

## Approved Minutes from the 22 June 2012 Meeting of the ALT Central Executive Committee/Public Version

### 1 Attendance

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

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

### 2 Apologies

Alistair Clark (AC) John Cook (JC), Dick Moore (DM), Vanessa Pittard (VP), Gilly Salmon (GS).

### 3 Any other Business

### 4 Minutes of the Central Executive Committee Meeting held on 16 February 2012.

These were approved and signed by the Chair.

### 5 Review of the Matters Arising Report

The Matters Arising Report was noted overall, with the following items separately identified. Most items dealt with under other agenda items and the Chief Executive's Report.

#### 4.8 Confidential item

#### 6.3 NUS nominees on ALT Operational Committees

NUS has put two people forward so far, both of whom are sabbatical officers. One is interested in membership of the Membership Services Committee and the other in the Publications Committee. Both are standing for re-election imminently. Consideration will therefore be given either to co-opting them as elected NUS officers, or, if they are not elected, to encouraging them to express an interest when the normal call for expressions of interest in committee membership is issued. The call for expressions of interest in committee membership will be issued in July.

#### 6.5 An approach from IOE, the OU, and Nottingham University

An approach from Rose Luckin of IOE about efforts being made by colleagues at London Knowledge Lab, the OU and Nottingham University to try and forge stronger links between research in TEL and industry working in the same area. Rose Luckin has since written indicating that the three organisations are interested in working together with ALT to build on these relationships. Activities planned include an event along the lines of an LKL seminar where researchers working with a particular technology or subject area are brought together with industrial partners working in a similar space to see what each can learn from the other so that we can together build better TEL applications. She seeks ALT's support for such events. This was agreed. Note that there has since been further dialogue between ALT, London Knowledge Lab and the Institute of Education and we are awaiting further developments.

#### 6.6 Meeting convened at the OU by Jonathan Darby

Following the meeting on 24 February concerning the establishment of an Open Education Resources Network Trustees endorsed the view that with a small amount of funding ALT could support such a network. The Open Education Special Interest Group has since been established and ALT will partner with the SIG, OU and Nottingham University to run the OER2013 conference in March 2013. **Action:**

**MD.**

### 6 Chief Executive's Report

The Chief Executive's report was discussed overall with the following items separately discussed:

#### 2.1 Reviewing the remits of our committees [MA, 4.2 / 14.6 – 20090625]

The updated Terms of Reference (TORs) will now be reviewed and will be finalised in time for new Committee Chairs/Members joining in September. The TORs will then be used until the current ALT strategy is reviewed next year. This item has been delayed due to handover between SS and MD. **Action: MD**

### 2.2 Risk Register [MA, 4.4 / 19.1 - 20011105]

The Risk Register is now implemented and is reviewed by senior staff regularly. All major items of business reported to Trustees are included on the register and it is used to inform reports to the Trustees. In future the Risk Register will be included as an appendix to the Chief Executive's report. **Action: MD**

### 2.3 Confidential item [MA, 4.5 /5.2 – 20100216]

### 2.4 Confidential item [MA, 4.9 / 6.8 – 20111103]

### 3.1 Period of consolidation

We are planning a period of organisational consolidation between now and the end of the current financial year. After a period of growth, change and transition, it is necessary for us to address the following issues to enable ALT to operate as effectively as it can in the future. We have set targets in all areas and will report progress in November and February. Staff will be briefed throughout and have opportunity to provide input and feedback.

### 3.2 Confidential item

### 3.3 Trustee/Vice-Chair Elections

Elections for Trustees/Vice-Chair of ALT will take place in advance of the conference and will be conducted by the Electoral Reform Services as in previous years. Closing for elections will be in early September and results will be announced at the AGM.

### 3.4 Confidential item

### 3.5 Research in Learning Technology (RLT)

#### 3.5.1 Call for editors

The call for 2 new editors has been issued with a deadline of 19 July. New editors will be appointed in time for the conference in September;

#### 3.5.2 Impact factor and printed issue

Co-Action have advised ALT that RLT is on track to publish sufficient numbers of articles to gain an impact factor. They have also advised us that publishing RLT in issues is slowing the rate of publication and, in line with transition arrangements, have recommended that we discontinue publishing printed/online issues and instead publish an annual volume with special and supplement papers. Special issue and supplement papers will continue to be identified as such in their DOI and online. Printing a volume would also reduce the impact of increased postage costs. Member take up of the printed journal has thus far been slow and in autumn we should consider printing/publication formats for 2013. **Action: MD. To be discussed at the next meeting.**

### 3.6 Confidential item

### 3.7 Liaison

#### 3.7.1 ALT Scotland Group

The ALT Scotland group met in Glasgow on 14 June, with JBS and MD in attendance. The group is now considering establishing itself as a National SIG of ALT. There were about 20 participants including David Beard, Scottish Funding Council, and representatives from JISC, Jorum and SQA;

#### 3.7.2 Learning and Skills Improvement Service (LSIS)

At a recent meeting with Peter Munday, Bob Powell and Claire Gill from LSIS we have agreed to run a joint series of 10 informal webinars focused on knowledge exchange between FE and HE practitioners and the wider sector. LSIS may provide funding for this. LSIS is also prepared to

support an FE membership drive in early 2013 and is interested in finding more scope for collaboration;

#### 3.7.3 Institute for Learning (IfL) – confidential item

On behalf of ALT MD attended the IfL Advisory Council in May. Following the publication of the Lingfield review, IfL is uncertain of its future and has as yet made no firm decisions about its future business model.

