

Approved Minutes of the 3 November Meeting of the ALT Central Executive Committee/Trustees – PUBLIC VERSION

1 Attendance

Trustees: Dick Moore (DM), Haydn Blackey (HB), Fred Pickering – Honorary Treasurer (FP), David Dyet (DD), Liz Bennett – Honorary Secretary (LB), Liz Masterman (LM), Martin Oliver – Chair (MO), Claire Donlan – Vice Chair (CD), Matt Lingard (ML), Alistair Clark (AC).

ALT Staff: Maren Deepwell (MD), Seb Schmoller (SS), John Slater (JBS).

2 Apologies

Gilly Salmon (GS), John Cook (JC), Vanessa Pittard (VP).

3 Minutes of the Central Executive Committee Meeting held on 23 June 2011

These were approved and signed by the Chair, with some corrections to spelling of some names.

4 Review of the Matters Arising Report

The Matters Arising Report was noted overall, with the following items separately identified.

4.1 Eligibility to stand for Election - AGM and nominations [11 – 20080213]

An explanation for members about standing for election in ALT has now been drafted by MD and HB and approved by MSC subject to a final review by SS. This document will be used in 2012 when the calls for expressions of interest in membership of ALT Operational Committees and for nominations for new Trustees are issued. **Action: SS.**

4.2 Assessing the impact of ALT's consultation responses [5.6.2 20080625]

This has not been progressed, and will not be for the time being. **Responsibility: SS (with JBS).**

4.3 ALT "Innovation of the year" award [6.5 – 20081105]

This suggestion has been reported to MSC and considered for action from 2012 onwards. Trustees endorsed HB's view that this idea, which is now 3.5 years old, should be allowed to drop.

4.4 Reviewing the remits of our committees [14.6 – 20090625]

Trustees noted that SS's target for circulating something to Chairs of Committees is December 2011. **Action: SS, Chairs of Committees, GPC, in that order.**

4.5 Relations with ascilite [10.6 - 20091105]

MO reported that ascilite is looking into the re-use of CMALT, and in relation to this, HB reported that the CMALT Development Group is examining whether and if yes how to revise CMALT to take better account of the equalities agenda, which may fit well with ascilite's interests. **Action: HB and MO to liaise, keeping MD and SS informed.** Trustees noted that the pilot of CMALT with 5 participants from ascilite is well underway.

4.6 ALT-C – the London/Wales/Scotland issue [17.3 – 20091105]

Trustees noted that once the Events Manager is in post (in December) we will turn our attention to finding a 2013 venue for ALT-C 2013 in Wales. **Action MD.**

4.7 Risk register [19.1 - 20091105]

The visual risk register has been reviewed by MD and JS and a completed version should be ready for review by Trustees in early 2012. **Action: MD, SS, JBS.**

4.8 Commemorating Robin Mason [5.2 – 2010216]

Formal terms of reference for the fund to commemorate Robin Mason have not yet written, and they need to be. **Action SS.** Meanwhile Sonam Penjor from the Royal University of Bhutan managed to get a visa to come to the UK and he gave a well-received invited speaker session at ALT-C 2011. The Royal

University of Bhutan has written to thank ALT for enabling this and to make clear its hope to be involved again in the future.

4.9 State of the nation survey [14 – 20110217]

Neither David Lefevre (Imperial) or Ewart Wooldridge (LFHE) have engaged on this, the former having initially expressed an interest. Meanwhile, Rich Ranker from Lancaster University has proposed running a survey with ALT's support, and he discussed this by phone with MD and HB during October. Care will need to be taken to ensure that any such survey is properly cross-sectoral before ALT puts its weight behind it. **Responsibility: HB and MD in the first instance.**

4.10 Academy of Social Sciences (ACSS) [6.8 – 20110623]

ALT's application for membership of the Academy was successful. Trustees noted that at some point in the future ALT will be invited to make nominations for individuals to become Academicians (!) of the Academy of Social Sciences.

4.11 NUS Charter on ICT/eLearning [6.9 – 20110623]

The charter has been published and SS circulated its URL to Assembly earlier in the year.

4.12 Recruitment of organisations in the private sector some of whom compete with publically funded learning providers [7 - 20110623]

The Membership Services Committee had concluded that there are no particular strategic issues that ALT should consider before actively seeking membership amongst private sector organisation who compete with publically funded learning providers.

4.13 Honorary Life Membership [8 – 20110623]

Trustees noted that feedback had been provided by JBS to the person nominating the unsuccessful candidate, and that a small change has been made by SS and approved by GS to the Honorary Life Membership policy and call document to cater for the fact that that a contribution worthy of recognition might well be made on a sub-national basis.

