



## Central Executive Committee (CIO) 17 Nov 2016

### Minutes

Minutes from the meeting on 17 November 2016.

#### 1 Welcome and apologies

Chair: Martin Weller

Present: Sheila MacNeill, Shirley Evans, James Clay, Fiona Harvey, Matt Lingard, Sarah Sherman, Lorna Campbell. Attending remotely: Daniel Clark, Neil Morris.

Staff present: Martin Hawksey, Maren Deepwell.

Apologies noted from Bella Abrams, Alastair Clark, Malcolm Ryan.

#### 2 Any other business to be added to the agenda at the end of the meeting

No other business was noted.

#### 3 Approve the Minutes of the last meeting held on 21 June 2016 and note minutes of the AGM and Convening Meeting

The Minutes from the last meeting were approved without any changes. Trustees further noted the minutes from the AGM and Convening Meeting which were previously approved and published.

#### 4 Matters arising from the last meeting.

Trustees note that all actions are completed or ongoing while reviewing the report. Trustees welcomed news that MW has been appointed to TEF panel.

#### 5 Chief Executive's Report

MD gave a summary of the Chief Executive Report. Writing her Chief Executive's Report has prompted MD to reflect on the current strategy and what has been achieved in the past three years. Charting progress and listening to Members' hopes and fears about their professional future helps inform thinking on where we go from here. Since 2012 MD has led ALT through many changes and as usual her report reflects the varied work that she undertakes, often alongside staff and Members.

This year has been busy and our own work influenced by global events as well as those closer to home. However, we now have very clear priorities for the next three months and the end of this financial year. I look forward to sharing my thoughts for the next strategy with you later in the meeting.

MD also like noted her thanks to Martin Hawksey for his outstanding work in recent months. While generally excellent his recent work has supported her personally and benefitted ALT more generally and extends far beyond his usual remit. He deserves real credit as a senior member of staff.

Trustees also thanked MD for all that she has done this year.

Trustees then discussed and worked through the following recommendations:

<b>Item</b>	<b>Recommendations</b>
Next strategy: operations review	Trustees asked MD to liaise with MW, SM and DC to review office operations in the first instance and report back to Trustees at the next meeting
Operational plan	Trustees noted progress in Q3.
Risk management	Trustees formally noted the updated risk register and the actions taken to mitigate the risks identified
Staffing	Trustees noted their thanks to A Davidge and approved the planned actions. MD to progress.
Journal Transition to the new publisher	Trustees noted the additional risk of the journal transition and that MD will lead on managing the process in liaison with NM as Chair of the Editorial Board. MD gave a verbal update on information about journal transition and highlighted some concerns in relation to the new publisher. These include a delay in receiving a plan and timescales for the transition, potential costs which were not budgeted for and short notice for Editors and Authors. MD has had agreement from the publisher for a meeting and will liaise with NM. MD highlighted that efforts would be made to support editors in the transition but some turbulence is unavoidable.
Blended Learning Essentials	Trustees noted the successful delivery of the project
Work with Ascilite on a new benchmarking initiative	2 Trustees to volunteer to be interviewed alongside MD and provide any other input to this proposal
Work with Jisc for a Learning Technology role profile	Trustees asked MD to finalise document and respond. SS highlighted need to remain engaged in the co-design process. Noted that MD in liaison with Andy McGregor at Jisc. JC updated on Jisc's timeline and ongoing engagement with webinars.
Terry Mayes retires as Ambassador	Trustees formally noted their thanks.
Doug Gowan Fund	DC raised concerns noted by AC that memorial fund is being allocated on a first come first served. MD highlighted that applications were being reviewed in batches and that only 2 applications have been approved.

## 6 Financial Report

This report covered the current financial year and included Q3 financial report and conference outturn as well as the forecast for year end and outline plan of audit. The report below showed ALT's position at the end of Q3 alongside the budget for this time period and the budget for the year as a whole. DC

highlighted reporting has been very straightforward for this quarter and no surprises. As planned ALT is set to achieve a balanced outturn or a small deficit by the year end. Noted thanks to DC and conservative approach. The plan for audit was reviewed and trustees approved the new timeline to have returned accounts earlier.

## 7 Events report

This report covered the Annual Conference 2016, the upcoming online winter conference and the OER17 conference as well as a large number of member-led webinars and online sessions taking place over the period. In summary Trustees discussed and noted:

- Positive feedback from participants for the Annual Conference across all categories of feedback as well as presenters, exhibitors and sponsors;
- Preparations for the Winter Conference are progressing as planned, with the Call for Proposals closing this week;
- Likewise the Call for Proposals for OER17 is currently open and registration will open in early December. The Conference Committee for this event is particularly active along with the Conference Co-Chairs and the event will be hosted in London for the first time.

