

# Approved Minutes from the 15 November 2012 Meeting of the ALT Central Executive Committee/Trustees

## 1 Attendance

Trustees: Haydn Blackey (HB) – Honorary Treasurer, James Clay (JC), Shirley Evans (SE), Doug Gowan (DG) – Honorary Secretary, Martin Oliver (MO) – President, Claire Donlan (CD) – Chair, Matt Lingard (ML).

ALT Staff: Caroline Greves (CG), Maren Deepwell (MD).

## 2 Apologies

Alastair Clark (AC), Diana Laurillard (DL) – Vice-Chair, Dick Moore (DM), Norbert Pachler (NB), Vanessa Pittard (VP).

## 3 Any other Business

None identified.

## 4 Minutes of the Central Executive Committee Meeting held on 22 June 2012.

These were approved as accurate and signed by the Chair.

## 5 Review of the Matters Arising Report

The Matters Arising Report in the form of annotated minutes from the last meeting was noted. Most items dealt with or covered under other agenda items and the Chief Executive's Report. Item 11, the updating of the Terms of Reference for Honorary Life Membership of ALT, was carried forward to the next meeting. **Action: JBS in the first instance.**

## 6 Chief Executive's Report

MD presented the Chief Executive's report (61-03) was noted overall with the following items separately discussed:

1. **Confidential item**
2. Matters arising from the 22 June 2012 meeting  
Most items are either done or dealt with elsewhere. To note:
  - 2.1. Risk Register  
This is now included in an appendix to this report.  
**Action: MD to include a summary overview in the next report, highlighting risks that have increased.**
3. Items not separately on the Agenda
  - 3.1. A note of thanks  
MD recorded her thanks to Trustees, Committee Members, John Slater and the whole staff team for helping ALT to deliver a successful conference. With all the changes which we have weathered over the past 12 months this is a significant achievement.
  - 3.2. **Confidential item**
  - 3.3. Period of consolidation  
We are now several weeks into our period of consolidation. The staff team has collaboratively drawn up a Gantt chart and risk register and monthly highlight reports are compiled by Liz Wyatt and reviewed at staff meetings. Several tasks are already completed and work is underway on a large number of other tasks. Committee Members were updated on the period of consolidation at the 4-way meeting in October and many have adopted a "what can we do to

help, what can we do while you are consolidating" approach, which is very encouraging.  
See also report included in Operations & Membership Report under item 7, document 61-04.

3.4. Confidential item:

3.5. Confidential item:

3.6. ALT exhibits at Online Educa in Berlin

As in 2011 ALT has been offered a reduced rate exhibition space and free delegate place to attend the conference. MD thanked Gilly Salmon for helping achieve this. ALT will exhibit over 3 days from 28-30 November.

3.7. Research in Learning Technology (RLT)

3.7.1. Confidential item:

3.7.2. Confidential item:

3.7.3. Printed edition

Currently only a small number of members have elected to receive a print edition as part of their membership. Trustees will receive an overview of the first year's figures in February and we can then consider the best way forward in regards to producing print editions of the journal.

3.8. CMALT/ascilite

The initiative called CMALT Australasia will be launched at the ascilite annual conference in Wellington in late November. John Slater will attend to represent ALT and also present a paper. Work on the operational implementation of this initiative is being led by Liz Wyatt and is proceeding well.

3.9. Liaison

3.9.1. JISC Strategic Consultation

CD and MD attended a JISC Strategic Consultation with Professional Associations meeting chaired by Martyn Harrow.

