

Mercian Staff Development Group Meeting  
Tuesday 21<sup>st</sup> June 2022

Minutes

Agenda Item		Notes	Actions	
1	<b>Present</b> Gaz Johnson (Mercian Collaboration), Teresa Jordan (Minutes) (UoB), Laura Pilsel (Harper Adams), Jon Granger (Wolverhampton), Heather McBride Wilding (Northants.), Kate Marshall (NTU), Laurian Williamson (Leicester), Matt Cunningham (Loughborough), Ann-Marie Lee (Chair) (Birmingham City), Kirsty Kift (Coventry). Chris Porter (Newman), Amy Jackson (DMU), Liz Mallett (Lincoln), Paul Cavanagh (Nott), Ruth Knowles (Cranfield), Ruth Stubbings			
	<b>Apologies</b> Cheryl Gardner (OU), Kay Jeffries (Derby), Jenny Rooney-Kennedy (Warwick), Stephen Parton (Keele), Alison Pope (Staffs), Emma Hollinshead (Aston), Jodie Heap (UCB),			
2	Minutes/matters arising from meeting on 23.3.22	No minutes tabled due to unforeseen circumstances.  It was agreed that the Agenda for the meeting today picked up all relevant items from previous meeting.		
3	AL Chair's Update	<i>3.1. Meeting with Mercian Disability Forum : Session on Inclusivity when providing staff development sessions.  Ann Marie has met with Simon Satchwell Giles and discussed the possibility of repeating a session he is providing for the Mercian Conference in our programme for the coming year. This would include users sharing their experiences, creating an Inclusive Training Guide and suggest tools and models to build upon when setting up sessions.</i>	<b>Confirm if/when and add to programme document.</b>	<b>AL</b>
4	GJ Mercian Officer update	<b>4.1 Update</b> The Speaker Preparation sessions were particularly well received.  Outputs from a number of MSDG events now available via website – thanks to all those involved in recording and providing these. [Downloads are in the few dozens]  Copyright Group and Marketing Group now both up and running, and keen for new members. Not representative all those with an interest invited to attend. Marketing meeting 22 <sup>nd</sup> July, Copyright 14 <sup>th</sup> July. Minutes from both group's prior meetings via the website.  MDF/MSDG joint working group on event inclusion and accessibility – notes on webpages.	<b>Add to programme</b>  <b>Report to be added here</b>	<b>TJ</b>  <b>GJ</b>

			<p>SCONUL Hosting a meeting on EDI Resources, myself and Chair attending this Friday and will cascade what we learn via Steering Group and other channels. Very much attending in a listening mode.</p> <p>Other recent group meetings on website include Deputies (discussing staffing matters, library courses, staff working arrangements, student induction, printed vs online collections, inclusion and decolonisation. Next meeting Nov '22. MMG met in April at Aston University, and alongside some committee changes were discussing PlanM/OCLC deal, MarcEdit, RDA and application profiles and plans for future group events. MDF met in April and alongside inclusion discussions were looking at RNIB Bookshare and member updates. MDF keen for new members especially from unrepresented institutions.</p> <p>Steering Group meeting in August will welcome representatives of all subgroups to update on their progress and plans, and input into various aspects of the Collaboration's operations. Next Board meeting in October will be hosting the SCONUL Director to talk about their strategy, and potentially may be a hybrid meeting (venue TBC).</p>		
5	GJ	Conference Update	<p>5.1 Update 12 of 23 institutions are contributing to the Conference.</p> <p>Keynote speaker – Anthony Brewerton, late of Warwick and now at Oxford. 23 paper submissions, including 10 from people who attended speaker briefing events (so plans to rerun those for 2023). Committee meeting to agree speakers to be invited tomorrow, but a strong set of submissions. Conference dates 6/7th September, online via Cranfield (2 half days), delegate bookings expected to open mid-July once outline programme announced. No caps on attendees' numbers. We also have a title sponsor for the conference: Bibliu. More details to follow over the coming weeks, keep a close eye on social media channels, website and newsletter.</p>	<b>Report to be added here</b>	<b>GJ</b>
6	AJ	2021-2 Evaluation	<p>6.1 Outstanding evaluation data needed to complete the report from:</p> <p>a) Building on the Wins Session</p> <p>b) InterLibrary Loans Session</p> <p>6.2: Headlines:</p> <ul style="list-style-type: none"> <li>• Institution with the most attendees : Nottingham and second BCU.</li> <li>• Sessions with greatest number in attendance : ASBD (Notts) and second Recruitment Online (UoB, OU, Worcs). Third was the Use of Social Media Session (Lough, BCU, UoB, NTU).</li> <li>• 206 attendees so far</li> <li>• Half of the year we were still in midst of the pandemic which may have affected numbers</li> </ul>	<p><b>Contact Deborah Munro at Aston for data</b></p> <p><b>Contact Scott Mc Gowan for data</b></p>	<p><b>AJ/R S</b></p> <p><b>AJ/R S</b></p>

