

## Mercian Staff Development Group

### Meeting at the University of Northampton, 26<sup>th</sup> June 2015

1. Apologies for absence:  
Susan Rodda, Judith Elkins, Deb Findlay, Graham Walton (Matt Cunningham in his place)
  2. Matters arising:
    - It was agreed that the number of members of the group is in fact 22 not 23
    - JISC discussion list has been established. Please let Ruth Stubbings know if you have not received a test message from the list
    - Wiki – group info is being held on the old Weslink wiki as an interim measure
    - Caroline was consulted in relation to the key priorities for 2015/16 and key themes were also elicited from MCG directors, along with individual institutional training needs. These points formed the basis of planning for the annual programme.
  3. Group governance and procedures  
Kirsty agreed to chair the group, with support from other roles including vice chair. People who attend the Mercian Collaboration as well as MSDG should advocate on behalf of the group. Secretary will rotate with the location of the meetings.  
Heather agreed to circulate the Emalink procedures for comment **[Action: HMW]**  
Agreed that there should be 3 meetings per year, arranged to maximise attendance as far as possible, and with Skype facilities for those unable to travel. It was agreed that some meetings and events could be Brown Bag Lunch if catering is an issue.  
Other roles/activities agreed:
    - A retrospective 2014/15 Annual Report of EMALINK and WESTLINK will be compiled in the Autumn. **[Action: JK & JP]**
    - 2015/16 programme and group newsletter will be produced. **[Action: JM]**
    - JISC list ownership **[RS]**
    - Website/promotion/development **[RS]**
    - Website maintenance **[Admin role]**
    - Analysis of attendance and trends at sessions **[RD, RS]**
    - Gap analysis of provision **[Admin role]**
    - Demonstration of impact **[SS,HG]**
    - National mapping **[ALL]**
    - Temporary admin until admin post is filled **[Shared]**
- Agenda items 4 and 5 were not done due to lack of time*
6. Evaluation of events held since last meeting:
    - Webinars – Leicester (20<sup>th</sup> May 2015)
  7. The principles for a draft programme were discussed, including elements of the following:
    - Experience exchanges

- Bought in training
- Visits/tours
- Special interest groups

8. AOB – none

9. Date of next meeting:

**8 September 10.00 -3.00, Aston University Library**

Lunch and snacks will be provided