

draft:	6 th October 2008
confirmed by chair:	
confirmed by committee	[insert date]
with/without amendments:	

UCISA SDG

Notes

date: 15 May 2008
time: 10.30
location: Room D309, Leeds Met University, Leeds

Attendees:

Trevor Potten (Chair)
Stephen Gough
Dave Hartland
Noel Wilson
Tony Brett
Roland Cross (Secretary)
Elizabeth Chamberlain (Vice Chair)
Dave Atkins

Apologies:

Dave Knock
Dave Harrison
Alison Clark
Lesly Huxley (Leadership Foundation Rep)

09.01 Apologies

- (a) Apologies were noted.
- (b) It was noted that the chair has been handed over to Trevor Potten

09.02 Minutes

Minutes of previous meeting were accepted

09.03 Matters Arising

8.03 Web site

- i. It was noted that when the SDG website was transferred over to the new website all of the file stored in the private area were not copied. IW has offered to attempt to retrieve the docs if we can provide a list. It was suggested we use the JISCMail and EC and SG will populate the area with copies that they have.
- ii. We need to try to recover some data and services onto the new website SG to talk to UCISA admin about doing this.

Actions:

- i. TB to speak to IW about current website opportunities.**
- ii. SG and RC to attend website training and agree roles and responsibilities regarding website management. Archive material to be moved across**

- 8.13 (f) **Friends and Neighbours**
Outstanding Actions: EC >> To contact each UCISA group and gather feedback.
TP >> To contact IET, BCS and IEEE.
RC >> Investigate HR professional bodies and forward to EC
EC >> To contact SCONUL
- 8.15 **Project Management & IT Governance**
Outstanding Actions: RC >> To gain approval from Bradford for access to Bradford Method. Also, provide links to project management resources on new website
- NW >> To identify contact at Glasgow University who was running a IT Governance survey*
- 8.18 **Succession Planning**
Outstanding Actions:
NW >> To keep potential new members informed of where we are.

9.04

Business Plan & Budget

- (a) **Business Plan 2008 – 2011**
 The plan has been submitted to Exec. It was noted that we will be required to increase the amount of contribution we make to UCISA.
- (b) **Budget 2008**
 i. It was noted that UCISA admin have asked that all events make a significant surplus from now on.
- (c) **Report from Executive Meeting May 2008**
 i. There was some discussion on the financial situation of UCISA. It was noted that there may be some changes to membership rates for institutions and corporate members.
- ii. Feedback from the Glasgow conference has illustrated that the exhibitors were not satisfied with their exposure to delegates. Also, there was a lack of 'offline' meeting rooms for discussions to be held between exhibitors and delegates.
- iii. It was announced that the reporting mechanism from each of the UCISA groups to UCISA Exec is going to change. Instead of a report progressing each quarter, groups will be required to report individually in a cyclical manner. This should offer a better opportunity to report in more detailed fashion.
- iv. TP has been in conversation with Sir Ron Cook about the need to build business relationships with other organisations. In particular we could hold discussions with JISC about making the most of bid opportunities. Also we could submit a bid in conjunction with the Staff Development Forum.
- Action: EC and DK to look at a joint activity with the SDF*

9.05

Courses

- (a) **Understanding Business Relations update**
 i. SG reported that that the feedback has been processed and although there was some issues early on, many people have fed back positively by the end of the course.
- ii. It is intended to run the course again in November / Decemeber as "Management Skills for Technical Staff". The format may also change to encourage offline networking.
- iii. The change of title has highlighted the need for a separate course around aligning IT with the Business. Dave Harrison (Exec Chair) is pursuing this idea with Aston Uni and Oxford Brookes Uni colleagues

and it was agreed that we pursue how SDG will be involved. There is also a potential link with the Leadership Foundation

Action: TP to invite Oxford Brookes and Aston colleagues to the next SDG meeting.

- (b) **Communications Course**
It was noted that there may be some synergy with the SDF work which has already been completed. Therefore we do have an option of resurrecting this to form the basis of the course.
Action: EC to progress with DK
- (c) **Netskills Update**
DH reported on the ongoing of the CPD project. We are putting together a Toolkit to evaluate their own skills including a mixture of formal courses and informal learning.
Action: DH to distribute material for comments
- (d) **Selling IT to Universities**
How should suppliers deal with HE? How to pass on information to new HE Sales contacts?
- (e) **Shibboleth**
JISC have sponsored Netskills to help with Shibboleth. Programme of training which highlights the options, explains the concepts, is reasonably technical etc. This is free to people from HE.
- (f) **Project Management Course**
Netskills facilitate the Project Management Course based on the JISC Infotoolkit on Project Management.

09.06

Sub-Group Spotlights

- (a) **Courses Sub Group Spotlight**
DA presented budget and course content for Professional Skills for Advisors course and IT Trainers workshop in July and September.

6 enrolled for IT Trainers thus far.

09.07

Scenario Planning

- i. Podcasting
- ii. Wikis & Bloggs
- iii. Social Networking – including institutional response
- iv. Business and Community Engagement: How the Knowledge transfer sector makes use of JISC Services

09.08

Distributed IT Support Staff Group Spotlight

SG presented the DITSS Plan which was discussed. Plan to be available on website.
Action: TB >> Organise an access group meeting

09.09

Leadership Foundation

Action: RC to ask LH to consider the course content of the Leadership Foundation courses and possible expansion. POSSIBLE THEME FOR NEXT TIME

09.10

TLIG/SDG Joint Conference 2008

Organisation for this event is well advanced and no problems were foreseen.
Actions:
i. SG to finalise the Question & Answer Panel membership
ii. Two volunteers needed to pass out microphones
iii. RC to prepare an ITIL Session: Adopt or Adapt

09.11

SDG Awards

There were four submissions to this year's competition and they were all of high quality. The winning submission(s) will present at the TLIG/SDG conference and receive an award.

We need to decide the subject of the next competition at the October meeting and this need to be on the agenda.

It was noted that the competition has a growing reputation.

Action: RC to add subject to the October Agenda

09.12

Future Meetings

- (a) Bristol, 23rd October 2008, 10.30am
- (b) Two Day Business Meeting - Oxford, 8th – 9th January 2009
- (c) University of Ulster, Belfast, May 2009.
- (d) Birmingham City University, October 2009.