

Approved Minutes from the 21 February 2013 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, Claire Donlan (CD) – Chair, Matt Lingard (ML), Alastair Clark (AC), Diana Laurillard (DL) – Vice-Chair, Dick Moore (DM).

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

2 Apologies

Norbert Pachler (NB), Vanessa Pittard (VP), Martin Oliver (MO) – President.

3 Any other Business

None identified.

4 Minutes of the Central Executive Committee Meeting held on 15 November 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 5, the updating of the Terms of Reference for Honorary Life Membership of ALT, was carried forward to the next meeting. **Action: JBS**

6 Chief Executive's Report

MD presented the Chief Executive's report, which was noted overall with the following items separately discussed:

1. Invitation to Advisory Group

To note that I have accepted an invitation to join the Further Education Technology Action Group, which will be advising Matthew Hancock, MP, Minister for Skills, on the role of technology in Further Education and Skills. The first meeting of the group will take place on 26 February.

2. Matters arising from the 15 November 2012 meeting

All matters arising are dealt with in the Matters Arising report (CX62_02).

3. Items not separately on the Agenda

1. **confidential item**

2. Period of consolidation

We are now about 6 weeks away from the end of the consolidation period. Significant progress has been made in relation to website maintenance and development, administration processes and organisation of files. The staff team has identified a number of tasks which will be continued after the consolidation period officially ends.

3. New website and services support arrangements

During the consolidation period we have been able to define the support requirements for the main ALT website and other services hosted on the ALT server further. In consultation with our developers at Third Sector Design and Dick Moore, we have procured regular support and maintenance across all ALT sites and services from Circle Interactive, who work with our developers to provide regular maintenance. The

support arrangement cover security updates, maintenance and back ups, support for bugs and issues and advice on issues like PCI compliance and further development. It is important to note that the Drupal 6 software that the website is build with will stop being supported in late 2013 and that we thus need to undertake the planned new release of the site on Drupal 7 this year. To minimise risk we plan for this to take place after the conference. DM and MD will lead on this in the first instance, with relevant staff as needed. Costs for hosting and maintenance are included in the budget as before. The costs for the major new release with Drupal 7 are yet to be defined once the specification for the release has been agreed.

4. **confidential item**

5. New partnerships

We have been approached to enter into two new partnerships. Nesta, <http://www.nesta.org.uk/> , has approached ALT with a view to establish a partnership to further closer collaboration. As representatives from Nesta were unable to attend this meeting, we are seeking to confirm alternative dates to meet in order to discuss this further. EA-TEL, the European Association of Technology Enhanced Learning, <http://www.ea-tel.eu/> , has also approached ALT to formalise our relationship with an exchange of membership and 1 reciprocal place at each annual conference in the first instance.

6. Research in Learning Technology (RLT)

1. Journal Steering Group

The Journal Steering Group met on 8 Feb for the first time since the appointment of the new Editors. Draft minutes from the meeting are currently reviewed and were shared with the Publications Committee. In summary, the meeting was very positive, with many actions agreed. There are no formal points to report to Trustees.

2. Impact factor and related issues

We are currently awaiting the second report from Co-Action, the publisher, for the second half of 2012 and a regular liaison meeting will take place once the report has been received. Progress of an impact factor for RLT will be discussed with the publisher and the Journal Steering Group then.

3. Printed edition

Current figures indicate that less than 10% of Organisational and Sponsoring Members and less than 20% of Individual Members have elected to receive a printed copy of the journal. From 1 Feb only members who have elected to receive the journal will receive a printed copy, which will result in a significant reduction in the print run of the journal and related cost savings.

7. CMALT

The CMALT Development Group, which meets on 19 February, is undertaking a Quality Assurance review of the assessment process, with John Slater leading on the report of this process. We anticipate to have a full report and recommendations by May/June and will take this forward as a strategic priority together with the portfolio update process which will be implemented in 2013.

8. Liaison

1.1.1 Jisc

Next partnership meeting with JISC will take place on 26 February, which should give us a sense of how ALT can work with Jisc in its new structure;

1. AoC

Partnership meeting with AoC on 18 December identified a number of opportunities for collaboration in 2013, see FE Committee minutes.

2. ICT/CS Programme of Study
A consultation on the draft programme of study for ICT in the National Curriculum is ongoing, see <https://www.education.gov.uk/schools/teachingandlearning/curriculum/nationalcurriculum2014/b00220600/consultation-national-curriculum-pos> . We are in liaison with others to provide additional input.

9. Funded projects

Firm projects

[NEW] Maths4us

ALT is leading in a project in the technology strand of the Maths4us campaign, which is led by NIACE and funded by BIS. We are working with a large number of partners to establish an index of maths apps based on work done in the previous project in community-led evaluation of resources;

[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;

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

[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;

[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.

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

[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.

[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.

confidential item

10. Consultation responses and policy papersCurrent responses:

Open Access: ALT has responded to two consultations on Open Access. First to the House of Lords Select Committee who held a very short enquiry and to this BIS Select Committee Call for Evidence. Both responses build on the work ALT has done during the journal retendering and transition process and are available via the ALT Open Access repository:

<http://www.alt.ac.uk/policy-consultation-responses>

FE Guild consultation: the formal consultation was discussed at the last meeting of the FE Committee and together with Trustees members of the committee contributed to ALT's response.

4 Agenda items

1. Item 9: **confidential item**

7 Operations and Membership Report

Trustees discussed the Operations and Membership Report with comments from MD .

8 Finance and risk

8.1 Monthly finance report for January 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 and operational plan 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.**

8.3 Annual Report for 2012/13

9 ALT-C:

9.1 ALT-C 2013

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 2014

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 20th 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 6/2/2013

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 4/2/2013

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 15/2/2013

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 7/2/2013

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 Roles and responsibilities for Trustees

DG, as Honorary Secretary, proposed the updating of the Terms of Reference for the Central Executive to establish a Code of Practice for Trustees, using 62-11 as basis. Trustees discussed and agreed for DG to draft a Code of Practice to replace the current Terms of Reference and for the draft to be finalised before the next Trustee meeting. It was further agreed that the next meeting would include a session on the Code of Practice.

Action: DG to draft in liaison with MD, to circulate for comment prior to 20 June 13.

Action: MD to add Code of Practice session to the next agenda.

12 No other business.

13 Dates of next meetings

21 June 2013, 12 September 2013 (Convening Meeting); 21 November 2013, 20 February 2014.

Written by Maren Deepwell 28/2/2013. Reviewed by Claire Donlan 5/3/13