



## Central Executive

### Minutes

Chair-approved minutes from the meeting on Friday, 19th June 2015.

#### 1 Welcome and apologies

Chairs: Fiona Harvey, Doug Gowan (online)

Present: Diana Laurillard, Sarah Sherman, Sheila MacNeill, Claire Donlan, Shirley Evans, James Clay, Haydn Blackey, Alastair Clark, Martin Hawksey, Maren Deepwell. Guest: Daniel Clark

Apologies received from: Malcolm Ryan, Matt Lingard

#### 2 Any other business

None identified.

#### 3 Approve the Minutes of the last meeting held on 20 November 2014.

The Committee reviewed the minutes from the last meeting and approved the minutes as an accurate record of the meeting.

#### 4 Matters arising

The Committee reviewed the Matter Arising report and noted that all matters had been dealt with or were otherwise covered on the agenda.

#### 5 Chief Executive's report

Trustees noted the report, highlighting key figures including: increase in membership to 1600+ members, 100+ CMALT registrations in Q1, submissions to conference up 50% to 190 abstracts. MD presented key recommendations in more detail. Trustees discussed these items and approved these as follows:

Item 1: Liaison and partnerships	Update on meeting with partners at the College Development Network in Scotland. <u>Recommendation:</u> Trustees to approve an ALT Policy Board to be held in Scotland.
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<p>Item 9: Trustee elections and appointments  <b>Confidential item.</b></p>	<p>Trustees discussed this year's nominations and vacancies ahead of the AGM in September.</p>
<p>Item 12-14: Operations</p>	<p>Rationalisation: Alongside the strategic aims and values set out in our strategy, we also committed to operating efficiently and ensuring we rationalise operations where possible.</p> <p>This year, we have already made two important changes to meet this aim: first, the print edition of the journal has been discontinued and second, the new ALT Members Groups structure will eventually result in a sustainable model for ALT to support its members across the UK consistently.</p> <p>We need to be more ambitious in the second half of the year and focus on core activities for membership and events to continue to strengthen those income streams alongside their operations. In line with the operational plan we aim to:</p> <ul style="list-style-type: none"> <li>- review the newsletter/news/digest channels to ensure that we use them effectively in liaison with the newsletter Editors;</li> <li>- improve renewal processes for individual members, which Martin Hawksey is providing input for;</li> <li>- streamline the route from conference to journal for researchers to publish;</li> <li>- develop our ability to successfully deliver blended or online events, including updating some of our technical infrastructure.</li> </ul> <p>Improved reporting  Led by Martin Hawksey we have set up improved reporting for membership and events using our CiviCRM database which we use for all core activities. This helps reporting across different activities, making it more effective and gives us a clearer sense of progress in comparison to previous years.</p> <p>Reviewing the operational plan 2015, Q1  As usual we have reviewed the operational plan at the end of Q1. The vast majority of activities (905+) are on track. Of the tasks that are not progressing as planned I would like to highlight in particular the 2014 Special Issue for Research in Learning Technology: we have now had to change this plan and publish papers as standard papers as the number of papers and collaboration between the three guest editors in different time zones has made this unviable. Authors have been notified and there is no other direct impact as the journal has published above expectation for 2014.</p>
<p>Item 15: Risk management</p>	<p>Trustees reviewed the risk register and mitigation strategy. Overview of risks that have changed during the last reporting period up to 30 May 2015:</p> <p>Risks that have increased and been managed:</p> <p>[17] Special Issue 2014 of Research in Learning Technology;</p> <p>[15] Delays to journal publication generally due to shortage/transition in the Editorial Team;</p> <p>[24] Conference submission progress: some delays due to technical difficulties and the increased no. of submissions.</p> <p>Risks that have decreased:</p>

