ASSOCIATION FOR LEARNING TECHNOLOGY ◆ ALT

Central Executive Committee (CIO) 21st June 2016

Minutes

Minutes from the meeting on 21 June 2016.

1 Welcome and apologies

Chair: Sheila MacNeill
Present: Daniel Clark, James Clay, Neil Morris, Alastair Clark, Sarah Sherman, Bella Abrams, Shirley Evans, Martin Weller (remotely AM), Maren Deepwell (ALT), Martin Hawksey (ALT)
Guest: Dominique Parish, President of ascilite
Apologies received from: Fiona Harvey, Malcolm Ryan, Matt Lingard

2 AOB

DC attended Jisc apprenticeship thinkathon and had a short update for all. SM raised point about discussing links with SoLAR. Both item were added to the end of the agenda.

3 Approve the Minutes of the last meeting held on 19 February 2016

The Minutes from the last meeting were approved without any changes.

4 Matters arising from the last meeting

Trustees reviewed the report of all matters arising from the last meeting. Most actions were completed. MD noted that all outstanding matters arising are covered in the agenda. Noted that staff awayday in July. Noted a change in timing for announcement of Doug Gowan's Memorial to coincide with AGM at the Annual Conference.

5 Chief Executive's Report

MD introduced her report focusing on progress made this year and reflecting that having been in post for 5 years she is looking forward to developing the new strategy.
Trustees then discussed the following items in more depth:

Item	Recommendations
Strategy and operations review	The timeline for the consultation with Members was highlighted and Members have already been engaged at ALT Symposium hosted by BIS. Further engagement through the conference, AGM and Annual

	Survey. Process to initially led by a small group of Trustees including Chair, Vice-Chair and Honorary Treasurer. Recommendation: Trustees noted the upcoming strategy day with operational committees to which Trustees are invited, which is planned for 19th October.
Contractual agreement with host institution	Recommendation: Trustees approved the renewal of the licence to occupy for the extended period and delegate FH and MW to sign the new agreement.
Risk management	MD highlighted risk register is in good state. HR risks are improving with support from FH and MW. Noted that staffing has been enhanced with a temporary support officer (Thom Lodge). The post fraction for Finance (Jane Frankel) and Membership (Tom Palmer) have both been increased to support current demands from the conference and continued take up of CMALT. Recommendation: Trustees formally noted the updated risk register and the actions taken to mitigate the risks identified.
Recruitment and staffing	Recommendation: Trustees noted and approved the actions taken to ensure adequate staffing resource is available to cover all operational areas.
Blended Learning Essentials	BLE has progressed well and there has been good update from the CMALT pilot group. ALT staff team have undertaken some additional work with the project evaluation. Recommendation: Trustees to note the successful delivery of phase 4.
Higher Education bill/TEF	Recommendation: Trustees agreed to support Expressions of Interest as discussed.
Learning Foundation	We are currently exploring how the foundation might be involved in the Annual Conference by supporting edtech start ups and participation in the exhibition. This is an interesting opportunity for us to explore working together. Recommendation: DC and SE to provide some input.
Jisc	Jisc have asked us to consider providing input to developing a Learning Technologist profile to contribute to the digital capabilities framework. Recommendation: SS to provide initial input.
Honorary Life Membership	Recommendation: Trustees delegated approval of HLM award to GPC.
Nominations for Trustee & Vice-Chair vacancies	Recommendation: Trustees formally noted the nominations of the candidates and the election process coming up ahead of the AGM.

Other matters that were discussed:
MD noted that the ALT Symposium was very useful. Invited Trustees to provide input on proceedings. These will be circulated to Trustees for comment before publications. This will be an ALT publication and we have invited input from all speakers.

MD reminded Trustees that all members can attend the AGM regardless if they are attending the conference.

MD highlighted that this was the 10th ALT Learning Technologist Awards. JC highlighted the value of the award in opening doors. MD noted that Trustees are welcome to get more involved in the awards.

6 Financial report

The report covered the current financial year and included progress with audit and annual report and the Q1 financial report. Following the appointment of new auditors the fieldwork was completed in June. We have been pleased with the process and the feedback from the auditor has likewise been positive. DC reported that we anticipate the annual accounts to show a positive balance this year. MD highlighted invaluable support from Jane Frankel and the new auditor is providing very useful advice.

The financial report for Q1 shows that overall we are operating well within the budget and financial strategy. Membership income has made good progress.We have stabilised the number of organisational members and individual membership continues to grow. We are consistently meeting our budget targets across all categories with CMALT registration fees increasing. Expenditure has largely been in line with the budget. he reserve position remains unchanged from the year end. There is no update at this time regarding Gift aid or tax advice for members.

