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

1 Attendance and apologies

<u>Trustees</u>: Haydn Blackey (HB) – Honorary Treasurer, Shirley Evans (SE), Claire Donlan (CD) – President, Diana Laurillard (DL) – Chair, Matt Lingard (ML), Sarah Sherman (SS) – Honorary Secretary.

<u>ALT Staff</u>: Maren Deepwell (MD)

<u>Guest</u>: Nick Lambert, BIS (NL)

<u>Apologies from</u>: Alastair Clark (AC), James Clay (JC), Doug Gowan (DG) – Vice-Chair, Norbert Pachler (NB), Vanessa Pittard (VP), John Slater (JBS).

2 Any other Business

None.

3 Minutes of the Central Executive Committee Meeting held on 21 June 2013.

These were approved as accurate and signed by the Chair.

4 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 Further Education Committee.

5 Chief Executive's Report

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

1. Summary

MD reported on a busy and successful year for ALT in terms of policy engagement, the MOOC event and an excellent conference.

2. Policy work

Further Education Learning Technology Advisory Group (FELTAG)

See agenda item 8 and CX64-06. Initial recommendations were presented to the Minister on 23 October. Bob Harrison, DL and MD were part of the group to present. The conversation about the recommendations will get underway shortly and ALT has offered input to curating the conversation, which has been accepted.

Policy Board

The Policy Board meeting took place and gathered significant input from stakeholders and partners. The green paper consulted on received a lot of useful input and is finalised. See also a report with participants http://goo.gl/f2cOK7

Consultation responses and reports

Academy of Social Sciences consultation research project on Open Access and the value of professional and learned societies (ongoing)

Response to the HEFCE consultation on Open Access (October 2013)

3. Stakeholder liaison and partnerships

Jisc

DL and MD attended a Jisc partnership meeting for Professional Associations in September. Led by Martyn Harrow, CEO of Jisc, this meeting provided an update on the Jisc transition and future direction. An important update related to ALT was the new fee structure Jisc is implementing for all customers, which also includes a change in the Jisc banding structure.

HEA

On 18 October a meeting with HEA staff and members of the CMALT Development Group/ALT officers to work on the CMALT/UKPSF and HEA Fellowship took place. The aim is for ALT and HEA to provide clear guidance to candidates wishing to undertake both schemes or map CMALT against the UKPSF.

Confidential item: *ILTA*

Confidential item: *ALT Wales and Welsh Government*

Confidential item: *ETF*

4. Journal and Editorial Board Meeting

Interim meeting with the publisher took place in October, providing feedback from editors and officers. An interim meeting of the Editorial Board also took place in November. At both meetings there was much progress to review as well as ongoing efforts to improve the publication and review process. Refreshing the editorial board and its terms of reference as well as planning for 2014 is now a key focus.

5. CMALT Development Group

Sarah Horrigan has succeeded Tom Franklin as Chair in September. Four new members have also joined the group: Ellen Lessner, David Hopkins, Hennie Yip and Laura Hollinshead. This strengthens the international and cross-sector representation across the group. Martin Hawksey has now taken on the online development of the CMALT workflow with support from Liz Wyatt. A particular focus for the group for the coming year is community engagement.

6. Website and online services

As planned, the website upgrade from Drupal 6 to Drupal 7 took place in early November. The main aim of the upgrade was 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 was to make improvements to the member area and functionality offered within in. The upgrade took place causing minimal disruption and critical services were only interrupted for a few hours. The cost for the upgrade was estimated up to £5k and the upgrade was delivered within budget.

7. Confidential item: Hosting arrangements

8. Annual conference 2013

The financial outturn of the conference will be positive, see item 7. Feedback from participants was been extremely positive, with practically scoring over 4 on a Likert scale in all areas. The new online platform in particular received very positive feedback as did the Gala Evening and celebrating 20 years of ALT.

9. Annual conference 2014

As planned the format and delivery of the 2014 conference have been under review building on feedback from participants and operational lessons learnt. An internal review meeting took place in October. Following the approval of the new strategy, an updated conference plan will be finalised, which will include a shortened timescale for the preparations, enhanced research and publishing opportunities, extended online delivery and networking as well as continuing the successful FE and research days trialled this year. In liaison with Co-Chairs and the Programme Committee, work on this is underway.

10. Films launched

Following the premier of the ALT films at the annual conference, the ALT Community Tech Tales films have been launched on ALT's YouTube channel. There are four short films in all, three with a focus on particular developments in learning technology and the work of ALT members, one with a focus on ALT and view from members about the Association. The films were launched last week and have already had several hundred views. See http://www.youtube.com/playlist?list=PLxoWy14N6f8tf6clahsPorm0ZsgUBNcJQ .

11. MOOC conference

Led by the ALT MOOC SIG a one day blended event took place at the University of Southampton. The event included presentations from Don Nutbeam, Simon Nelson and other leading speakers. Students were also involved in delivering the event including delivery via social media. The events recordings are now on the ALT YouTube channel.

12. Current Projects

IOE Webinar series on Digital Literacies: ongoing
This project was to deliver a series of webinars on behalf of the IOE with a focus on Digital Literacies. Caroline Greves leads.