	<p>[142] Hardware failure during live streaming events: improved equipment;  [58] Financial strategy for Q1 does not deliver;  [3] Recruitment of Honorary Treasurer.</p> <p>Trustees <u>approved</u> the revised risk register.</p>
<p>Item 16: Staffing update</p>	<p>Support Officer  As agreed in February we have recruited a second Support Officer who will for the time being share the role with Diane Keel, already in post. Our new Support Officer is Thomas Palmer and his start date is 15 June 2015.</p> <p>We have increased the post-fraction of this role until January 2016 from 0.5 to 0.8 to help cover some of the additional publications and project related admin in a more cost effective manner.</p> <p><u>Recommendation:</u> For Trustees to note the appointment and formally approve the increase in post-fraction for the Support Officer role.</p> <p>Responsibility for the journal  With the appointment of new editors and the new journal strategy being finalised, the remaining responsibility for the journal can be absorbed into the existing remit of the Chief Executive’s relating to the journal. As agreed at GPC the increase in post-fraction for the Chief Executive will end at the end of June.</p>

**6 Annual Accounts and financial report**

HB reported that the Annual Report and Accounts have been produced and finalised in line with the shortened timeframe set out by Trustees in February. Trustees noted that the Annual Report shows that the Association can look back at a year with many achievements across all areas of its operations. The individual reports from the Chair and the Chairs of Operational Committees highlight the most important and the overview included in the public benefit section and future plans as well as policy section provides further evidence of the current strategy bearing fruit.

HB further reported that the Annual Accounts included in the Report show that the Association has had a challenging year. While the preliminary year-end position discussed in February anticipated a loss for the year of up to £10k, the actual year end position - taking into account project expenditure over 2 years and the planned investment of the OLP bequest - an operational loss of around £15k, with a loss of £75k being recorded overall.

Trustees also noted that in addition to the perspective on this particular financial year, the auditors advised to view the incoming/outgoing funds (p.14, Annual Report) over the last two financial years as a combined financial period. This shows more clearly that the planned investment of restricted and designated funds impacts the overall fund balances. While the financial strategy agreed by Trustees last autumn set out the aim to cover a greater proportion of ALT’s core costs with income from membership and events and this strategy is having a positive impact in Q1 of this financial year, additional external funding could only be secured after the end of the last financial year - resulting in the larger than planned loss for the year.

Recommendation: Trustees to discuss and approve the Annual Accounts.  
Trustees approved the Annual Accounts which were duly signed. The Letter of Representation was signed accordingly. The Annual Report will be presented as usual at the AGM.

**Financial report for Q1**

HB presented accounts to date for Q1 this year and noted that we are performing well against the budget for this year. Trustees noted in particular performance in CMALT recruitment and highlighted that if the growth is sustained that it will be necessary to revisit the resources allocated to the scheme.

Growth is primarily linked to the number of groups that have signed up.

Recommendation: Review and discuss the financial reports for Q1.

Trustees noted overall progress and related risks.

## 7 Conference and Events Report

The report from Anna Davidge covered the OER15 conference, progress on this year's Annual Conference and other upcoming events.

SMcN reported that OER16 was a success and noted support from the Welsh Government in the event. HB noted that the event was particularly well represented by Welsh HEIs. Trustees noted thanks to AC and HB in making the OER events more sustainable in their work in increasing the role and support of ALT. HB also noted thanks to Martin Weller for his role in the transition.

Trustees noted progress on the annual conference for this year including increased submissions. Registrations are going well and are currently outperforming previous recent years. Sponsorship has been going well despite increased fees we are out performing for the same period last year. MD asked Trustees to consider volunteering for conference session chairs.

Trustees noted the opportunity to make suggestions for webinars for the next academic year.

## 8 Operational Committees

### Committee for Membership Development (MDC)

SS presented the report from the most recent meeting, highlighting the following key points:

- policies developed and recommended by MDC in particular the opportunity to establish ALT Member Groups;
- recruitment of new members for MDC was also raised with a number of vacancies;
- Julie Voce is now on maternity leave and SS requested that AC stand in as interim vice chair;
- CDG transition into a lead assessor group is ongoing;

Recommendation: Trustees formally approved the updated policy for Special Interest Groups and the new Policy for Member Groups, which will replace the current policy for Regional Special Interest Groups. MH, MD to lead on implementation in liaison with the committee and existing groups. Trustees further approved AC to act as interim Vice-Chair while Julie Voce is on maternity leave.