3.9.2. DfE/BIS round table on a draft ICT Programme of Study

ALT was invited and attended a round table discussion during which the draft programme of study for ICT in the National Curriculum was discussed by representatives from across education and industry, chaired by David Willetts. ALT has opportunities both through members of the working group and via the formal consultation to further contribute to the PoS in the coming months;

3.9.3. HEA

MD is liaising with Craig Mahoney and colleagues on the recognition of CMALT in relation to the UKPSF in addition to liaison about the Changing the Learning Landscape programme in which both organisations are partners;

3.9.4. TEL event at the Royal Society

ALT was represented at the dissemination event of the TEL programme at which David Willetts as well as Diana Laurillard and Vanessa Pittard spoke. We are now planning a number of webinar with projects from the programme for 2013;

3.9.5. IfL, Lingfield Report and FE Guild

On behalf of ALT MD attended the AGM and Advisory Council meeting of the IfL in September. See also consultation responses;

3.10. Funded projects

### 3.10.1. *Firm projects*

#### 3.10.1.1. [ONGOING] Changing the Learning Landscape

ALT is a partner in the Changing the Learning Landscape programme, funded by HEFCE, and led by the LFHE, in partnership with NUS, JISC and HEA. ALT is active across all three strands of the programme;

#### 3.10.1.2. [ONGOING] THA conference. ALT supports the 2013 conference of the Triple Helix Association, which is organised by the Big Innovation Centre, UCL and Birckbeck;

#### 3.10.1.3. [ONGOING] OCTEL (Leadership Foundation for HE Innovation and Transformation Fund). This project is being managed by David Jennings and led by MD and JBS. A contributor group of about 10 members has been established and Stephen Downes has agreed to act as a Critical Friend to the project. We would like to ask for an additional Trustee to become involved in the oversight of this project;

#### 3.10.1.4. [ONGOING] Gold Open Access

Funded by JISC this project is led by Seb Schmoller and focuses on the issues surrounding a transition to a Gold Open Access publishing model.

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

#### 3.10.1.6. [COMPLETED] Google/ALT GApps competition: Google funded competition run jointly with ALT to recognise examples of use of GApps in Education;

#### 3.10.1.7. [COMPLETED] LSIS Research Development Fellows: providing online support and mentoring to the fellows;

#### 3.10.1.8. [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.

#### 3.10.1.9. [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.

### 3.10.2. *Confidential item:*

### 3.11. Consultation responses and policy papers

We are currently working to finalise responses on:

#### 3.11.1. ICT Draft Programme of Study: ALT will contribute to the consultation about the draft PoS for ICT in the National Curriculum;

#### 3.11.2. Gold Open Access: ALT is now represented at the Academy of Social Sciences Open Access Working Group and we are aiming to publish a comment/paper to explain what ALT's position is and what we practice in regards to our publications;

#### 3.11.3. FE Guild and Lingfield Report: Members of the FE Committee have volunteered to provide input for a response to the Lingfield Report on professionalism in FE;

### 3.11.4. *Confidential item*

## 4. Agenda items

### 4.1. Item 9: Future Co-Chairs of ALT's annual conference

1. In response to the call for Expressions of Interest we have received 3 proposals to co-chair the 2014 annual conference. In light of the likely development of the conference format and programme, the three proposals have yet to be considered.

## 7 Operations and Membership Report

Trustees discussed the Operations and Membership Report (61-07) with comments from MD and included an overview project plan and highlight report for the consolidation period currently underway. Membership statistics showed that recruitment of new members is progressing well. Reporting of renewal data is currently being improved, but based on a verbal report, it was noted that organisational

renewals are still continuing. It was suggested to investigate how members could share their details online. **Action: MD in the first instance.**

## 8 Finance and risk

### 8.1 Quarter 3 outturn and conference report for the Financial Year 2012/2013

HB and MD reported using 61-08 for the basis of their remarks. Trustees considered the third outturn and conference report of the current financial year, which showed that the financial situation is positive overall. Project income has been higher than anticipated and related additional expenditure has been proportionately lower. The slow generation of membership income is a concern and this is being monitored, with the move to the new online system and changes in fees seemingly being the main cause of this. It was also noted that although income from the conference was higher than expected, the overall contribution from the conference to ALT's central costs has decreased over the past few years.