#### 3.7.4 Higher Education Funding Council for England (HEFCE) – confidential item

Seb Schmoller and MD attended a number of meetings with HEFCE (the Leadership Foundation, HEA, JISC and NUS also involved) which have led to ALT being a partner in a bid to run HEFCE's future programme to support the effective use of learning technologies. The Leadership Foundation is leading the bid, which was submitted in late May. If funded, ALT will have a role in all three strands of the programme with small budget allocations for each.

### 3.8 Funded projects

#### 3.8.1 Firm projects

3.8.1.1 [NEW] OCTEL (Leadership Foundation for HE Innovation and Transformation Fund). ALT has received confirmation that the bid has been successful and that the full funding has been granted. We are awaiting the contract and the project is due to start in July/August;

3.8.1.2 [NEW] NUS/Desire2Learn student survey about students' views of learning technology: ALT is providing advice and input to the survey and final report;

3.8.1.3 [NEW] Google/ALT GApps competition: Google funded competition run jointly with ALT to recognise examples of use of GApps in Education;

3.8.1.4 [CLOSE TO COMPLETION] LSIS Research Development Fellows: providing online support and mentoring to the fellows. Due to be completed this summer;

3.8.1.5 [CLOSE TO COMPLETION] JISC Journal Transition: to develop a set of metrics against which to measure the impact of a journal's transition to Open Access, and to draw out lessons for others on the transition process itself. Due for completion in the next 4 weeks;

3.8.1.6 [ONGOING ] JISC – Developing Digital Literacies: i) Programme wide involvement alongside ~10 other membership organisations; ii) Small-scale project-specific involvement with four of the individual DDL projects.

#### 3.8.2 Putative projects

### 3.9 Consultation responses

3.9.1 UNSECO OER declaration: Not a policy consultation, but ALT may make its own response as well as supporting the ALT Scotland group in formulating a national response;

3.9.2 QAA UK Quality Code for Higher Education consultation: learning and teaching: JBS is leading ALT's response.

#### 4.1 Confidential item

## 7 Operations and Membership Report

MD commented on the Operations and Membership Report (60-04) which was presented in a new format and now incorporated data relating to online operations. Trustees noted the figures for the Financial Year 2011/12 which indicate that retention and recruitment is holding up despite a noticeable impact from the introduction of the new online system. It was noted that the introduction of the new fee structure has caused considerable delays in this year's annual renewal process. **Action: MD to circulate report to the relevant committees.**

## 8 Finance and risk

### 8.1 Quarter 1 outturn report for the Financial Year 2012/2013.

FP and MD reported using 60-05 for the basis of their remarks. Trustees considered the first outturn report of the new financial year, which showed that membership income has been delayed and this is being monitored. It was also noted that the monthly profiling format needs to be reviewed and possibly revised for the next FY in order better to reflect income and expenditure levels in each period.

### 8.2 Annual report

Trustees considered the finalised statement of financial activity which FP reported on. Taking into consideration the bequest from the Open Learning Partnership, ALT has achieved a balanced budget last year with a small surplus. Trustees considered increasing the reserve accounts and making additional investment into operations and development. **Action: FP and MD to discuss. Trustees delegated the signing of letters of representation to GPC.**

## 9 ALT-C:

### 9.1 ALT-C 2012

JBS provided a brief verbal update for Trustees. In total we have accepted 228 papers and keynote and invited speakers have been confirmed. The programme is set to run over a similar time as in 2011. All exhibition spaces have been filled and sponsors confirmed. JBS reported that 12 papers involving the 'proceed with caution' process have been dealt with and confirmed that to his knowledge no improper force was brought to bear and no improper procedures took place. Bookings for the conference are proceeding well.

### 9.2 ALT-C 2013

JBS reported to Trustees following the initial meeting with the 2013 Co-Chairs. Central to the theme of 2013's conference will be learning and putting the learner in control. The conference venue is likely to be Nottingham University. The option to raise revenue from online participation or provide it as a membership benefit was also discussed. **Action: JBS to consult on number of editors/types in total (with a reduced number of abstract editors likely). Action: JBS and MD to consider format/online participation changes in the first instance.**

## 10 Operational committee business:

### 10.1 Membership Services Committee – met 26/1/2012

HB presented the minutes from the committee's last meeting. These were noted overall.

Arising from the report Trustees formally approved the establishment of the Open Education SIG and noted and approved the first application for a Regional SIG, establishing the M25 group as an ALT SIG. HB also updated Trustees on progress on the national salaries survey.

### 10.2 Further Education Committee – met 7/6/2012

DD presented the minutes from the committee's last meeting. These were noted overall.

Arising from the report Trustees noted that the committee has completed the review of its TORs and that Ellen Lessner is leading on webinar planning. It was further noted that the joint ALT/AoC event in May received much positive feedback. Trustees approved the appointment of James Clay as Chair of the committee starting in September 2012.

### 10.3 Publications Committee – meeting deferred

ML reported on behalf of DM. Arising from the report Trustees noted that the meeting of editors of the newsletter had taken place and that social and other media channels were also discussed.

### 10.4 Research Committee – meeting deferred

Trustees noted a brief written update report and approved the appointment of Norbert Pachler as Chair of the committee starting in September 2012. It was further noted that the committee will not issue an open call for new members this year and that ascilite will continue to be represented.

## 11 Any other business identified at the start of the meeting

### 11.1 Confidential item

### 11.2 Thanks to Members

Trustees noted that this is the last meeting for Liz Bennett, John Cook, David Dyet, Liz Masterman, Fred Pickering and Gilly Salmon who are coming to the end of their terms of service. Trustees recorded their thanks and wished all Trustees who are retiring the best for the future. **Action: MO to forward thanks to members who could not attend.**

## 12 Dates of next meetings

Thursday 13 September 2012 (convening meeting); 15 November 2012; 21 February 2013; 21 June 2013.

Written by Maren Deepwell 10/7/2012. Reviewed by Martin Oliver 19/7/2012.