MOOC Research Pool Project : ongoing
This project is led by Martin Hawksey and has a focus on MOOC data analysis and includes a presentation at an international conference in Texas in December 2013.

Maths Apps index http://maths4us.alt.ac.uk : completed
This project was completed and accepted by the funder, culminating in a presentation at the annual conference. Work building on the outcomes of the project continues.

Changing the Learning Landscape: year 2

ALT is a partner in the Changing the Learning Landscape programme year 2, funded by HEFCE, and led by the LFHE, in partnership with NUS, JISC and HEA. ALT is active across all strands of the programme and John Slater has been leading strategic conversation on ALT's behalf in institutions across the UK;

THA conference: completed

ALT supported the 2013 conference of the Triple Helix Association, which is organised by the Big Innovation Centre, UCL and Birckbeck and this project has been completed;

ocTEL: completed

The ocTEL project has been completed and accepted by the funder, with a final presentation at the annual conference. Funding and work to plan for the second run of the course and its development is underway;

Gold Open Access: completed
Funded by JISC this project was led by Seb Schmoller and focused on the issues surrounding a transition to a Gold Open Access publishing model. This project is now completed and has been accepted by the funder.

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

ALT has provided advice and input to the survey and final report;

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

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

13. Confidential item: Putative projects

14. Confidential item: Staffing

15. Risk register

Trustees discussed the current risks and mitigating actions taken. Overview of risks that have changed during the last reporting period:

Risks that have increased and been managed:

1. [9] Decrease of income individual members and small organisations;

2. [10] Decrease of income from large organisations;

3. [19] Risk to ALT's financial operations due to staff absence.

Risks that have decreased:

1. [8] Decrease of income from annual conference

2. [2] Delay to website development/maintenance;

3. [16] Decrease in quality output of the journal.

6 Operations and Membership Report

Trustees discussed the Operations and Membership Report with comments from MD. It was noted overall that there is increased activity across all communication channels. Trustees further noted that recruitment of individual and organisational members has continued well this year, with recruitment targets being met or exceeded. Trustees discussed issues surrounding renewal of memberships across all categories, action taken to improve renewal rates and the likely impact on financial outturn. *Action: MD to ensure Ops Report reflects trends in due course and to monitor renewal processes.*

7 Finance

7.1 Finance report for quarter 3 2013

HB and MD reported on the current outturn report. Overall ALT's financial position at the end of the third quarter is positive and above budget targets. While there have been interruptions to financial operations, the reserve strategy is being implemented. HB noted that in particular the conference and projects have made a good contribution to income generation and noted thanks to the whole staff team and MD for their efforts in this area. Action: MD and HB to provide written narrative for finance reports in future including trends.

7.2 Audit

HB proposed to delay the planned tender for auditors to provide continuity and this was agreed. HB further noted thanks to the auditors' account for her support over the past few months. *Action: MD*

8 Guest contribution: Engaging with policy

Nick Lambert from BIS led a discussion on engagement with policy makers and the work of FELTAG.

9 Operational committee business:

In view of item 10, which deals with many of the items discussed on 16 October at the joint committee meetings, the report from operational committees were brief this time.

10.1 Publications Committee – met 16/10/2013

ML reported on the meeting and the minutes were noted without further comment.

10.2 Membership Services Committee – met 16/11/2013

SE reported on the meeting and the minutes were noted without further comment.

10.3 Research Committee – met 16/11/2013

The minutes were noted without further comment.

10.4 Further Education Committee – met 16/11/2013

The minutes were noted without further comment.

10 New ALT strategy

Under this item Trustees worked with document CX64-11 on the new strategy:
First, Trustees and MD reviewed the process and outcome of the consultation with members, stakeholders, operational committees and staff over the past months.

Trustees worked through four recommendations:

10.1 Review the outcomes of the consultation process and adopt the new strategy for implementation from February 2014;
Trustees reviewed the consultation outcomes in relation to the proposed aims and values as well as most wanted improvements. Trustees then discussed the draft strategy and approved subject to a number of changes in the wording and format of the strategy. It was agreed that a final version will be circulated to all Trustees in advanced of the next meeting of GPC in Dec for final approval. Trustees agreed that pending final approval by GPC the strategy will be adopted for implementation from Feb 2014. *Action: MD, then GPC*

10.2 Consider and agree the outline of a new operational committee structure including steps to implement it from 2014;
Trustees then discussed the proposed changes to the operational committee structure, with the aim to reduce the overall number of operational committees from 4 to 3 and for research and international engagement to become standing priorities across all committees. Trustees approved the proposal and related name changes. Updated Terms of Reference for all Committees will be adopted by committees and approved by Trustees in early 2014. *Action: MD in liaison with Chairs of the Operational Committees to update TORs and add to next Trustee agenda.*

11 Any other business.

None.

12 Dates of next meetings

20 February 2014, 20 June 2014 and 20 November 2014.

Written by Maren Deepwell 26/11/2013. Reviewed by Diana Laurillard 03/12/2013