ASSOCIATION FOR LEARNING TECHNOLOGY ◆ ALT

Communications and Publications Committee

Minutes

Minutes from the meeting on 15 February, 2017. Note: While this meeting was quorate given the number of absences these minutes have been supplemented with notes from papers presented. Please pay particular note to any actions.

1 Welcome and apologies

Chair: Neil Morris
Present: Amanda Jefferies, Colin Loughlin, Maren Deepwell (ALT), Martin Hawksey (ALT)
Apologies received from: Anne Hole, Santanu Vasant, Lesley Diack, Sandra Huskinson, Ros Walker

2 AOB

No other matters arising

3 Approve the Minutes of the 19 October 2016

Minutes approved. All actions noted as completed.

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

The Committee should note that in particular there has been an ongoing consultation with Members informed Trustees' work on the new strategy. The Annual Survey has likewise provided much useful input. Trustees have continued work on the new strategy which will be launched at the end of February alongside the results of the survey. In the transition period between the last and the next strategy we anticipate having a 3 month period of rationalisation to ensure we can focus fully on new developments. Trustees noted their thanks to all Members of Operational Committees for their input and in particular the useful work done at joint strategy day last October.

5 Journal update from meeting on 31January 2017

We are currently in the final stages of the transition with the majority of journal operations now happening on the Taylor & Francis platform. The transition overall has been difficult, but we have done what was possible to mitigate impact on authors, editors and readers.

The first article has already been published on the new platform, but training for editors and liaising with authors is key. The number of submissions last year increased by X% and we need to ensure that this trend continues with the new publisher. We also need to focus on ensuring that the new system is running stably and support for editors consistent.

The sudden transition posed significant risk to the journal and we are now focused on its smooth operation for both the editorial team and authors. Whilst operational continuity is important there are a number of strategic objectives to review and discuss with T&F so that we can decide on the next phase of the journal's development.

<u>Action:</u> NM and MD to report to Trustees and take action to address known issues.

6 Innovation, Community and Technology Report

The Committee should note the report which provided an update on a number of areas including the Online Winter Conference, Blended Learning Essentials and online activities across different platforms. There will now be a 3 months consolidation period prior to the new strategy being implemented from May onwards. The new strategy will be launched in late February.

6.1 ALT Members Hosted Websites and Badges Policy

MH updated the Committee on changes to the draft policy presented in October. Areas specifically addressed were; the broadening of the definition of websites covered by this policy to sites on the alt.ac.uk domain (para 1.1 & para 2.1); clarification of the term ALT Members Group Officers (para 1.3); and badge design guidelines (para 4.2). The changes were noted and approved by the Committee. The use of Open Badges by ALT was discussed. MD reported that there was useful feedback from Annual Survey regarding badges for CMALT. Planning for these has been started. A proposal for further development will be developed involving CPX and other committees.

<u>Recommendation:</u> For Trustee to formally note the approval and implementation the ALT Members Hosted Websites and Badges Policy.

7 #ALTC Blog

The Committee should note a number of developments related to the#ALTC Blog including additional support from the ALT Staff team and increasing the representation from other sectors including FE and Skills. The Editors are hoping to publish more LT profiles/case studies. SV suggested (via email) to @mention some of the [Academic Development Centres listed by Clive Buckley](#) as part of the call for authors.

8 Events/Annual Conference

This report focused on the Winter Conference. ALT's third Online Winter Conference took place over 6 - 8 December 2016 and with the previous year the event focused on showcasing the best Learning Technology from ALT Members from across sectors. The conference was designed to give members an opportunity to highlight some of the work they and their community have been involved with and gain feedback from peers.

The next Annual Conference will be held at the University of Liverpool, 5-7 September 2017.

<u>Action:</u> Committee Members to encourage submissions for the Annual Conference. [Text for redistribution is available here](#)

8.1 CPX at altc 2017

Committee members are encouraged to start thinking about communication and publication activities at the next Annual Conference. These will be discussed at the next meeting 9th May 2017 at 11.30am (Online).

<u>Action:</u> Committee Members to consider CPX involvement for ALT Annual Conference.

9 AOB

None

10 Dates of next meeting
9th May 2017 at 11.30am (Online)

11 Reporting to/from the Central Executive

Recommendation: The Committee would like the Central Executive to formally note the new ALT Members Hosted Websites and Badges Policy.

Minutes written by: MH / 15/2/17
Reviewed by: NM/ 16/2/17