			<ul style="list-style-type: none"> <li>• Feedback very positive</li> <li>• Suggestions for improvement <ul style="list-style-type: none"> <li>- Zoom vs MT</li> <li>- Longer session</li> <li>- Upload padlet prior to sessions for attendees to contribute to</li> </ul> </li> <li>• Ideas for future events <ul style="list-style-type: none"> <li>- Accessibility Support</li> <li>- Hybrid sessions / return of f2f</li> <li>- Virtual is easier to attend</li> </ul> </li> </ul> <p>6.3 : Next steps</p> <ul style="list-style-type: none"> <li>• Final report to be shared in Summer once all data is collated.</li> <li>• Reporting format and content was not consistent across events.</li> <li>• Amy will be <ul style="list-style-type: none"> <li>- Sending a survey to all attendees shortly</li> <li>- Sending out Guidance re collection of feedback</li> </ul> </li> <li>• Guidance to be included in the Speaker Preparation Session at the beginning of the year</li> <li>• Would be good to compare attendance in the period when all was f2f and all was virtual to see whether formats are more effective at engaging different staff.</li> <li>• Consider collecting feedback at the end of online events before people leave (in the same way as when meeting f2f).</li> <li>• Consider when events are scheduled in relation to their subject matter as this may affect attendance due to relevance.</li> </ul>	Report to be shared	AJ/R S
7	MC	All the Same but Different	<p>7.1: Update</p> <ul style="list-style-type: none"> <li>• ASBD Session at Nottingham acted as a trial run</li> <li>• It was very well received and will be a useful exemplar moving forwards</li> <li>• Three ASBD sessions to be run in the 2022 – 23 programme</li> <li>• Format to be decided by host institution</li> </ul>		
8	AL	2022-23 Programme	<p>8.1 : Schedule.</p> <ul style="list-style-type: none"> <li>• Programme was finalised (see attached)</li> <li>• Additional sessions may be added</li> <li>• Details of sessions and named contacts etc to be updated by hosting institutions</li> <li>• Consider adding the Accessibility/Inclusion session..</li> </ul>	Confirm when	AL
9	TJ	Use of MT	<p>9.1 : Use of MT as platform for sharing MSDG information, updates and documents</p> <ul style="list-style-type: none"> <li>• Agreed to set up a Mercian Microsoft Team, Channels and Files</li> </ul>	Set up MT for MSDG	TJ

			<ul style="list-style-type: none"> <li>- For planning and updates on events</li> <li>- For sharing evaluation through the year</li> <li>- For Institutional Updates</li> </ul>		
10	<b>TJ</b>	Buddy Scheme	<p><i>10.1 : Update</i></p> <ul style="list-style-type: none"> <li>• TJ and CG have met and CG will be meeting Steve on the 15<sup>th</sup> July to discuss the following relating to a relaunch of the programme: <ul style="list-style-type: none"> <li>- Strategy for the promotion of the service</li> <li>- Terms of engagement for both parties</li> <li>- Updating the enquiry form</li> <li>- Simple process for matching up buddies</li> <li>- Evaluation</li> </ul> </li> </ul>	Update at next meeting	<b>CG/SC</b>
11		AOB	None		
		Date of next meeting		To be decided	TJ