4.14 2010/2011 Annual Report [9 – 20110623]

Trustees noted that the report had eventually been finalised in good time, approved by the AGM and submitted to the Charity Commission well before the reporting deadline. There is a link to the report from the ALT web site.

5 Minutes of the Central Executive Committee Convening Meeting held in Leeds on 8 September 2011

These were approved and signed by the Chair. There were no matters arising.

6 Chief Executive's report

6.1 New UK Professional Standards Framework (UKPSF) from the Higher Education Academy

A new UKPSF was launched by HEA on 2/11/2011 and Martin Oliver represented ALT at the launch. "The use and value of appropriate learning technologies" is one of the five Core Knowledge areas in the framework. Prior to the launch SS had had an email exchange with Craig Mahoney (CE of HEA) who will be asking the relevant manager to liaise with ALT to revise the joint statement on our website showing the relationship between CMALT and UKPSF.

6.2 Minutes of Operational Committee and Trustee meetings

Trustees accepted the recommendation that henceforth the unapproved (and subsequently the approved) minutes of ALT's main committee meetings will be published on the ALT website, with the exception of any parts that are judged to require to remain confidential, with a **suitable colour coding** to indicate any material that should remain confidential. **Action MD.**

6.3 Internationalisation

Trustees agreed that on the assumption that from next year onwards ALT will express its membership fees in a way that will make sense to individuals and organisations outside the UK, ALT should now establish a framework for considering international issues, such as:

- how much priority to give to international recruitment;
- memoranda of understanding with non UK organisations;
- responding to EU funding calls;
- internationalisation of CMALT;
- further internationalisation of ALT-C.

Prior to doing this the extent to which “going international” is permitted under ALT’s Constitution needs to be checked. **Action SS.**

For the moment GPC, rather than any new committee or group was asked to lead on internationalisation. Alongside this operational committees will from now on include “international issues” as a standard agenda item. **Action GPC, Committee Chairs.**

6.4 Possible opportunities for funded work on other organisations’ conferences in 2012 and/or 2013

Trustees noted that ALT has been approached tentatively about the possibility of ALT assisting (on a funded basis) with other organisations’ conferences. In one case the focus of the conference is not learning technology; in the other case the focus is on virtual schools. Although ALT currently does not have the staffing resources to do much for other people, if a way could be found to do such work on a suitable funded basis, it would provide some worthwhile diversification of our income.

6.5 The future of JISC

Trustees noted that Martin Hall (VC of Salford U) and Heather Macdonald (P of The Sheffield College) have been appointed to fill the two vacancies on the JISC Shadow Board, and that in October JBS and SS met the consultants working for JISC following up on the recommendations of the Wilson Report. ALT is liaising with UCISA (strongly) and SCONUL on what each of us is saying. Meanwhile MO and SS have been invited by David Baker (Vice Chair of JISC and Chair of the JISC Transition Group) to a meeting of the JISC Transition Group with key stakeholders in London on 11 November.

6.6 JISC Developing Digital Literacies Programme

Trustees noted that our bid was successful for £10k of funding to support our involvement in the programme , subject to some minor changes to our work-plan. Care will need taking to ensure that our effort in the programme is contained within the £10k of effort being funded. MD is project managing our involvement.

6.7 Consultation responses since the June 23 2011 meeting of Trustees

6.7.1 *Submitted (see <http://www.alt.ac.uk/policy-consultation-responses>):*

- An ALT comment on the Higher Education Funding Council for England (HEFCE) Opportunity, choice and excellence in higher education strategy statement;
- An ALT response to the Research Excellence Framework 2014 draft panel criteria and working methods.

6.7.2 *In progress:*

- A response to Ofsted’s consultation on the post 16 Common Inspection Framework;
- A response to an informal request for a view about the place of Computer Science in the English National Curriculum;
- A response to the Scottish White Paper.

