



Mercian Staff Development Group (MSDG)

Minutes of the meeting 21st September 2017, Nottingham Trent University

Present: Cheryl Amesbury, Dorothy Atherton, Angela Brady, Yvonne Budden, Ruth Chell, Louise Colver, Matt Cunningham, Rob Davies, Kathryn Greaves, Kay Jeffries, Gaz Johnson, Kirsty Kift (Chair), Jane Mortimer (Minutes), Lesley Thompson

1. Apologies

Joe Foley, Andrew Dodds, Heather Green (Yvonne Budden representing), Ruth Stubbings (Dorothy Atherton representing), Annemarie Lee (Cheryl Amesbury representing), Heather McBryde-Wilding, Christine Porter, Sarah Pittaway, Susan Rodda, Sue Storey, Janet Weaver

2. Minutes of meeting on 13th June 2017

The minutes were accepted as an accurate record.

3. Matters arising from 13th June

- Word Press site closure: action complete
- Special Interest Groups: Mercian Disability Forum are adding their events to the calendar on the website
- Promotion of buddy scheme at the conference: action complete – see details under agenda item 4
- Event flyers: these need to be received by Gaz in good time. He only works one day a week, so ideally needs to receive information two weeks before an event needs advertising
- Event evaluations: with thanks to Ruth Chell the actions on evaluation, both for individual events and the end of year survey, have been completed. See agenda item 6 for further detail.
- Ethnography event follow-up: the event on measuring impact in the 2017/18 programme should provide the requested opportunities for ongoing sharing and collaboration around these themes.

4. Update from Mercian Officer (Gaz Johnson) and conference round up

Increasing demands on the Mercian Officer's time, with the recent conference, the increase in special interest groups etc.

Cranfield University will be joining the Mercian Collaboration on 1st October and will be represented on the MSDG. The meeting queried what the geographical boundaries of the Mercian region are **Action: Kirsty to raise at the next Mercian Collaboration meeting**

The first Mercian Conference took place on 12th September and has been well received. The conference organising group did sterling work (Matt represented MSDG) and will continue, albeit with some possible changes in membership. Materials from the conference are going live on 21st September and the evaluation survey was sent out on 20th September. Costs are being reviewed and the possibility of a delegate charge and sponsorship next year are being considered.

The meeting made a number of suggestions in relation to the conference:

- The timing of the event may need re-considering
- Profile of attendees could be reviewed and/or front line staff targeted
- Successful conference sessions could be repeated or followed-up in the future MSDG programme



- The conference is primarily for the Mercian region and if opened up beyond we should charge (more)

The buddy scheme was promoted at the conference through a flyer, stand and approaching tables over lunch. Three applications were received, two requesting buddies and one offering to be a buddy. **Action: Kirsty to contact the three individuals and then email MSDG reps to find suitable matches, ideally from both a geographical and interest perspective.** Further suggestions for promotion and for the operation of the scheme were made, including extending beyond peer support and the provision of training for buddies. It was agreed that the flyer should be updated, the application form put online and an article produced for the website, accompanied by a suggestion box. **Action: Gaz and Kirsty to undertake the additional promotion work.** It was stressed the scheme is informal, is running on a trial basis (6 months initially) and will be evaluated.

All Special Interest Groups are to have a sponsor from the Directors' Group, who will attend at least one meeting a year. **Action: Gaz to advise the MSDG of its sponsor.**

In other updates, the Mercian Officer

- invited group members to provide him with news items for the website
- is writing an article for SCONUL Focus on the Mercian Collaboration
- advised that the next Mercian Collaboration meeting will be considering its budget, particularly in light of increased website costs
- noted that the Mercian Collaboration has been asked to become a sub-group of SCONUL, by the end of 2017. By way of response, the Mercian Collaboration has requested that a memorandum of understanding be drawn up.

5. 2017 - 2018 programme

The programme for the coming year was discussed – updated version below, which includes the postponed Warwick event on publishing from the end of 2016-17.

Learning exchanges

Topic	Description	Venue	Partner	Date
Libguides/web sites	Sharing best practice and student engagement	Coventry	Lincoln, Worcester	15 th Nov 2017
New approaches to circulation	To includes fines – what done differently and how has it worked	Staffordshire	Keele	27 th Nov 2017
Getting yourself published	Raising staff awareness of researcher needs and the research cycle	Warwick		Dec 2017
Reading lists	Software, what is a list, why do we have lists, how can we better engage students with reading	Newman	Nottingham, Coventry, Warwick	Jan/Feb 2018
What do year 2 students need to know?	Follow up to session on year 1 students in 2016-17 programme	DMU	Aston	7 th March 2018
Student wellbeing	Health and welfare programmes, particularly in a 24 hour environment. Include staff wellbeing	Warwick	Leicester, DMU	19 th April 2018 10.30-3.30



Negotiating/ influencing skills	External speaker	Leicester		Tbc – likely early June
Measuring impact	KPIs, learning gain. External speaker	NTU	Leicester	tbc

All The Same But Different

- Aston – 17th November 2017
- Warwick – December 2017
- Derby – 20th March 2018
- Loughborough – 15th May 2018 11.00-15.00

Rob highlighted the likely costs for the external speaker for the event on negotiating skills, that a cap on numbers might be necessary and that the speaker would require a brief.

Action: Rob to liaise with the external speaker and confirm the date of the event.

Confirmation also required on dates from: Warwick on getting published and all the same but different, Newman on reading lists and NTU on measuring impact. **Action: Kirsty to email reps.** Reps would be provided with a flyer to circulate to staff promoting the full programme

Action: Jane to produce a flyer once all dates confirmed

6. Admin issues

Evaluation is two pronged

- on the day using a print form, information collated and sent to Ruth Chell
- a follow-up EventBrite survey every 6 months (March and July).

On the day evaluation is generally positive. The issues most frequently raised are that sessions are not long enough and are sometimes rushed, plus comments on the refreshments. The July 2017 survey had an improved response rate – 204 attendees of whom 46 completed the survey. 69% indicated that what they had learned at a Mercian Staff Development event influenced how they work. 39% have remained in touch with those they met at an event (compared to 22% last year), and 100% of attendees want to attend more events and would recommend to others. Various suggestions were made for future topics and these would feed into next year’s programme.

The meeting discussed the value of print evaluation forms v online surveys and it was agreed to test the two approaches over the coming year. Those events (including All the Same but Different) up to and including reading lists at Newman would use an EventBrite survey. **Action: Ruth Chell to devise survey.** All other events to use the traditional form on the day method. Coventry will also trial a Padlet wall on the day at their event. **Action: Kirsty.**

All event bookings should be via the Mercian EventBrite account. Those running sessions to be asked to do a brief write-up (500 words max) and to provide photos – these to be sent to Gaz. Also to tweet using the Mercian handle. **Action: All reps**

Google site to be closed.

7. Proposal for a Copyright Group (University of Warwick)

Yvonne presented a written proposal seeking to formalise the existing Midlands Copyright Group, an informal networking arrangement, into a Mercian Special Interest Group. The request is prompted by the increasingly complex and strategic copyright and data management issues group members are responding to. The MSDG endorsed the proposal and supported it going forward to the Directors’ Group for approval. **Action: Yvonne to draft**



terms of reference, using template to be supplied by Gaz. Gaz/Kirsty to put on agenda of next Mercian Collaboration meeting

8. Date of next meeting

Tuesday 13th March 2018 – The Hive, Worcester. The meeting will not go ahead if fewer than 14 members are able to attend. **Action: Jane to check with Sarah at Worcester re Skype options**

9. AOB

None.

Updates from members

[Section redacted at request of SDG Chair]