

Draft minutes for the CMALT Development Group (CDG)

7 July 2010 – 3pm BST

Informal meeting

Online via Elluminate

1. Participations and apologies

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

2. Review of actions from last minutes

The minutes were reviewed and approved as accurate. Actions were reviewed.

Outstanding items:

Admin rights in Crowdvine for CDG members to be confirmed.

ALT News item: DS to draft, CDG to review, DS to submit by 9 July 2010 .

3. Assessment-related items

3.1 Candidate & Assessor Guidelines

CDG reviewed the guidelines.

ACTIONS:

TF to finalise document by 19 July, MD to publish by 21 July.

DS to draft doc regarding portfolio review following recommendations of the CMALT Review report by John Slater.

KT to review FAQ following the guidelines' publication.

3.2 Assessment form (current version)

ACTION:

TF to supply MD with the revised form.

3.3 Illustrative marking (for bench-marking)

CDG reviewed. Agreed to add to/amend current examples.

Discussion as to how to best do this.

ACTION:

MD to send 2 portfolio examples to each member, 1 strong, 1 referred.

TF to take the lead.

3.4 Assessor sessions (format, presenters, dates x2)

CDG discussed assessor sessions, their purpose and aims. Portfolios to be used as exercises to be single docs, all members volunteered.

Send out portfolios in advance.

ACTIONS:

MD to manage sessions and CDG to finalise presentation.

Date 1: 28 July at 12.30 pm: Tom and Kirsten lead.

Date 2: at ALT-C in September, all present

3.5 Workflow (circulated)

The group will work towards updating the workflow.

ACTION:

Delay item until next meeting.

4. Update since the last meeting

4.1 CMALT evaluation report by John Slater (circulated)

CDG reviewed.

ACTION:

MD to re-share docs with KT.

4.2 Crowdvine:

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.

ACTIONS:

MD to sort out admin rights
CDG to decide how to utilise the site best.

4.3 ALT-C 2010

Verbal update by MD

ACTION:

TF / CDG to circulate question for CMALT holders for CMALT showcase.

MD to confirm any pre-conference workshops possible jointly with TF.

4.4 Website development

Verbal update by MD.

5. Dates to be confirmed

5.1 Next CDG meeting

At ALT-C, time tbc..

5.2 CMALT webinars until October

July 28 at 2.30 pm (TF with MD)

September date tbc (DS with MD)

5.3 Assessor sessions (x2)

July 28 at 12.30 pm Tom and Kirsten

ALT-C 2010 tbc.