6.8 **Confidential item**

6.9 **Confidential item**

7 Membership Report

MD reported using 58-05 as the basis for her remarks. Trustees noted that membership retention is holding up adequately across all categories, and that individual membership continues to grow strongly. Table 4, 5 and 6 from the report are included below for reference:

Table 4: Total number of Member Organisations on 1 Feb					
Organisations	2006/7	2007/8	2008/9	2009/10	2010/11
HE	107	107	108	107	118
FE	59	60	64	56	57
Corporates	21	23	26	30	28
Sponsors	29	32	31	31	31
Reciprocal	6	7	19	12	8
Total Organisations	222	229	248	236	234

Table 5: Total number of Individual Members on 1 Feb					
Individuals	2006/7	2007/8	2008/9	2009/10	2010/11
Associates	n/a	n/a	n/a	n/a	198
Ordinary	478	415	418	496	396
Certified	18	18	34	122	120
CMALT Candidates	n/a	n/a	22	43	212
Total Individuals	496	433	474	661	926

Table 6: Total number of Members on 1 Feb					
	2006/7	2007/8	2008/9	2009/10	2010/11
Total Individuals	433	474	661	661	926
Total Organisations	222	229	248	236	234
Total	655	703	909	897	1160

8 Finance-

SS and FP reported using 58-06 as the basis.

8.1 ALT-C 2011 outturn

Trustees noted with approval the provisional ALT-C 2011 outturn report which showed a ~£5k larger than budgetted overall surplus.

8.2 Honorary Treasurership

Trustees noted that FP will need to stand down as Honorary Treasurer in September 2012 under the “six year rule”, and agreed that early identification of a successor would be advantageous, with a view to there being a period of overlap. The role involves on average 1 day of effort per month, and Trustees agreed that informal expressions of interest from amongst existing Trustees should in the first instance be made to SS. **Action Trustees.**

8.3 Changes to ALT’s membership fees

ALT’s membership fees from February 2012 will need to be changed to take account of the change in the publishing model of Research in Learning Technology. Factors to be taken into consideration include:

- changes to how organisational and sponsoring members perceive the value of the journal once it is freely available online;
- changes to how individual members perceive the value of the printed issue of the journal once it is freely available to them on line;
- the breaking in the link between recruiting an organisational or sponsoring member and making a payment to the publisher;
- the shift to producing four issues of the journal per year plus journal supplements;
- uncertainty as to the long term stable production method for the printed journal and whether it will be produced in individual issues or an annual volume (this depends in part on members’ preferences, which are not known);
- whether to increase fees across the board to take account of inflation;

- g. how to make our membership tariff clearer and less focused on UK HE and FE so that, for example, a school in the UK, or a University in Norway or Nigeria can easily discover its membership fee;
- h. reducing the price differential between UK and overseas individual members, to take account of the real difference in distribution costs rather than a notional one, allowing for whether or not the member subscribes to the journal in print;
- i. making allowances for the very different uptake of membership discounts on ALT-C fees, which mean that organisations who send few or no delegates to ALT-C get less benefit from their membership than those who send some or many;
- j. the extent if any to which membership fees might be made subject to Gift Aid.

Trustees agreed that MD, SS, HB, and FP should produce a proposal for changes to ALT's membership fees that as far as possible takes account of factors a)-j) above, and which both protects ALT's membership and events income, and makes ALT cost effective for organisations outside our traditional base (including smaller or non-UK based organisations) to join ALT. Trustees noted that the agreed changes are likely to need to be implemented in two phases, for FYs 2012/2013 and 2013/2014, with 2012/2013 used in part to discover members' preferences in relation to the journal in print, and with the second round of changes (for 2013/2014) to take account of the preferences discovered. **Action MD, SS, HB, and FP.**

9 ALT-C

9.1 ALT-C 2011

Trustees noted a brief verbal report from JBS.

9.2 ALT-C 2012

Preparation for ALT-C 2012 is now fully in hand. A site visit to Manchester took place on 26 October, and a meeting of the Programme Committee Executive will take place on 13 December. Five new editors/coordinators have been appointed. Gail Wilson (who is a member of the Research in Learning Technology Editorial Board) will join Stevan Verjans and David Hawkrige as an editor of the Conference Proceedings. Dónal Fitzpatrick and Mark Childs will join Laurence Habib and Elizabeth Hartnell-Young as Abstracts Editors. Zoe Rose and Richard Goodman join James Clay and Thom Cochrane as Web Participation Coordinators.

9.3 ALT-C 2013

Trustees confirmed the appointment of Haydn Blackey and Malcolm Ryan as co-chairs for ALT-C 2013.

10 Operational committee business

10.1 Membership Services Committee

HB presented the minutes – 58-07 – from the committee's last meeting, which had taken place on 25 October in Birmingham. These were noted overall.

Arising from the report, Trustees:

- noted that Shirely Evans is now Vice-Chair of the Membership Services Committee, and that Tom Franklin, Kerr Gardiner, Neil Morgan, and Maura Mbunyuza-de Heer Menlah from the University of South Africa have joined the committee;
- noted that the "biennial" membership survey would be run during 2012;
- approved MSC's decision to work with Rich Ranker on a survey about the salary levels of learning technologists, subject to the provisos outlined by MSC.

