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**Publications Committee Meeting
1 February 2012, Online via Elluminate
Draft Minutes
Chair – Dick Moore**

1. Participation

Chair: Dick Moore

Participation: Liz Bennett, Matt Lingard, Ulrich Tiedau, Julie Voce, Sarah Cornelius, Frank Steiner, Graham McElearney, Frances Bell

ALT staff: Anna Davidge, Maren Deepwell, Caroline Greves

2. Apologies

Morag Munro, Harry Greiner.

3. Approve the minutes of last meeting, 25 October 2011 and note any outstanding action points. (DM – 10 Minutes)

The minutes from the last meeting were approved and matters arising in relation to items 6 and 10 not covered on the agenda were reviewed.

4. Review agenda and add any other items of business (DM – 2 minutes)

Two items were added to the agenda.

5. Research in Learning Technology, the Journal of the Association for Learning Technology

5.1 Update from the editors. (FB - 5 minutes)

FB presented the report from the editors covering progress made during the last year and the journal's transition to Open Access. The report also referred to the need for the Journal Steering Group to clarify the reporting and support arrangements for the editors in relation to the journal's board and steering group and ALT's operational committees. The Committee also recorded its thanks to the editors and the staff team for their work on the journal transition.

5.2. Journal transfer update (AD – 5 minutes).

AD presented the operational update on the transfer of the journal highlighting progress made and a few issues that have arisen.

Action: The Committee to widely publicise issue 20.1 when it has been published.

6. ALT online Newsletter

6.1 Update from the Editor. (MM – 5 minutes)

Things are in hand for the next edition of the newsletter as well as the meeting of the editors and associate editors.

6. 2 Occasional Publications

The committee discussed the way in which occasional publications, ALT news and aspects of social media and for this to be discussed at the meeting of the editors.

7. ALT-C 2012 (MD - 5 minutes)

Verbal update. ALT-C Submission system is live and all other aspects are in hand.

Action: CG to distribute wording to ALT Assembly to promote the calls and the submission system opening including the Twitter #tags.

8. Online operations report. (MD – 5 minutes)

The Committee reviewed and discussed the report. It was suggested that data of the average time on site across all domains, further Twitter data (including RLT's Twitter) and details of the most downloaded articles to be added.

Action: MD and DM to further develop the report in line with suggestions.

9. Issues to and from the Central Executive Committee not elsewhere on the agenda

(DM – 2 minutes)

None.

10. AOB *(DM – 5 minutes)*

Update on the wiki

ML provided a verbal update on his review of the wiki and has confirmed that a brief summary report will be circulated in due course.

CIM report by Frank Steiner

FS shared his report amongst committee members.

Action: FS to circulate the report to all committee members and to liaise with the committee further to this.

11. Date(s) of next meeting(s) *(MD – 2 minutes)*

Action: MD to circulate dates