framework in the context of the next strategy.

## 7 Journal update from meeting on 5th October 2016

AJ reported on behalf of the RLT Editorial Board. It was noted that there had been Increased submissions to journal. An area being looked at is the allocation of reviewers, out of date contact details being a key issue, and whether there was an opportunity to automate this more. The committee discussed possible solutions including better training and support for RLT Editors. The committee welcomed the increase in submissions, the direction of travel and noted thanks to all the editors.

NM also reported that the RLT publisher, Co-action, had recently been bought by T&F. No more information had been provided to the RLT Editors beyond the original press release. CPX felt strongly that the principles of the journal have to be maintained, in particular, open access to articles and keeping submissions free. It was too early to say how RLT articles would be hosted by T&F. Some benefits of being a T&F publication were raised including how RLT was presented alongside other T&F publications and whether there would be a better manuscript handling system.

Action: TM to circulate details of Open Education SIG led discuss during open access week.

### 7.1 Supporting RLT authors (conference session follow-up)

Feedback was given on the session at the ALT Annual Conference on supporting RLT authors. Thanks were noted to CL, AJ and Sarah Cornelius for drafting and delivering the session. The session was attended by 20/25 people, mainly inexperienced authors looking for general advice on writing. An area of exploration identified was creating an online community to support would be authors which included previous authors, reviewers and editors. Having a drop in session at the next conference was discussed.

**Recommendation:** For Trustees to note thanks to Colin Loughlin, Amanda Jefferies and Sarah Cornelius for supporting RLT authors session at the Annual Conference.

## 8 Innovation, Community and Technology Report

MH presented the report highlighting developments from the previous 12 months as well as

developments from the last period. The continued success of the conference social media strategy was noted by the committee, in particular, the contribution by Lorna Campbell, Richard Goodman and Kenji Lamb. It was agreed that the focus on Twitter was correct as this represented the best reach to members. Thanks were also noted for SH work in experimenting with video interviews of delegates. It was agreed that this area should be revisited exploring how best to support at next year's conference. Work in other areas including a more visually appealing version of the ALT Digest and ALTC Blog badges was also welcomed. MH also gave an overview of the ALT Online Winter Conference highlighting minor modifications to the format, requesting support from CPX to help promote and facilitate.

**Action:** MH to circulate request for support of the online conference to the CPX list

**Recommendation:** For Trustees to formally note thanks to Lorna Campbell, Richard Goodman, Kenji Lamb and Sandra Huskinson for their support during the conference.

**Recommendation:** For Trustees to note ongoing work around Member Group spaces, ALT Digest reformat and ALTC Blog badges.

## 9 #ALTC Blog

TM presented the ALTC Blog report prepared by Anne Hole. It was noted that there were slightly fewer posts in recent months and getting timely contributions remains a priority. Interim findings from the ALTC Blog survey were shared indicating respondents found the blog to be useful and personal nature of posts was valued. The editors are keen to include more multimedia in posts but this is very dependant on the contributor. The ALTC Blog Contributor Badge appears to have been well received with over 30 authors claiming the badge so far. The Editors are continuing to develop the Blogroll of ALT Member blogs. A recommendation from CPX was for the Blogroll to be annotated giving some context for each link.

**Recommendation:** For Trustees to formally note thanks to Anne Hole and the other editors in their ongoing work supporting the ALTC Blog.

## 10 Events/Annual Conference

MH presented the events and annual conference report highlighting significant improvements in satisfaction for the Annual Conference. Participation in the event in terms of submissions and attendance was welcomed. Other events in the ALT calendar were highlighted including OER17 and the Online Winter Conference.

## 11 CPX Priorities for the coming year

There was a brief discussion around priorities for the coming year. It was noted that as openness was one of ALT core values this would be a priority. In particular, access to RLT in terms of an open access journal but also as an appealing place for authors to submit manuscripts. The use of badges to support and recognise ALT member expertise and contributions was also identified.

## 12 AoB

Members decided allocation to afternoon strategy sessions

## 13 Dates of next meeting:

15th February 2017 at 11am; and 9th May 2017 at 11.30am

## 14 Close of Meeting

## 15 Reporting to/from the Central Executive

The Committee would like the Central Executive to note thanks to out-going CPX members, Kathy-ann Daniel-Gittens and Elaine Garcia and request that an additional Trustee who is not supporting another

committee joins CPX to provide further communication to the Central Executive and to broaden CPX membership in a non-HE sector.

The Committee would like the Central Executive to formally note volunteers who supported CPX areas at the Annual Conference. In particular, Lorna Campbell, Richard Goodman, Kenji Lamb and Sandra Huskinson for social media and Colin Loughlin, Amanda Jefferies and Sarah Cornelius for RLT.

The Committee would like the Central Executive to formally note thanks to Anne Hole and the other editors in their ongoing work supporting the ALTC Blog.

The Committee would like the Central Executive to note ongoing work around ALT Members Groups online spaces, formating of the ALT Digest to make more visually appealing and developments in Open Badges issued to members.

The Committee would like the Central Executive to permit CPX to explore a policy around the use of ALT branded Open Badges.

Minutes written by: MH / 28 October 2016

Reviewed by: NM/3 November 2016