

Mercian Staff Development Group

Meeting at Aston University Library, 8th September 2015

Meeting will start at 10.00, with lunch at 12.00.

Agenda

- 1) Apologies for absence.
- 2) Minutes of previous meeting
- 3) Actions arising from the previous meeting
- 4) **Main Item 1:** 2015-16 programme
 - a) Update from Chair
 - b) Confirmation of events running in 2015-16
 - c) Confirmation of events needing further exploration for 2016-17
- 5) **Main item 2:** Confirm practicalities for organising/running MSDG events.
 - a) Timings and repeats
 - b) Advertising
 - c) Evaluation
- 6) **Main item 3.** Agree dates for completion of:
 - a) Newsletter
 - b) Web site
 - c) Annual report
 - d) Analysis of attendance and trends at sessions
 - e) Demonstration of impact
- 7) Agree Chair job descriptor
- 7) News: HR and staff development initiatives.
- 8) Requests for information from members.
- 9) Any other business.
- 10) Dates of future meetings:
 - March 2016 – Nottingham
 - June 2016 –