In relation to the salary survey it was suggested that JBS be also involved, and that the survey be broadened to cover learning technologists in general, rather than be restricted to heads of service in Higher Education. The use of the Higher Education Development Group survey instrument (in part, or as a model) will also be considered. **Action MD, HB, JBS.**

10.2 Further Education Committee

DD presented the minutes – 58-08 – from the committee's last meeting, which had taken place on 25 October in Birmingham. These were noted overall.

Arising from the report (and discussion thereon), Trustees noted that Ellen Lessner is now Vice-Chair of the FE Committee, and that Joan Walker, Sarah Williams, Lillian Greenwood, David Scott, and Timothy Osadiya have joined the committee. Trustees endorsed some suggestions for supporting and encouraging FE participation in ALT-C, including:

- a recorded pre-conference webinar to help presenters prepare to present;
- the highlighting of sample accepted abstracts prior to the close of the call for proposals;
- inclusion in the conference programme of “curated”, hybrid sessions, perhaps embracing a set of Pecha Kuchas addressing a particular theme.

10.3 Publications Committee

DM presented the minutes – 58-09 – from the committee’s last meeting, which had taken place on 25 October in Birmingham. These were noted overall.

Arising from the report Trustees noted that Matt Lingard is now Vice-Chair of the Publications Committee, that Liz Bennett and Frank Steiner have joined the committee, and that a decision has been taken to “fold in” the role of Occasional Publications Editor to a broader editorial group that now includes Liz Bennett, Graham McElearney, Harry Greiner, Morag Munro, Julie Voce, and Frank Steiner. Trustees noted the committee’s work to review the different web-publishing channels that are currently functioning and the ways in which these could be made more useful (and to whom), managed and developed generally.

10.4 Research Committee

JBS presented the minutes – 58-10 – from the committee’s last meeting, which had taken place on 25 October in Birmingham. These were noted overall, including the fact that Norbert Pachler is now Vice-Chair of the Research Committee, and that Brenda Bannon from George Mason University in Fairfax, Virginia has joined the committee, along with Anne-Marie Cunningham, Nigel Ecclefield, Rachel Harris, and John Traxler. The minuted summary of the role and activities of the committee was welcomed.

11 Research in Learning Technology (RLT)

Trustees noted the RLT-related sections of the reports from the Publications Committee and the Research Committee and the Chief Executive's report, and an email from JC, and took the following decisions.

11.1 RLT 2012 content

The 2012 content will consist of the following:

Issues (overseen by the Editors and the Editorial Board)

- three ordinary issues
- one special issue on Digital Inclusion and Learning (additional costs of, say, £10k, underwritten by ALT and the OLP Bequest), guest edited by Profs Bill Dutton (Oxford) and Jane Seale (Plymouth)

Supplements (overseen by the Research Committee with the involvement of the Journal Editors and the Conference Proceedings Editors)

- ALT-C Proceedings Papers – funded as an ALT-C expense
- Papers from the STELLAR network’s “Art and Science of Learning Design” workshop – funded by STELLAR

Trustees noted that this would result in RLT moving from two ordinary issues and one special issue per year to three ordinary issues, one special issue, one ALT-C supplement, and one externally funded “topic supplement”.

11.2 Editorial and management arrangements

i) Trustees welcomed the re-establishment of a somewhat broadened Journal Steering Group (SS, Publications Manager, RLT Editors, Chairs of Research and Publications Committees), stressing the importance of the Chair of the Research Committee being involved in steering the journal as well as the Chair of the Publications Committee.

ii) Trustees decided to:

- a) offer to coopt a journal editor onto the Research committee ex-officio. To conform to the "six year rule", the editor coopted should be Rhona Sharpe.
- b) take stock of the Editorial Board membership (activity levels of board members, turnover and refreshment issues generally)
- c) review with the Editors what is ALT's policy on terms of office (and renewals thereof) and then to act on it.

Trustees strongly welcomed overall the improved opportunities now presented for the journal directly to support ALT's development as a professional and scholarly association. **Action SS, MD, JBS, DM, JC, Editors.**

12 Confidential item

13 Dates of next meetings

Thursday 16 February 2012; Friday 22 June 2012; Thursday 13 September 2012 (convening meeting)

Written by Seb Schmoller 3/11/2011, 10/11/2011, 14/12/2011, and 30/12/2011

Reviewed by Martin Oliver 7/11/2011 and 31/12/2011