Mercian Staff Development Group Meeting

Thursday 6th October 2022

Minutes

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| Agenda Item | Notes | Actions |
| 1 | Present Annmarie Lee (BCU) (Chair), Natalie Baker - Fosker (MSDG), Kate Marshall (NTU), Liz Mallett (Lincoln), Ruth Stubbings (DMU), Chris Porter (Newman), Kirsty Kift (Cov), Heather McBride – Wilding, (Northants), Emma Hollinshead (Aston), Cheryl Gardner (OU), Matt Cunningham (Lough)Kay Jeffries (Derby), Steve Parton (Keele), Laurian Williamson (Leic), Alison Pope (Staffs),  |  |
| Apologies Jenny Rooney- Kennedy (Warwick), Amy Jackson (DMU), Joanne Neale (NTU), Paul Cavanaugh (Nott), Laura Pilsel (Harper C), Jon Grainger (Wolv), Ruth Knowles (Cranfield) |  |
| 2 | Minutes/matters arising from meeting on 21.6..22 | *3.1 :Disability Forum** AL confirmed that Simon Satchwell-Giles will organise a Disability Support Session.

*4.1 : Programme Update** TJ has been updated and shared with the group.
* Speaker Support Session to be arranged before Xmas. Andrea Kellett (UoB) happy to assist Matt.

*9.1 : MT for MSDG* * CP will follow up regarding this when we have a new Mercian Officer in post and will talk to SCONUL.

10.1 : Update on Buddying : See below | **Arrange session** | **MC/AK**  |
| 3 | ALMC | Chair’s UpdateConference Update | *3.1 : Welcome Natalie!** Many thanks to NBF for stepping up to cover the Mercian Officer post until a replacement for Gaz has been appointed.
* CP will be pulling together a new Job Description/Person Spec for the Mercian Officer role and will then arrange the recruitment. The steering group will be asked for volunteers to get involved.

*3.1 Disability Forum** SSG and AL led a session at the Mercian Conference which was well received.
* Discussed issues such as the use of technology to improve accessibility particularly in hybrid learning sessions e.g. use of captions in Zoom.
* Request for any institution without a representative to appoint one and let SSG know.

*.3.2 : Conference** We had the best attendance this year of any conference with c145 attendees over the 2 day period.
* Wider range of topics this year.
* Feedback was generally very positive despite some technical issues.
* Encourage anyone who attended and not yet submitted evaluation to do so please*.*
* November meeting scheduled to begin to think about next year! This will probably be in person.
 | **Appoint Rep****Feedback**  | **As approp****As approp..** |
| 4 | RS | End of year evaluation  | *4.1 : Difficulty in analysis of responses this year** 22 responses to the evaluation request were returned however Survey Monkey appears to now require payment for access to more than 10 responses. This means that we do not have access to 12 of the responses.

*4.2 : Feedback Collection in future** May need to use other options e.g. MS Forms and Google forms
* Do not wish to specify as different institutions will use different platforms
* It is the quality and type of data which is important rather than the format. We need to identify the key information we want to capture for the longitudinal and session surveys. It would be useful to gather information about the impact of the session in order to evaluate usefulness.
* Questionnaires need to be completed at the event when f2f and sent immediately after an online event in order to get the best responses.
* They also need to be brief.
* New questionnaires to be collated by RS/AJ
* May not be ready for first session of the year but MC will use old format if necessary.
 | **Check Survey Monkey Policy****Suggestions to RS/AJ asap****New design** | **All****All****RS/AJ** |
| 5 | AL/ALL | Finalise 2022-23 programme | *5.1 Dealing With Difficult People** Request for help in advertising this session as there are currently spaces.

*5.2 : Programme Update** Open Access : starting preparation
* Use of new Technology when creating learning materials : Staff to be identified at UoB and Coventry. Already selected at BCU.
* The experience of blended learning : All ok
* EDI / Decolonisation : Una Monahan (Lincoln) to lead.with staff member from DMU
* Trans Awareness : External speaker to be booked
* Supporting International Students : Staff at Coventry identified. Request for other institutions to get involved to go out.
* Add Disability Support Session
 | **Share info.****Identify staff****Identify staff****Book speaker****Send request****Send to TJ** | **All****KK/TJ****AJ/RS****CG****KK****AL** |
| 6 | TJ | Admin Officer Update | *6.1 : Microsoft teams for MSDG** Investigated whether UoB could ‘host’ a MT Team for the group but this is not possible for Security reasons as members are external to the University. (See minutes above for further action to be taken).

*6.2 : MSDG Secretary 2022 – 24** Request for volunteer for the Secretary role for this group as TJ has completed her 2 year appointment.
 | **Volunteers to contact AL.** | **As approp** |
| 7 | AL | Refocusing Institutional Updates | *7.1: Review of existing* * 4 updates were received prior to this meeting .
* Originally intended to save time at meetings and share information.
* Content not specified and therefore wide ranging. Not clear what is wanted.

*7.2 : Proposal** Until we can use MT to share information we will have a standing item on the agenda where we will focus on sharing best practice re staff development or ask questions focusing on this area.

*7.3 : Staff Development Discussion** Newman : Undertaking training re new LMS and looking at accessibility in its broader context. Also focusing training on the transition to Microsoft teams.
* Coventry : Reviewing all front line training currently. Aiming to be more systematic in the way that internal training sessions are organised. Setting up weekly refreshers some of which focus on basics which staff may need reminding of and for newer staff. Restarted ‘Connection ‘ sessions where staff can come together and which will help to break down the silos that teams work within.
* DMU : Staff development group have revamped training and are focusing on Customer Service and basic skills. Will move on to the more ‘good/nice’ to know skills later in the term. Are removing other elements.
* OU : Reinstated Staff Development Hours which are open to all staff. Include lightening talks on areas like career development, induction to other teams, accessibility.
* UoB : Would welcome any information about Apprenticeships as are about to investigate setting some up at different levels for staff.
* Proposal to set up a networking event for Library Admin staff. AL to speak with member of staff at BCU to see if that could be facilitated.
 | **Recruit volunteer** | **AL** |
| 8 |  | AOB | *8.1 : The Buddy System Review** CG and SP have:
* Updated the application form to open it up to a wider audience
* Made proposals for amending the web pages
* Proposed that they act as administrators for the system.

*8.2 : Transition to new system** CG will circulate details of the work undertaken so far for comment by next week
* Testimonials to be requested from existing buddies
* Natalie will amend the webpages once changes have been agreed

*8.3 : Conference group Volunteers** If anyone would like to get involved please contact Laura Newman who is Chairing the group for next year’s conference .
* Role descriptors are on the website for those interested.

Congratulations Kate on your new role as Head of User Experience and Environment at NTU! | **Share details****Ask for testimonials****Update web pages****Share contact details** | **CG/All****TJ****NBF****MC** |
|  |  | Date of next meeting | 23rd March 2023 2pm – 4pm June 2023 tbaSeptember 2023tba |  |  |