Minutes of the Mercian Staff Development Group Meeting, 4 March 2016, University of Nottingham

- Welcome and housekeeping from Sue Storey
- Apologies for absence – Jane Mortimer, Ann Davies, Janet Weaver, Deborah Findlay, Ian Keepins, Heather Green

Agenda (sequence slightly re-ordered from agenda)

1. Welcome and introductions from Chair, Kirsty Kift for the benefit of Gareth Johnson
2. As above
3. Matters arising
   a. Newsletter – has not been drafted – would discuss later under admin procedures
   b. It was noted that DG and MSDG would find one document listing events useful
   c. We briefly discussed the fact that 'digital literacy' and information literacy' are very vague terms and a new more inclusive terminology 'digital capability' is emerging
   d. Christine mentioned a 'bench-marking kit' that she saw on the online materials from the JISC Digifest that she recommended may be useful to take a look at
4. Programme updates
   a. Dates for events were updated **ACTION** KK/RS to add to electronic copy
   b. All the same but different visits received positive feedback

5. Review of admin procedures
   a. Following points raised in RS email – it seems everyone has access to the google docs
   b. Regarding evaluation there are 3 stages **ACTION** can we can reduce it to 2
   c. We discussed whether survey monkey was a better alternative to paper evaluations – paper was agreed to be the best method for our purposes but a purpose for survey monkey was proposed in terms of a request for periodic feedback that could include comments following a period of using new knowledge that would support evaluation of impact. **ACTION** SS and HG to discuss end of year survey to feed into impact paper.
   d. Queries raised about whether delegates book on events themselves of if MSDG rep books on their behalf – either way ok so long as attendee details and email provided so that course info can be sent directly
   e. When running events it is clear that a payment mechanism still needs to be established – **ACTION** GJ
   f. Budget is set aside (approx. £3K per year) for expenses – a form is provided by DG to request funding **ACTION** GJ to put on google
   g. We have an interim website until the satellite site from SCONUL is set up. It lacks branding/logo/straplines – the possibility of having a competition was discussed or a person at Loughborough or student activators at Coventry may be able to undertake this task. **ACTION** KK to raise issue of completion for branding at Director meeting with the suggestion that this would help staff to feel they own the programme.
   h. To support measuring impact **ACTION** any photos/comments/blogging that comes out of attending MSDG should be forwarded to host institution MSDG contact for inclusion in the evaluation spreadsheet and to be added to website.

      i.   Organiser duties

          i.   Take pictures

          ii.   Collate evaluation to put on report and on blog if relevant

          iii.   Encourage participants to add to the MSDG blog (WordPress website)

      j.   Rob circulated a diagram that depicts all the tools and stages of the MSDG activity relating to communication and running events **ACTION** RD to circulate**,** KK to few edits to add passwords/urls would be made then it will be circulated electronically/added to google

6. Main topic – staff structures and future skills needs

    a.   We listed a number of themes for training events

        i.   Coaching for management

        ii.   License management experience exchange

        iii.   Research data management (pure/eprints/hydra/dspace)

        iv.   Generic job descriptions – simplification exercise

        v.   Digital skills for staff

        vi.   Collection management – shared experience in relation to weeding when moving buildings

        vii.   Issues out of servicing 24/7 and 365 opening

        viii.   Share of experience around partner colleges esp. int'l

        ix.   DSA

        x.   Gamification

        xi.   Prevent agenda

        xii.   Discussion about sector trend towards no fines and automatic renewal and cases for standardised loan periods

        xiii.   Impact of social media communication tools

        xiv.   New buildings – share of lessons learned, acoustics, design oversights etc.

        xv.   De-mystify publishing

        xvi.   Manager awareness/bigger picture awareness around triggers for change – new VC, new legislation etc.

        xvii.   Innovative recruitment and selection methods

        xviii.   Finance budgeting skills for managers

        xix.   Emerging technologies – what is the next big thing

        xx.   Focus on needs of mature students

        xxi.   Self promotion skills for LA to help with getting to next level

        xxii.   Pop-up libraries

        xxiii.   Work placements/internships/apprenticeships – share of experience event

Decided on 7 events plus 4 'all the same but different' visits below

- Circulation
- Recruitment
- Partner relationships
- Ethnographics (external speaker)
- What do Y1 students need to know – let's start afresh
- Building design – lessons learned

- Getting yourself published/research cycle awareness (so Library staff can better understand the needs of researchers)
- **ACTION** Also make a mentoring programme a discussion point at the next MSDG meeting
- ASBD – Nottingham (new build)
- ASBD – Northampton (new campus)
- ASBD – Harper Adams (small campus)
- ASBD – Birmingham (new Library building)

7. Conference
   a. This is a steering group priority, MSDG position is it isn't a priority just yet
   b. Request that DG to provide a theme and objectives – considering the remit of MSDG is staff development
   c. Need to set up robust admin esp. finance arrangements before proceeding
   d. Need brand/logo/strapline before proceeding
   e. Once admin/finance/theme etc. is decided upon MSDG want to manage expectations of DG by drawing attention to the workload associated (6-8 staff collaborating/large emphasis on host institution)with setting up a conference and lead time (up to 2 years from start to finish) to pulling it off
   f. The BCU conferences that cover our geographic area are identified as excellent events in our region
   g. Report from Norther Collaboration conference highlighted a number of logistic issues with perceived quality of speakers and programme logistic inc over-running. Some good elements – photographer/Storify
   h. Suggestion of a 1 day event/symposium for DG and MSDG to get together to clarify an action plan to lead towards a conference – who would facilitate? Would cover off admin processes/finance/logistics and planning timetable/venue/implementation team

Dates for ASBD to be available by June MSDG meeting

Next MSDG meetings (subject to confirmation with hosts)

- June 2016 – Wolverhampton tbc
- September 2016 – Leicester
- March 2017 – Birmingham

AOB

- Thanks from the group for the chair
- Should the Weslink wiki get closed down now? – **ACTION** Weslink members to review content and suggest what needs to be transferred as archive to Google docs MSDG site