

Draft Minutes of the CMALT Development Group (CDG)

19 May 2010 at 1.00 pm (BST)

Online via Elluminate

1. Welcome, participations and apologies

Present: Kirsten Thompson (KT), Dean Sheetz (DS), Tom Franklin (TF), Maren Deepwell (MD)

2. Introductions (relates to CDG document circulated previously)

Members of the CDG introduced themselves and reviewed the 'About CDG' document.

Action: MD to make doc available via Google docs to be finalised by the CDG for the issue of the digest on 21 May 2010 and made broadly available.

3. Update about CMALT by MD

3.1 CMALT evaluation report by John Slater

The CDG noted the report and its recommendation pertaining to the formation of the CDG. It was decided to review it (particularly §37-45) in order to consider its recommendations for action.

Action: MD to make the report available via Google docs and highlight important points for the CDG to review and comment upon it.

3.2 Transition phase

Verbal update about the transition of the CMALT scheme by MD, including the role of the CDG, Membership Services Manager and Membership Services Committee (MSC).

4. Remit of the CDG

As a new body of Certified Members of ALT the CDG will oversee the development of the CMALT scheme and its community including:

- playing an active role in the CMALT Community on CrowdVine;
- contributing to webinars (for candidates, assessors and the community);
- playing a part in CMALT-related activities at the ALT Conference;
- resolving occasional differences of view between assessors relating to individual CMALT portfolios;
- contributing to the long term development of CMALT.

The group discussed its remit and emphasised its desire to be inclusive and encourage engagement amongst the wider CMALT community. There was a discussion about how to resolve assessor disputes and assessment criteria and guidelines (see also 7).

Action: MD to circulate a goggle doc of the skeleton workflow for assessment process including comments from Jay Dempster for review. The group will work towards updating the workflow.

Action: CDG to have a presence on the Crowdvine site and to provide links to minutes and related documents and to develop its usage of the site. MD to check regarding admin rights for CDG members.

5. Items referred to and from ALT Committees

5.1 MSC meeting 18 May 2010: Update report and formation of the CDG.

The CDG noted the CMALT Update report and the report about the formation of the CDG.

Action: The CMALT Update report will continue to be distributed to the CDG by MD.

5.2 MSC action points referred to the CDG

The action point referred to the CDG was focused on the development of the scheme in relation to potential new promotional initiatives and the 3 year portfolio update. The CDG discussed the ideas put forward and is awaiting the minutes of the MSC.

Action: MD to provide the CDG with the MSC minutes and formal recommendations.

Action: MD to ask CDG for input for CMALT report for next MSC meeting. MD to introduce CDG and Haydn Blackey via e-mail.

6. ALT-C 2010

6.1 CMALT sessions

It was noted that all members of the CDG will attend ALT-C 2010. Update by MD regarding current placeholders in the programme for CMALT, including About CMALT, pre-conference workshop and Certified Members meeting. CDG decided in principal to have a Certified Members meeting and to define the plan the meeting clearly.

Action: MD to circulate ALT-C sessions google doc. CDG to work on session plans once programme is more confirmed.

6.2 CMALT portfolio showcase

Verbal update by MD. CDG approved the session in principal and emphasised the importance of making the examples available via the ALT repository.

Action: MD to update CDG in due course.

7. Assessor sessions and guidelines

The CDG discussed the current assessment guidelines and the need to grow the assessor pool and to provide online sessions for new assessors 2-3 times a year depending on demand. Members of the CDG will lead these sessions.

Action: MD to provide current guidelines, portfolio examples and assessment form via google docs and the CDG to review and edit these by 5 July 2010 in order to finalise these at their next meeting and to utilise CMALT portfolio examples in the sessions.

Action: MD to liaise with CDG regarding the new CMALT webpages and their content.

8. Working with other CMALT holders

There was general discussion regarding the involvement of CMALT holders in the work of the CDG, in particular Shirley Evans, Jonathan Jewell and Nick Jeans, who also expressed an interested in joining the CDG. The CDG expressed a strong desire to be inclusive.

Action: SE, JJ and NJ to be kept in the loop. All documents to be made available via the Crowdvine site and ALT repository. CDG to engage the community via the Crowdvine site and CMALT mailing lists.

Action: MD to investigate whether Crowdvine can be updated via posts to the CMALT holders mailing list in line with the development of the website.

Action: The CDG to use all ALT publicity channels, particularly the

digest, to make itself and its activities better known. CDG to draft item for the next edition of ALT News in July. MD to confirm deadline.

9. Working together as a group

This was discussed and it was decided to primarily use google docs. MD to provide managerial and admin support in the first instance, keep archive of e-mails and documents.

Action: MD to arrange for e-mail alias cdg@alt.ac.uk .

10. Dates of forthcoming CMALT events:

10.1 27 May 2010 CMALT webinar

Members of the CDG may attend this session to gain insight into how the sessions work and to work towards leading webinars together with the Membership Services Manager.

Action: MD to circulate link to recording. MD to liaise regarding future dates for webinars. MD to circulate google doc of overview of upcoming CMALT events and meetings.

10.2 CMALT assessor session

Action: relates to 7. Date to be agreed at the next meeting.

10.3 final Digital 20/20 session

Verbal update by MD.

11. Date of next meeting

The CDG is expected to hold 2 formal meetings annually.

The next informal meeting will take place 7 July 2010 at 3pm via Elluminate.

Action: MD to circulate informal agenda and meeting link for the next meeting. CDG to meet informally at ALT-C. MD to provide stable Elluminate link for usage by the CDG as and when desired.

Minutes written by Maren Deepwell, 20 May 2010 and approved by the CDG as draft minutes 22 May 2010.