

## Approved Minutes from the 20 February 2014 Meeting of the ALT Central Executive Committee/Trustees

### 1 Attendance and apologies

Trustees present: Haydn Blackey (HB) – Honorary Treasurer, Shirley Evans (SE), Claire Donlan (CD) – President, Diana Laurillard (DL) – Chair, Matt Lingard (ML), Sarah Sherman (SS) – Honorary Secretary, Doug Gowan (DG) – Vice-Chair.

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

Guest: Martin Hawksey (MH)

Apologies from: Alastair Clark (AC), James Clay (JC), Vanessa Pittard (VP).

### 2 Any other Business

None.

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

These were approved as accurate and signed by the Chair.

### 4 Review of the action and matters arising report

Trustees discussed a paper (64.02) containing the Matters Arising Report. They noted that all actions from the last meeting were either completed or dealt with elsewhere on the agenda. Trustees discussed the format of the report.

**Action: MD to liaise with DG regarding report format**

### 5 Chief Executive's Report

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

#### 3.1 Policy work

*3.1.1 Further Education Learning Technology Advisory Group (FELTAG) and Education Technology Action Group (ETAG)*

**Trustees noted** that representation on FELTAG and ETAG will provide a strong platform for influencing policy over the coming year.

*3.1.2 Open Access and international development.*

**Action: MD to circulate link to the final version of the green paper**

#### 3.2 Stakeholder liaison and partnerships

**3.2.1 Confidential item: Jisc partnership statement**

### 3.2.2 ILTA

Noted.

### 3.2.2 *Introducing the new strategy*

Trustees noted that stakeholder response has been really positive.

### 3.2.3 Confidential item: City & Guilds

## 3.3 Research in Learning Technology

### Action ML and MD to continue leading on the recruitment of a new editor

### 3.4 Norbert Pachler steps down

Trustees noted their formal thanks to Norbert Pachler.

### Action: MD to ensure this is progressed

### 3.5 New Register for CMALT Holders

Trustees has a brief discussion about the purpose of the register and agreed that clarification was needed on the terms of the register..

### Action: MD to lead on clarification of the terms of the register, in liaison with the CDG.

## 3.6 Projects

**Trustees noted** the large number of completed projects:

*IOE Webinar series on Digital Literacies*

*Maths Apps index* <http://maths4us.alt.ac.uk>

*THA conference*

*ocTEL*

*Gold Open Access*

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

*JISC – Developing Digital Literacies*

**Trustees noted** that the following projects are ongoing:

*MOOC Research Pool Project*

*Changing the Learning Landscape: year 2*

### 3.7 Confidential item: New and putative projects

### 3.8 Risk register

**Trustees noted and agreed** the proposed changes to the risk register

## 6 Confidential item: HR Update

### 7 Operations and Membership Report

Trustees then reviewed the Operations and Membership reports. There was a discussion about the changes proposed in the membership report, including the proposed changes to membership, which Trustees considered carefully. Trustees further noted that there has been no increase to membership fees for several years, with fees for organisations still at the 2009 level.

Trustees then approved:

All changes as outlined in section 3.1 of the report, pertaining to individual membership, including a change to the subscription rates for the print editing of the journal;

All changes as outlined in section 3.2 of the report, pertaining to organisational and sponsoring members including an increase of 2.8% across all categories and a new partner membership category.

Trustees further discussed plans for recruiting new members and ensuring member services are developed to serve the changing needs of the community.

**Action: MD to ensure the changes are implemented.**

### 8 Finance

8.1 HB introduced a paper (65-06) which first reported on the preliminary year end position.

Trustees agreed to:

- note the report overall and specifically the year end position outlined;

**Action: HB and MD to lead on the review and report back.**

8.2 HB then introduced the draft budget for the new financial year.

**Trustees noted** the aim of ensuring that any future surplus generated provides capacity for further investment.

**Trustees approved** the draft budget without changes and further agreed to the investment of part of the OLP bequest as outlined in the report.

**Trustees agreed** to adopt a conservative approach to income and expenditure as part of the medium term financial strategy. This would include increasing restricted reserves from 6 to 10 months of operational costs over the next 3 years.

**Action: MD to lead on the implementation of the budget.**

8.3 MD provided an overview of the operational plan for 2-14/15, in line with the new ALT strategy and Trustees reviewed key items of the plan and how they support ALT's aims

and values. In discussion it was agreed that Trustees should contribute to promoting ALT and recruiting new members.

**Trustees agreed** the operational plan;

**Action: MD to lead.**

#### 9 Annual conference

Trustees reviewed a progress report of the annual conference with comments from JBS. It was noted that there is good progress across all areas and that there are currently no issues to be addressed.

**Action: MD to circulate all calls for papers.**

#### 10 New strategy and TORs for Operational Committees

**10.1 Trustees noted** the launch of the new strategy and that the initial feedback from members and stakeholders was positive. In line with the new strategy, all three Operational Committees provided updated Terms of Reference.

**Trustees approved** the Terms of Reference for all committees, subject to the FE Committee updating its name to clarify its remit, and to the research strategy being updated and referenced in all Terms of Reference.

**Action: Chairs of Committees in liaison with JBS and MD, to report back at the next meeting.**

**10.2 Trustees** then discussed how to develop ways for ALT to track changes in Learning Technology and amongst its community. This relates in particular to the strategic aim to influence policy and representing members. Trustees considered existing surveys already being undertaken and agreed that this topic be a focus of the next meeting in June.

**Action: Guests to be invited to the next meeting to contribute to this work. Trustees to consider a plan for how this could be implemented before the next meeting.**

#### 11 Operational committee business:

The Chair of Operational Committees provided individual updates from their recent meetings as follows:

##### 11.1 Communication and Publications Committee – met 21/1/2014

Trustees noted ML's report and the minutes.

ML focused on the operations report and planned improvements to data analysis. He further noted that some figures were missing from the report. ML further reported on the current work with the newsletter and editors.

**Action: MD to ensure the ops report includes the missing figures.**

#### 11.2 Further Education Committee – met 23/1/2014

**Trustees noted** the active engagement of the committee in the recent FELTAG conversation and related activities. The minutes were noted without further comment.

#### 11.3 Membership Development Committee – met 4/2/2014

SE reported on the meeting and the minutes were **noted**. SE had earlier reported that the committee had reviewed and confirmed its broad support of the membership changes proposed. SE further reported that the committee establishing working groups to focus on key areas of its remit including membership recruitment and retention. The committee has also reviewed reports from Special Interest Groups and noted that LERSIG has ceased to exist.

Work on CMALT and the UKPSF was also a focus. SE noted her thanks to staff for their support and clear reporting.

#### 12 Any other business

None was identified at the start of the meeting.

#### 13 Dates of next meetings

Trustees noted upcoming dates: 20 June 2014 and 20 November 2014. Trustees proposed to hold meetings in London in June and November to improve travel arrangements.

Written by Maren Deepwell 28/2/2014. Reviewed by Diana Laurillard 06/03/2014.