Central Executive Committee (CIO)

Minutes

Minutes from the meeting on 15 November 2018.

1 Welcome and apologies

Chair: Sheila MacNeill (SMN)
Present: Daniel Clark (DC), Bella Abrams (BA), Peter Bryant (PB), Sarah Sherman (SS), Lorna Campbell (LC), Maren Deepwell (MD) (ALT), Martin Hawksey (MH) (ALT)
Apologies received from: Martin Weller (MW), Nic Whitton (NW), Elizabeth Charles (EC)

2 Strategic updates from Trustees

Strategic updates from Trustees including representing ALT, new developments relating to ALT or trends/changes that we have noticed (5 min each). These informal updates are not minuted.

3 Any other business

Trustees reviewed whether there is any other business for today's meeting. MD noted that Jane Frankel, Finance Officer, has reached her 5 year anniversary working for ALT. Trustees noted thanks. SS requested an opportunity to discuss the Assembly, which was covered later on the agenda.

4 Minutes from the last meeting

Trustee reviewed the Minutes from the previous meeting and approved them as an accurate record.
Recommendation: Trustees approved the minutes.

5 Matters arising from the last meeting

Trustees reviewed matters arising, all of which were completed or covered elsewhere on the agenda. It was noted that excellent progress has been made overall. MD highlighted that we've had two webinars supporting the transfer to the new Assembly. Feedback from these have been very positive as has the take up from former committee members for positions on the new Assembly.

6 Senior Staff Report

This report has been re-named Senior Staff Report and now formally includes reporting from both the Chief Executive and the Chief Innovation, Technology and Community Officer. The last few months have been busy and successful, with the Association as a whole working actively steered by the

Trustees to achieve major milestones. MD and MH reported and Trustees specifically discussed the following items and recommendations:

Alongside the Annual Conference and the AGM we have made strong progress on strategy and policy in recent months. Trustees noted recent developments in strategy and policy liaison.

SMcN, SS and MD have reviewed the [policy on Ambassadors of ALT](#). After careful consideration we have come to the view that there is no longer a need to have Ambassadors as we have developed advocacy strategies for Honorary Life Members, Trustees and other Members, such as those leading Member and Special Interest Groups. We thus recommend that the policy should be retired and current Ambassadors formally thanked and stepping down by February 2019. Active Ambassadors can and will continue in their role advocating for ALT.

Recommendation: Trustees approved the policy for Ambassadors of ALT to be retired and the role to be discontinued, with only active Ambassadors continuing.

MH reported on progress on virtual operations, which are now well established. MH highlighted how virtual operations continue to progress and develop, reflected in the monthly blog posts being published jointly. MH also shared some informal feedback from staff, who are starting to settle into the new ways of working.

Trustees then reviewed and updated the operational plan or Q3/4 and noted excellent progress and we have not identified any significant activities at being off track. Looking at the strategy as a whole, the biggest milestones we have achieved this year are:
1. becoming a fully independent Association;
2. Members voting to adopt a much needed updated constitution which will improve ALT's governance;
3. celebrating ALT's 25 years as a growing membership body.

Aim: Increase the impact of Learning Technology for public benefit
- Responded to policy discourse including the UNESCO consultation and continued to campaign for greater openness at OER18 and through the Open Education Special Interest Group;
- Advocacy via media and on social media including coverage on Wonke, LTHEchat, through a number of advisory groups and projects;
- Migrating the Journal to ALT servers in the UK improving long term sustainability and resilience.

Aim: Provide stronger recognition of and representation for Learning Technology professionals on a national level
- Research Award: new Award attracted strong submissions and was celebrated with new physical awards;
- Associate and Senior CMALT pilots were completed and the first awards made;
- CMALT mappings were expanded to include the whole BLE curriculum and the BOLT project curriculum.

Aim: Lead the professionalisation of research and practice in Learning Technology
- Improved Members discussion list from the results of the list survey;
- Enhanced CPD offering for Members with increased webinar series on GDPR and led by the Finalists of the Learning Technologist of the Year Awards;
- Disseminated research and practice through 2 special collections of the journal, on Playful Learning and Mobile Mixed Reality Enhanced Learning.

Recommendation: Trustees noted the updated operational plan for Q3/4 and strategic progress.

Noted that there had been a review with of risks including specifically for Brexit. Formally note the updated risk register and the actions taken to mitigate the risks identified. BA highlighted there could be a secondary impact from Brexit putting financial pressure on institutions impacting on

membership income. Trustees requested that a line on Brexit be included in the main risk register. MD highlighted changing risks around reputational damage and staff absence due to illness.

Recommendation: Trustees formally note the updated risk register and the actions taken to mitigate the risks identified.

GDPR
As part of our ongoing commitment to GDPR compliance and best working practices we have now developed and implemented the ALT Information & Data Policy and Procedures.
This includes guidance to staff on data handling, including retention periods and deletion request procedures; our security policy; and breach policy and procedures (based on the West Nottinghamshire College Data Breach Policy and Procedures shared by Bella Abrams).
The breach policy and procedures were tested shortly after implementing it a website user notified us of an unauthorised password reset. The procedure worked well, recording the incident and resulting investigation. It was concluded from the investigation that no breach had occurred. MH noted thanks for the support from BA and continued input.

Recommendation: Trustees reviewed progress on GDPR implementation and the incident reported.

Staffing and HR
MD reported on the latest staff team day. Proposed to review the number of days we conviene as an entire team as this has resource implications and in some cases a team day can, with travel, take a day out of a person's calendar. SS suggested that team members would be welcome to visit their local trustee. MD also provided a staff update in particular the Operations Manager and Events Manager roles.

