

Mercian Staff Development Group (MSDG)

Minutes of the meeting 26th June, University of Northampton

Present: Jo Aitkins, Mary Betts-Gray, Yvonne Budden, Jo Cornish (Guest), Cheryl Coveney, Matt Cunningham (Chair), Emma Hollinshead, Gaz Johnson (Development Officer), Teresa Jordan, Annmarie Lee, Heather McBryde-Wilding, Liz Mallett, Kate Marshall, Jane Mortimer (Minutes), Joanne Neil, Chris Porter, Sarah Pittaway, Clare Towle

Apologies

Angela Brady (Emma Hollinshead attending), Louise Colver, Heather Green (Yvonne Budden attending), Kay Jeffries (Clare Towle attending), Kirsty Kift, Stephen Parton, Laura Pilsel, Susan Rodda, Sue Storey

1. Welcome and introductions

Welcome extended to Jo Cornish from CILIP, new members and those substituting for colleagues.

2. Minutes of meeting on 19th March 2019 and matters arising

The minutes were accepted as an accurate record, aside from the following correction: Anne-Marie Imafidon is co-founder of STEMettes and not from JISC.

Membership of the Mercian Collaboration distribution list (mercian-collaboration@jiscmail) now stands at 134.

MC had shared the long list of ideas for the 19/20 programme with Laura Waller, Chair of the Mercian Disability Forum (MDF). He will also share the finalised list, for the MDF to identify potential contributions. **Action:MC**

The following actions have been completed:

- Jo Cornish invited to the June meeting
- Sarah Pittaway has agreed to act as MSDG Vice Chair in addition to Evaluation Officer role. Admin Officer and Chair roles will need filling in Spring 2020.
- Progress with buddy request at Lincoln being checked by Liz Mallett. The match at Newman DID proceed.
- List of previous All the Same but Different visits circulated.
- Long list of learning exchange sessions shared with the Directors.

The actions below remain outstanding:

- Gather feedback from buddy matches over 6 months old **Action:JM**
- Produce article on buddy scheme for the website **Action: JM/GJ**

3. Update from Mercian Officer (GJ)

New Chair (Diane Job) and Steering Group in place. Chris Porter is Vice-Chair and hence Chair from 2021.

Sponsors for most SIGs (Special Interest Groups) have changed. Chris as Vice-Chair is now MSDG's sponsor. There's updated information about the roles of sponsors on the website, but essentially they help to facilitate 'communication, advocacy and representation' between Mercian Steering Group and SIGs.

Forthcoming strategy planning and group chairs day (August 2019, Birmingham). Matt attending for group.

Two new SIGs now created: Marketing and Communications (Stewart Sandilands) and Metadata (Richard Birley and William Peaden). They have presented to the Board, and arose from earlier meetings within the region. Expect them to organise initial meetings or events later in the year. Not yet representative, but lists of those involved on website. Groups have webpages which are being populated.

Discussions around 'senior staff' group ongoing, survey sent to all Directors to distribute to establish degree of interest. See SG and Board minutes for discussions around this.

Group website access (reminder there is an MSDG ID) style guide and cheatsheet being created, should group want to edit own pages.

MSDG remains under represented on group events and news pages. Request to group members to contribute, particularly in relation to events run. Content to be submitted to GJ- in draft form is acceptable. **Action: All, including event hosts**

Research Data Management SIG interested in webinars and looking for more information (and especially experience and platforms) which could be used within the Collaboration. Cheryl Coveney offered the OUs support in the development of webinars.

Annual report 2018 is live on the website.

Membership value discussions at Board proposed a Tangible Outputs of Collaboration document which is now in development. In many ways a companion piece to Annual report, welcome input from MSDG welcome on what see as 'value' from the Mercian Collaboration.

Next Mercian Collaboration Board meeting is 10th October, speaker is Nick Poole of CILIP.

4. Update from the Chair (MC)

This year we changed the way the group gathered feedback on the proposed programme and this has received positive comment.

The 3rd annual conference will be held on 10th Sept 2019 at University of Nottingham. (Anticipated next year will return to Birmingham). The theme is Building Bridges. The Conference Group has met and agreed the papers – 8 plus 4 workshops. The programme will feature a keynote from Worcester on partnership working at the Hive, plus breakouts with choice of topics before and after lunch. Bookings open 29th July. There is a cap of 4 registrations per institution initially, which will be removed mid-August as necessary. Conference parking is available.

Matt confirmed feedback will be given to those whose papers were not accepted for the conference. Also under consideration is a 'best of the rest' session later in the year. It may also be possible to incorporate unsuccessful papers into the MSDG programme for 19/20.

Volunteers (2 or 3) likely to be needed to sit on the Conference Group next year and a link from the MSDG also required. A call out for volunteers will come via the Directors early in 2020.

There will be exhibitor space available for all the SIGs at the conference. Matt will be present and will take along a flyer and other information about the group. Anyone interested in helping staff the stand let MC know **Action: All**

5. Jo Cornish, Head of Sector Development, CILIP

Jo gave an overview of the work of CILIP, which seeks to represent all sectors of the library, information and (increasingly) knowledge management profession. It provides cross-sector learning and resources, creates communities to share knowledge, provides professional recognition and advocates and campaigns on behalf of the profession. HE makes up one third of the membership, with the sector's experience of CILIP varied. CILIP is keen to listen and be open and collaborative.