Recommendation: Trustees noted and approved the timeline for the completion of the audit and the Annual Report. Delegation for approval to Trustees via email and GPC.

7 Guest discussion: working in partnership with ascilite

SM welcomed Dominique Parish President of ascilite and Trustees had a lively discussion about the two organisations working in partnership that emphasised the value of the existing Memorandum of Understanding. We look forward to working together on future projects.

8 Operational Committees

8.1 Committee for Membership Development

SS highlighted ongoing work with renaming of memberships including CMALT. A paper has been discussed regarding the introduction of a CMALT Fellowship. MDC has also been discussing local CMALT champions. MDC have also been looking at linkages with Organisational members and information shared on their websites. JC reported on the first West Midlands Members Group event which was positively received. MD highlighted that in terms of support that initially the agreed regions should be prioritised. SS noted that website needs updating in terms of active SIGs and timely reporting from existing groups.

Trustees noted approved the following items from the Committee:
Recommendation: The Committee recommends the formal approval of the new ALT West Midlands Region Learning Technology Group to Trustees;
Recommendation: The Committee recommends the formal approval of the new Learning Spaces Special Interest Group to the Trustees.
Recommendation: The Committee has one vacancy to be advertised via the open call for expressions of interest.

8.2 Committee for Communications and Publications

NM reported that the #altc blog has a strong group of editors with a good output of content. #altc blog has also started experimenting with badges, the first being a contributor badge. The journal editors are working through a backlog of submissions. The publication route from the conference has also been very popular. MD commened work of NM on re-energising the editorial board and engaging the board in the Journal. Noted that a very rich range of webinars which are a benefit to members.

Trustees noted and approved the following items from the Committee:
To note: Induction of the new Editorial Team for Research in Learning Technology is complete and all editors have taken up their duties;
To note: 36 items have been published in the #altc blog. The Editorial Team now consists of: Anne Hole, University of Sussex – Editor in Chief; Chris Rowell, Regent's University; Stella Ekebuisi, Queen Mary University of London; Howard Scott, University of Hull; Peter Reed, University of Liverpool; Rachel Challen, Loughborough College; Santanu Vasant, City University; Teresa MacKinnon, University of Warwick;
To note: The Committee started planning sessions about publishing with ALT for the Annual Conference.
Recommendation: The Committee noted that this year no vacancies will be advertised as no members are stepping down and new Editor members have joined.

8.3 Committee for Further Education + cross sector engagement
JC reported that there has been very good attendance at meetings. Work with FELTAG SIG has developed very well with now over 170 members. Welcome the increase in engagement from FE/Skills sector in ALT activities. JC highlighted opportunity for ALT to support area based reviews. The committee are keen to explore how they can support this. BA highlighted need to target senior management in terms of opportunities technology affords.
Action: JC to invite BA to FELTAG meeting
Opportunity to get committee's informing each other's work was discussed. The strategy review was highlighted as an opportunity to reflect and address this.
Action: To look at using GPC as opportunity for committee chairs to liaise.

Trustees noted and approved the following items from the Committee:
To note: Committee members to consider submitting articles for the #altc Blog.
Recommendation: The committee has no vacancies for new members this year. Recruitment for a new Vice-Chair is currently ongoing.

9 Events report
Trustees reviewed the report from Anna Davidge which included the evaluation of the OER16 conference in April, recent webinars and the ALT Symposium as well as a progress updated on the Annual Conference. MD reflected on far come the Association has come in hosting events now having 3 major annual events including the OER conference and reported that the annual conference is progressing well with continued support from the community and has been well subscribed.
Trustees are asked to help promote the Annual Conference.

10 Communication and website report
MH presented the report with a focus on Members Groups and evolving support for groups online. Discussed what facilities are now available to support groups collaborating online and new functionality being trialled with the Open Education SIG, West Midlands and Northern Ireland Members Group. MH pointed out the work that is ongoing to define appropriate policies governing the emerging online spaces. This relates also to digital badges for the #altc blog and potential future badges to be issued for membership services in due course. MH also reported on the successful online delivery of the OER16 conference, which provided a good opportunity to try new ways of collaborating for events. MH concluded his report with an update on the server upgrade.

11 Discussion on OER and repositories
Trustees had an informal discussion on developments relating to OER and repositories on a national scale.

12 AOB

SoLAR
SM reported on discussions with Dragan Gasevic from SoLAR and Learning Analytics chair at University of Edinburgh.
Action: SM to put Dragan in contact with MD

Minutes written by: MH/MD 21/6/2016
Reviewed by: SMcN 21/6/2016