

Chair-approved Minutes from the 21 June 2013 Meeting of the ALT Central Executive Committee/Trustees

1 Attendance

Trustees: Haydn Blackey (HB) – Honorary Treasurer, Shirley Evans (SE), Doug Gowan (DG) – Honorary Secretary, Claire Donlan (CD) – Chair, Alastair Clark (AC), Diana Laurillard (DL) – Vice-Chair, Dick Moore (DM).

ALT Staff: Maren Deepwell (MD), John Slater (JBS).

Guest: Val Hewson, BIS (VH).

2 Apologies

James Clay (JC), Matt Lingard (ML), Norbert Pachler (NB), Vanessa Pittard (VP), Martin Oliver (MO) – President.

3 Any other Business

Thanks to outgoing Trustees.

4 Minutes of the Central Executive Committee Meeting held on 21 February 2013.

These were approved as accurate and signed by the Chair.

5 Review of the Matters Arising Report

The Matters Arising Report in the form of annotated minutes from the last meeting was noted. Trustees noted an ongoing item for the Membership Services Committee. It was also noted that the Terms of Reference for Honorary Life Membership of ALT have been updated.

6 Chief Executive's Report

MD presented the Chief Executive's report, which was noted overall with the following items separately discussed:

6. 2. Policy work

Confidential item

Policy Board

The paper from the policy roundtable is being circulated to attendees for comment and we aim to publish it shortly. It will serve as basis for the agenda for the full Policy Board, which will be convened on 7 October at the Institute of Education.

Consultation responses and reports

Report: The Transition to...Open Access <http://repository.alt.ac.uk/2243/>

Report : Gold Open Access Project will be published shortly

6. 3. Stakeholder liaison and partnerships

Confidential item

HEA

Following long-standing conversations with Phil Levy, HEA, a meeting with HEA staff and members of the CMALT Development Group/Trustees to work on the CMALT/UKPSF and HEA Fellowship is now being scheduled. The aim is for ALT and HEA to provide clear guidance to candidates wishing to undertake both schemes or map CMALT against the UKPSF.

Edmix

Edmix, a consortium representing 240+ education technology startups, has entered into an exchange partnership with ALT. ALT will be exhibiting at the forthcoming digital summer camp and ALT members have been offered a number of free tickets to attend the event. Edmix is active in the school and FE sector primarily and is engaged with policy makers.

6. 4. Journal/Steering Group

The Journal Steering Group met 4 June, including Meg O'Reilly who has now formally joined the Editorial Team. While progress is being made, a delay from the publisher with updating the database of reviewers has caused significant delays and increased work for editors. This is now being addressed, but it is important to note that it has resulted in delayed publication times. Issue 1 is however now published (except for the editorial) and Issue 2 is on schedule. The Journal Steering Group is also preparing to convene the Editorial Board, which has not formally met since the transition to Open Access.

Subscribers to the print edition have declined since the transition (outside of ALT Members) with from around 50 prior to transition to less than 10 currently. Reminders to all subscribers have been sent out to encourage them to renew their subscription.

6. 5. Confidential item:

6. 6. Period of consolidation

The period of consolidation ended in March and the staff team has reviewed the consolidation plan and progress made. Of 36 tasks originally planned, only 4 remain ongoing while all others have been completed or otherwise dealt with. This is a real achievement for the Association and the staff team and places us in a much stronger position for future developments. MD would like to record her thanks to all staff for their hard work.

6. 7. Website and online services

A productive meeting about the ALT website and other online services took place with all involved. A review of current working arrangements was completed and plans for the rerelease of the website on Drupal 7 are now being drawn up. We aim to launch the release in November to minimise the risk of disruption. The main aim is to secure to future safety and operation of the site running the new software, but following feedback and internal operations lessons learnt a secondary aim is to make improvements to the member area and functionality offered within in.

MD noted her thanks to DM, for his work in this and other areas over the past years.

6. 8. Confidential item

6. 9. ocTEL

The ocTEL course is concluding. Close to 1300 registrations were received with the majority of participants having to previous involvement in ALT. While the evaluation of the course is still ongoing, MD noted the following: the course was designed, written and supported by ALT members on a voluntary basis and it is important to acknowledge this. The course was run without any substantial technical problems and has received positive feedback generally. It has also raised ALT's profile with policy makers, funding councils and stakeholders expressing interest. It represents a significant opportunity for recruitment of members, promoting the conference and other activities both in the UK and internationally. The final report will be completed over the summer.

MD also indicated some next steps for ocTEL and noted that while MD has led the project overall, MD would like to particularly acknowledge of the outstanding contributions of David Jennings, Martin Hawksey and Anna Davidge. Trustees recorded their thanks to MD and to all involved.

6. 10. ALT strategy

The ALT strategy is due for review this autumn and there will be a number of related activities to provide input into the new strategy:

1: 4-way committee meeting will include a strategy meeting for all committees in the afternoon. During the morning, trustees who are able to attend will also have a strategy meeting and will likely be joined by representatives from several stakeholders including Martyn Harrow.