MD provided an update regarding her mentorship with Margaret Bennett. Note formal thanks to Margaret Bennett for her outstanding work as mentor to Maren as ALT's chief executive.

Note the update of HR activity in Q4 formally noting recommendation to continue with support from Jo Cairns on HR, the discontinuation of support from Jill Turner for pensions advice as this is not needed and a staff consultation on an adjustment on the timing of the annual leave timetable.

Recommendation: Trustees approved delegation any urgent decisions that arise from these activities to GPC.

7 Finance Report
DC presented the Finance Report. Noted new guidance on how to report an incident and overseas income reporting. Following previous discussions with Trustees there will be an investigation of investment or reserved funds. MD reported that the interim audit proved to be very beneficial and as a consequence the auditor was able to recommend some minor improvements, no major concerns were raised.

Recommendation: Trustees formally noted that the Annual Return has been submitted in a timely fashion and the updated guidance from the Charity Commission. Trustees also reviewed and approved the updated Financial Policy.

There was a discussion of the Q3 financial report. Event income was discussed and highlighted that event fee structures would be reviewed in particular in light that there has been a move towards greater single day registrations.

DC provided an update on application on tax relief on member registration fees, which can be progressed now we have made returns under the new CIO. Trustees discussed membership fees. It was identified that as these had been unchanged for a number of years there was a risk that income would fall behind from expenditure.

Recommendation: Trustees discussed and formally noted the Q3 financial report.

8 Reporting from the journal (editorial board)

MD noted a number of areas of progress, in particular, this year 27 papers have been published and 12 articles are currently in production, 8 of which belongs to the upcoming Special Collection: Mobile Mixed Reality Enhanced Learning. Highlighted that there have been 106 manuscripts submitted, around 50% of these being rejected. MD highlighted that this would be an area where the ALT Assembly would be the appropriate space to have similar conversations in the future. It was highlighted that in response to the recent Journal survey that there was a wide distribution of influencers as well as impact factor. Other aspects of the Journal survey were discussed, in particular, the low awareness that the journal was edited by volunteers. Suggested that there could be acknowledgment in the AGM. Upcoming strategy is to pursue impact factor and in parallel strengthen the platform for the Journal including integrating the Publon platform to aid greater editor recognition.

9 Reporting on conference & events

Trustees reviewed the Events report from Emma-Jane Brazier. This report covers the period which includes the 25th ALT Annual Conference.

The first part of the report focused on OER19, coming up in April. Progress to prepare for this event is well underway and we are on track with the Call for Proposals being published alongside the sponsorship information. Several keynote speakers have also been confirmed: Kate Bowles from the University of Wollongong has been invited and a keynote panel of early career researchers convened. The conference committee has been convened, see https://oer19.oerconf.org/committee/ Trustees were asked to help promote the Call for Proposals for OER19 via your networks

Trustees are also going to help promote the Call for Proposals and registrations for Online Winter Conference, ~150 delegates registered, more than on par with previous years. We have had a steady influx of submissions which cover a variety of topics and have been submitted from 3 continents making this years event a truly global showpiece of ed tech talent.

Further events coming up include a series of webinars led by Finalists from the Learning Technologist of the Year Awards, a webinar on Reaching Out to Rural Africa and also the TLC series continues.

Trustees then reviewed and discussed the report from the Annual Conference 2018 including reporting on the new submission system and formal evaluation of the conference with feedback from delegates. In the recent Journal survey Google Scholar indexing was highlighted as the metric most relevant to survey respondents. We believe as a result of submitting the conference site to Google for indexing conference sessions were indexed by Google Scholar.

The feedback from the conference overall was extremely positive, but we will take on board suggestions regarding further enhancements for the programme and inclusion of Gasta sessions in future years, social activities and networking for participants.

10 Reporting on CMALT and Membership

The Membership report from Tom Palmer covers the second and third quarters of 2018/19 (May - October), and gives membership figures with year-on-year comparisons. Trustees reviewed the successful membership activities around ALT's 25th Annual Conference and also noted total membership growth and progress in Members Group coverage. Trustees also noted developments in membership administration planned for the next few months.

This is the first time Susan Greig has reported on CMALT separately from the membership report.

This report covers the period between May 2018 and November 2018. Noted that there had been 140 registrations this year and the scheme continues to perform well. Highlighted that the new core principles have been illustrated by Bryan Mathers and this material has been well received. The pilots for the new Associate CMALT and Senior CMALT pathways have now largely concluded and it was reported that the focus now was on implementing Associate and Senior CMALT for February 2019. Feedback is now being incorporated.

Trustees reviewed good progress on both registrations and submissions and discussed recent activities and note progress on promoting and developing the CMALT scheme. Trustees also noted that the new Associate and Senior CMALT fees will be included in the 2019 budget.

MD noted work Tom Palmer has been leading on recruitment and retention, in particular, work on Associate Member renewals to bring it in line with GDPR compliance. As part of this Trustees were made aware that there might be a dip in the growth rate of membership as dormant accounts are cleared out. Trustees noted continued growth in membership despite wider sector factors.
<u>Action</u>: MD to pick up institutional reps with SS.

11 Activity: Trustee role description
In view of the recent changes to the governance of ALT, Trustees reviewed the current role description for Trustees, including guidance provided to new Trustees. An updated role description for all Trustees and specific roles will be approved at the next meeting.

12 AOB
DC and SMcN formally noted thanks to Jane Frankel, Finance Officer, for 5 years of working with ALT and the important contribution made to the work of ALT.

13 Dates of next meetings
21 February 2019, June 2019, November 2019.

Minutes written by: MH/MD, 15/11/2018
Reviewed by: SNM,