### 8.2 Budget setting process for 2013/14

HB and MD provided a verbal update on the budget setting process for the coming year. It was noted that the monthly profiling format needs to be reviewed and revised for the next FY in order better to reflect income and expenditure levels in each period. Publications expenditure will also be considered once a full year's uptake of the printed edition of the journal can be considered. **Action: HB and MD to take forward. Trustees to consider a near-final draft budget in February.**

## 9 ALT-C:

### 9.1 ALT-C 2012

JBS provided a summary report of the feedback collected in the conference evaluation (61-06a). Overall feedback was very positive and Trustees in particular discussed the proposed changes proposed following the feedback as well as the format for exhibitors in coming years. Particular thanks to Trustees, staff and volunteers for enabling ALT to deliver a successful conference in time of change were noted. **Action: MD and CG to review operational processes, including exhibition arrangements.**

### 9.2 ALT-C 2013

There was a general update from JBS (61-06a) showing that preparations for next year are underway and on track, as well as an overview of proposed changes to the conference format and delivery (61-06b). The changes proposed cover operational and financial aspects, the academic and social programme and online conference delivery. Trustees had an open discussion of measures proposed and some of the likely consequences for participants and organisers. HB provided feedback from the Co-Chairs perspective and raised several issues including the social programme and celebration of ALT's 20<sup>th</sup> anniversary. It was noted that the Gala evening should continue to be one of the high-lights of the event. Trustees approved the proposal to simplify the type of sessions within the programme including setting limits on certain types of papers and how many papers an individual can be a lead author for. **Action: MD to lead in liaison with relevant staff and conference co-chairs, consulting GPC on any changes that require Trustee approval.**

## 10 Operational committee business:

### 10.1 Membership Services Committee – met 30/10/2012

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

Arising from the report Trustees noted that the committee approved the updated Terms of Reference subject to minor changes, which had already been made. SE reported that the membership survey had been finalised and will go live in the coming weeks. SE and DG also reported that led by DG a cross-committee working group is to be established to take forward the proposal to run a member survey with a focus on learning technology, rather than membership services. Trustees approved this proposal. **Action: NP and DM to ask for volunteers from their committees.**

### 10.2 Further Education Committee – met 30/10/2012

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

Trustees noted that the committee approved the updated Terms of Reference. JC reported on the committee's discussion about what each member could do for ALT in the coming year and how the committee could encourage more events like the AoC/ALT joint event in June. The committee is also considering how its name reflects its broad remit and how it can contribute to the recruitment of new organisational members from the FE sector.

#### 10.3 Publications Committee – met 30/10/2012

ML reported on behalf of DM and confirmed that the committee has approved the updated Terms of Reference. ML reported to Trustees that all senior editors of the newsletter are coming to the end of their term in 2013 and that 3 current deputy editors have expressed an interest in taking up this role. There was also an update on the handover to the new journal editors, two of whom are already active. The committee also discussed a focus on small/social publication channels for 2013, with an aim of making existing content more easily accessible/easier to find.

#### 10.4 Research Committee – met 30/11/2012

Trustees noted the minutes of the committee as NP could not attend, together with notes from the joint meeting between the Research and Publications Committees. Trustees approved the appointment of Patrick Carmichael as Vice-Chair of the Committee. The Research Committee approved the updated Terms of Reference subject to minor changes, which had already been made. The Trustees noted the proposals in relation to changes to the conference, item 9.1, which were approved; and further the proposal to publish the conference proceedings as a special issue of the journal, which had been approved under item 6, Chief Executives Report.

**Action: JBS to take forward changes to the conference as proposed in liaison with MD.**

### **11 Terms of Reference for Operational Committees**

Trustees reviewed the Terms of Reference which had been approved by each Operational Committee and approved all (subject to the numbering format being corrected). DG, as Honorary Secretary, agreed to start the updating of the Terms of Reference for the Central Executive in liaison with MD for consideration by Trustees in February.

**Action: MD to ensure that all committees receive their Terms of Reference and that these are published on the relevant web pages.**

**Action: DG with MD to begin updating CX Terms of Reference.**

### **12 No other business.**

### **13 Dates of next meetings**

21 February 2013 (in Oxford with overnight on 20 February); 21 June 2013, 12 September 2013 (Convening Meeting); 21 November 2013, 20 February 2014.

Written by Maren Deepwell 22/11/2012. Reviewed by Claire Donlan 28/11/12