### Committee for Communication and Publications (CPX)

On behalf of ML, Trustees noted the report from the most recent meeting, in particular noting progress on the newsletter and website. Trustees formally noted the appointment of new editors for the journal:

- **Dr Carlo Perrota**  
Carlo is University Academic Fellow at the University of Leeds. Previously he worked at the Institute of Education in London and at Futurelab, a non-for-profit research organisation that explored the potential of digital technology in formal and informal education. Since receiving his PhD in 2009 he has carried research on the cultural factors that shape the notion of "innovation" in education settings.
- **Peter Reed (joint role for journal and newsletter)**  
Peter is a Lecturer with a particular focus on Technology Enhanced Learning within the Faculty of Health & Life Sciences at the University of Liverpool. This involves acting as the Faculty Academic Lead for TEL on various projects within the Faculty and across the wider University. His role also involves teaching on various undergraduate and postgraduate programmes. He recently commenced PhD studies related to the use of social networking sites amongst undergraduate medical education students at the University of Liverpool, although his research interests also include pedagogy, open education and eAssessment. Peter has held various positions across four Universities in the North West of England since 2003, including learning technologist, project coordinator and lecturer positions, involving work on the HEA Pathfinder project and the JISC-funded ReProduce Project. He is active in the ALT community and is a

deputy editor (research representative) for the ALT Newsletter.

Trustees then considered the work of the Journal Strategy Group, including the new strategy for the journal. Trustees noted concerns raised by the Editorial Board and others in relation to evaluating the option of Article Processing Charges (APCs) for the journal. Trustees noted further that alternatives to APCs should be considered. Trustees were invited to provide input to the strategy document by the end of July.

Collaboration between committees was discussed and JC and SS agreed that attending each others meetings when there are specific agenda items would be useful.

#### Recommendations:

Trustees noted their thanks and recommend for the Journal Strategy Group to finalise the new journal strategy for approval by Trustees;

Trustees noted the number of vacancies for the committee;

Trustees supported the appointment of further editors for the newsletter.

### Committee for Further Education and cross-sector engagement (FEC)

JC reported from the most recent meeting of the committee, in particular discussing current sector implications of Feltag and Feltag Coalition. Trustees welcomed and formally approved the new FELTAG Special Interest Group, which was established in spring. This Group proposes to provide a means of discussing the major challenges and areas for change that comes with the removal of barriers. It will explore the role of students and their teachers as change agents and their managers as enablers, as well as the development of curriculum models and methods of delivery in terms of format, time and place. It will do this through discussion, and sharing ideas and resources.

Trustees also noted and approved ALT's response to the BIS consultation on "A Dual Mandate for Adult Vocational Education".

## 9 Communication and online ops report

MH presented the report, drawing on key points including new design for membership pages, designed to filter prospective members to the appropriate information and joining pages. There are also a number of new pages for new members, lists for CMALT Holders and Organisational Members implemented directly from the CRM.

MH also highlighted the increased uptake of the #altc hashtag and our plans to extend its use for this year's Annual Conference. Next Trustees noted the developments of ALT's platform being used for OER15, which included Open Badges which gives now much greater opportunities for Open Badges in other areas. MH led on the live streaming of the event and create greater capacity internally to do this for other ALT events.

The final point in terms of developing the infrastructure MH reported on is a single sign on for different ALT platforms. Currently single sign-on has only been rolled out on a development site but should be available for the Annual Conference.

## 10 Stakeholders activity: Update report

At the last Trustee meeting Trustees compiled a list of stakeholders and how they relate to ALT's strategic aims. Trustees now discussed the analysis from the stakeholder activity and the related report, welcoming in particular the range and level of engagement with many stakeholders.

Trustees discussed practical ways of ensuring strategic engagement continues, including a regular review of progress made and the importance of differentiating between different kinds of stakeholders. Trustees further considered individual opportunities for increasing communication and what each could contribute within their networks.

Recommendation: For Trustees to progress this on an ongoing, individual basis. MD to re-circulate the report with a full list in the appendix.

## 11 AOB

No other business.

## 12 Dates of next meetings

9th September 2015 (Manchester, Convening Meeting) and 19th November 2015 (London). 25 February and 16 June 2016.

Minutes written by: MH,MD / 19 Jun, 9 July 2015

Reviewed by: FH, GD, 13 July 2015