MD also noted thanks to trustees for efforts in supporting community events. MW highlighted have recently attended OpenEd felt OER conference was well positioned to become an international event. Trustees also discussed how we can support member-organised events better, for example to provide guidance on accessibility and catering. Trustees agreed to prioritise this as an area to work with Member Groups in early 2017.

## 8 ICT report

Presented by MH report provided insight into current developments as well as providing a summary of communication and website activity for 2015/16. The context for these developments is our aim to create opportunities for ALT Members more effectively communicate and share their activities across the wider Association. In particular Trustees noted thanks for Lorna Campbell, Richard Goodman, Sandra Huskinson and Kenji Lamb for their outstanding work helping to deliver the Annual Conference online.

## 9 Operational Committees

Following the joint meeting of all Operational Committees and their joint strategy day in October, the Chairs of each Committee reported back as follows:

### Committee for Publications and Communication

The Committee had a busy meeting particularly in light of the sudden transition of the journal to a new publisher. Here the main focus is to support Authors and Editors during the transition period, which is planned for just before the end of the year. NM is working closely with MD to ensure that the transition goes as smoothly as possible. Also related to publishing with the journal, the Committee discussed a session led by members at the Annual Conference, designed to encourage new authors.

Trustees noted thanks to Colin Loughlin, Amanda Jefferies and Sarah Cornelius for supporting RLT authors session at the Annual Conference.

The Committee also discussed ALT's offer around badges. NM highlighted that these could be fed into the strategy discussions and is related to the work on the Member Groups spaces, the digest and the altc blog badges. Trustees noted progress in this area, in particular and then agreed to follow up the suggestion of a focus on ALT badges for the next strategy.

Recommendation: MD/MH to ensure that ALT Open Badges and the domain management of sites on the altc.alt.ac.uk and related policies are revisited in the next strategy period.

The Committee also noted their thanks to a number of out-going CPX members.

Recommendation: For Trustees to note thanks to out-going CPX members, Kathy-ann Daniel-Gittens and Elaine Garcia

### Committee for Further Education and cross-sector engagement

The Committee had a busy agenda for the last meeting and welcomed Bella Abrams as Vice-Chair. JC

reported that the Committee has received a new report which brings together the work the Association does across sectors and in particular high-lights current opportunities for engagement, which has had a positive impact on the work of the group.

JC noted that it is encouraging to see the 2016 Individual Award for Learning Technologist of the Year awarded to an individual in the Further Education sector and highlighted the importance of encouraging entries from across sectors. The committee acknowledged the impact of the Awards as a way to recognise skills within FE. The committee discussed ways to specifically target schools through Multi Academy Trusts. The committee noted the number of FE and schools focused sessions at the Annual Conference and discussed the importance of having colleagues from all sectors on the Programme Committee. Committee members were asked to promote the Blended Learning Essentials route to CMALT accreditation and the Doug Gowan memorial fund for learning and skills CPD in learning Technology.

Prompted by SS and JC Trustees also noted efforts for Chairs of Operational Committees to meet and communicate informally between meetings.

#### Committee for Membership Development

SS reported back from the meeting and welcomed that the Committee now has a very diverse membership including FE, commercial, and alternative providers. Following on from a discussion at the meeting, SS encouraged Trustees to consider how research priorities can better be supported by operational committees in the context of the next strategy.

Trustees noted progress in membership recruitment and retention as well as the successful implementation of the new CMALT submission process which is a major milestone in the development of the scheme and highlighted that having submission dates provided an extra motivation for candidates. SS further reported on the Committee's discussions around regional champions which can feed into the new strategy.

Recommendation: MD/MH to ensure that CMALT Regional Champions pilot and the associated proposal be considered for implementation in the context of the new strategy.

## 10 Strategy presentation

Led by MD this brief presentation provided an overview of the consultation with Members to date. Trustees welcomed the input already received, which is helping to inform the strategy and also acknowledged the strong interest from members in the process. MD then expanded on the three elements of the strategy consultation which are outstanding: final consultation with members, which will inform the priorities for new services; staff-led operational review which includes staffing and office operations and thirdly the Trustee-led work in the afternoon on how the values of the Association inform the work we do and our vision.

## 11 Trustee strategy session

Led by guest facilitator and visual thinker Bryan Mathers, Trustees worked together on the values and vision of ALT.

## 12 Dates of the next meetings

Trustees noted the dates for the next meetings as follows: 23 Feb, 16 Jun, 7 Sep.

Minutes written by: MD/MH 21/11/2016

Reviewed by: MW 23/11/2016