CILIP operates through:

- Paid staff in London, plus one member of staff in each of Scotland, Wales and Northern Ireland
- 30 plus member networks, run by volunteers. The networks are a) regional or b) sector or skills-based SIGs

Jo's current role focuses on member opportunities, routes into the profession and professional development. Its important to get out amongst practitioners and build relationships with other organisations. Current priorities are:

- A revamp of the ethical framework for the profession
- Development of apprenticeships, with a Level 3 standard created and Level 6/7 requested. (MSDG groups members wishing to be added to an email circulation list for updates on apprenticeships contact Helen Berry at helen.berry@cilip.org.uk)
- Professional registration. CILIP has the Royal Charter and only it can confer Registered Practitioner status. The three levels are Certificated (entry-level/para-professional), Chartership (gold standard) and Fellowship (outstanding contribution) and are achieved by submitting an online portfolio with supporting evidence. Revalidation supports the concept of creating a reflective practitioner. CILIP can offer professional registration workshops for groups of staff (Further details on professional registration can be found here: <https://www.cilip.org.uk/page/ProfessionalRegistration>)
- Diversifying the profession
- Forthcoming survey of members and non-members. The Mercian Collaboration could potentially help reaching the latter.

Learning is delivered through:

- Events – CILIP Conference, Careers Day and New Professionals Day
- Employer engagement forums
- The member networks
- Training partnerships, such as Naomi Korn Associates

The group was particularly interested in the work on diversification, including on recruitment into the profession and in relation to the student attainment gap. JC mentioned the CILIP BAME Network, which is open to members and non-members, and with an option for non-BAME professionals to join an "Allies" forum (<https://www.cilip.org.uk/page/BAMENetwork>). There will be a CILIP employer forum on diversity and inclusivity.

Group members shared various options for reaching out to diverse groups when recruiting:

- Open evenings for local community (OU)
- Adverts in local papers, on Facebook, around the building and via the Student Union (Northampton)
- Employing students (Loughborough)

Jo Aitkins mentioned the work Leicester are doing on microaggressions and will circulate further information **Action:JA** (Jo Cornish has provided a link to a tweet on microaggressions from Health Education England)

<https://twitter.com/charlottehopk1n/status/1139627619106906113?s=19>)

Chris asked if CILIP intends to work with Advance HE with the possibility of linking their qualifications to CILIP's professional registration, in order to provide credibility and recognition in HE institutions. Jo (Cornish) suggested CILIP's offer is focused on personal and continuing professional development rather than job specific recognition, but would give this matter further consideration.

Any further questions or comments for JC to be fed through MC.

6. Programme planning 2019-2020

Matt had circulated the results of the voting on the long list of session topics, plus additional suggestions received. Following discussion the draft learning exchange programme below was agreed.

Topic	Target audience	Venue/ session host	Partner (s)	Date
Playful learning (especially for inductions e.g. escape rooms)	Anyone involved in student induction/learning	Northampton	NTU	Nov 2019
Expectations for new managers/how to develop strategic thinking. To incorporate inductions for new staff	Middle/line/new managers	Loughborough	Worcester	Nov/Dec 2019
Library carpentry/data management	Research teams	Warwick		???
<i>Use of external speaker</i>				
Delivering info literacy skills online/live engagement	Academic librarians	OU		Jan/Feb 2020
Best practice for marketing/communications (especially assessing impact and infographics)	Anyone who does it	Aston	BCU, Worcester To be run jointly with Marketing SIG	March 2020
Systematic review training	Research support/academic librarians	Cranfield or Coventry	OU, Lincoln (tbc)	April 2020
Changing role of the library assistant (carried over from 2018/19 programme). To include data collection and base level HEA accreditation	Library assistants, early career staff	Birmingham	Worcester, Leicester?	May 2020
Decolonising the curriculum/collections/diversifying reading lists	Collections teams, academic librarians	Leicester	DMU	June 2020
What do students returning from placement need to know?	Academic librarians	Aston		June 2020

Session hosts to send confirmed dates for the sessions to Jane. **Action: session hosts.**
Jane will draft a flyer of events, in time for use at the conference **Action: JM**

Matt can provide details of those interested in the topics not selected, should institutions wish to run events themselves. Consider building in topics from the long list which failed to make the final short list into the All the Same but Different visits, for example Chris will look to incorporate interlibrary loans, fines, e-books into the Newman event. **Action: All the Same but Different hosts.** The Mercian Copyright SIG is looking at delivering an event around Plan S.

The following **All the Same but Different** visits had been previously agreed:

OU	December 2019
Newman	Jan/Feb 2020
Leicester	June 2020

7. Disseminating MDSG activity (GJ)

Following comments from staff at some institutions, Gaz asked how group members are disseminating information about MSDG activities. Good practice was identified as:

- Including programme in training plans/programmes, in addition to advertising individual events
- Promoting in bulletins/newsletters
- Targeting line managers
- Standing item on team meeting agendas

GJ will consider cascading the programme to the Directors. **Action: GJ**

8. Evaluation Officer update (SP)

Everyone is now using the same, updated event evaluation form.

The evaluation form is currently available in non-editable form only on the website. GJ will look into creating a Word version. SP will circulate the current form to the group, with cautionary note to ensure latest version is always used. **Action: GJ and SP**

Sarah has sent out the end of year survey to all event participants and will produce a report on findings. **Action: SP** Group members are asked to encourage their staff to complete the survey **Action: All**

9. Admin Officer update (JM)

Recent buddy requests have resulted in a number of matches being made and the possibility of an informal network being set-up for academic liaison librarians.

There appears to be no group rep for Staffordshire currently. GJ will investigate. **Action: GJ**

10. Updates from members

Member updates had been circulated prior to the meeting. Outstanding updates to JM asap.

JM to circulate final set of updates with the minutes.

11. AOB

With a number of members of the group keen to explore diverse recruitment further, JA agreed to email the group to invite interest in sharing practice. **Action: JA**

12. Forthcoming meetings

September 2019 – University of Nottingham. JM will liaise with Sue Storey at Nottingham and the MSDG committee and confirm a date. **Action: JM**

March 2020 – Cranfield University