2: policy board meeting: the meeting of the policy board will include a focus in policy priorities and issues members would like to see ALT address

3: Trustee meeting in November

4: review of format and re-articulation of ALT values

The new strategy should be launched in February 2014

6. 11. Confidential item

6. 12. Confidential item

6. 13. Confidential item

6. 14. Current Projects

Maths Apps index <http://maths4us.alt.ac.uk> : Final report to be published shortly

ALT is leading in a project in the technology strand of the Maths4us campaign, which is led by NIACE and funded by BIS. We are working with a large number of partners to establish an index of maths apps based on work done in the previous project in community-led evaluation of resources. Final report to be published shortly;

Changing the Learning Landscape: year 1 will be completed by 31 July '13

ALT is a partner in the Changing the Learning Landscape programme, funded by HEFCE, and led by the LFHE, in partnership with NUS, JISC and HEA. ALT is active across all three strands of the programme;

THA conference: due for completion summer '13

ALT supports the 2013 conference of the Triple Helix Association, which is organised by the Big Innovation Centre, UCL and Birkbeck;

ocTEL: completed by 31 July 2013

This project is being managed by David Jennings and led by MD and JBS. A contributor group of about 10 members has been established and Stephen Downes has agreed to act as a Critical Friend to the project;

Gold Open Access: final report due to be published

Funded by JISC this project is led by Seb Schmoller and focuses on the issues surrounding a transition to a Gold Open Access publishing model.

NUS/Desire2Learn student survey about students' views of learning technology: report published

ALT is providing advice and input to the survey and final report;

JISC Journal Transition: completed

to develop a set of metrics against which to measure the impact of a journal's transition to Open Access, and to draw out lessons for others on the transition process itself.

JISC – Developing Digital Literacies: due for completion Nov '13

i) Programme wide involvement alongside ~10 other membership organisations; ii) Small-scale project-specific involvement with four of the individual DDL projects.

6. 15. Confidential item

6. 16. Confidential item

6. 17. Risk register

Trustees reviewed the risk register and measures taken in the last reporting period.

Overview of risks that have changed during the last reporting period:

Risks that have increased and been managed:

- 1.[8] Decrease of income from annual conference;
- 2.[4] Risk of staffing changes impacting in ALT's operations.

Risks that have decreased:

- 1.[5] Shortage of internal project management capability;
- 2.[2] Delay to website development/maintenance;
- 3.[17] ALT does not represent its members well to policy makers.

7 Operations and Membership Report

Trustees discussed the Operations and Membership Report with comments from MD . It was noted overall that membership has remained stable over the past year and that as part of the website development efforts are being made to improve email communications with members and membership services generally.

8 Annual conference

8.1 Annual conference 2013 altc2013

JBS provided a verbal update in progress to date. Trustees noted that keynote and invited speakers have been confirmed and that the programme is now being finalised. Registration for the conference is open and progressing. Exhibition and sponsorship interest has been strong. Preparations are generally on track.

8.2 Confidential item

9 Finance

9.1 Finance report for May 2013

HB and MD reported on the current outturn report. Overall ALT's financial position at the end of the first quarter is in line with expectations. The report did not yet reflect deferred income carried forward. It was noted that conference and membership income are being monitored.

9.2 Financial Strategy

HB presented the new Financial Strategy. Trustees approved and welcomed the Strategy which is now being adopted. HB sought approval for 12 months of operating costs to be held in restricted reserves in line with the strategy and this was approved by Trustees. It was noted that as set out in the strategy

this would be reviewed during the annual budget setting process. Trustees noted their thanks to HB and MD.

9.3 Annual Report for 2012/13

HB and MD presented the draft Annual Report to Trustees. Trustees discussed the report and the financial outturn for 2012/13. The draft report was approved pending additions to several sections. Approval of the final Annual Report and signing of the letter of representation was delegated to GPC.

Action: MD in the first instance.

10 Guest contribution: Engaging with policy

Val Hewson from BIS led a discussion on engagement with policy makers.

11 Operational committee business:

10.1 Publications Committee – met 3/6/2013

DM reported from the recent meeting of the committee.

10.2 Membership Services Committee – met 6/6/2013

SE reported on the minutes from the committee's last meeting. These were noted overall.

Arising from the report SE updated Trustees on the work of the CDG, and JBS, on the quality assurance process for the CMALT scheme, which is now being implemented. SE further reported the joint approval of this and the Publications Committee to change the format of the ALT Update to an online publication. This was welcomed by Trustees. There was further discussion of encouraging membership from the FE and Skills sector. Action: MD to ensure ALT Update implementation.

10.3 Research Committee – met 9/5/2013

Trustees noted the minutes of the committee and JBS provided a verbal update on progress made. Trustees welcomed a new liaison between ALT and CAL conferences.

10.4 Further Education Committee – met 5/6/2013

Trustees noted the minutes of the committee and MD provided a brief verbal update. Trustees welcomed the planned joint event with AoC this autumn and discussed ways of providing input.

Action: MD and DG to draft a statement for attendees.

12 Code of Practice for Trustees

DG, as Honorary Secretary, presented the new Code of Practice for Trustees. The Code was welcomed and approved by Trustees and will provide a new basis for the induction of new Trustees in future.

Trustees recorded their thanks to DG. Action: MD to ensure implementation.

12 Any other business.

Trustees recorded their thanks to Martin Oliver and Dick Moore as outgoing Trustees for their valued contribution over the past years. Outgoing Trustees will be formally thanked at the AGM.

13 Dates of next meetings

12 September 2013 (Convening Meeting); 16 October 2013 (strategy meeting), 21 November 2013, 20 February 2014, 20 June 2014.

Written by Maren Deepwell 8/7/2013. Reviewed by Claire Donlan 8/7/2013