

draft:	12 th February 2010
confirmed by chair:	
confirmed by committee	[insert date]
with/without amendments:	

UCISA SDG

Notes

date: 13th – 14th January 2010
time: 10.30
location: Oxford University

Attendees:

Stephen Gough (Reading University)
Tony Brett (Member, Oxford University)
Roland Cross (Secretary, Leeds Metropolitan University)
Noel Wilson (Member, University of Ulster)
Nici Cooper (Member, University of Wolverhampton)
Dave Knock (University of East Anglia)
Katherine Iles (JANET, Head of Training Team)
Anna Mathews (UCISA)

Apologies:

Trevor Potten (Chair, Birmingham City University)
Gill Chester (JANET Rep, Head of Education & Training)
Stuart Brown (Oxford Brookes, Head of Information Systems Strategy & Governance)
Dave Hartland (Director of Netskills)
Jim Nottingham (South Bank University)
Elizabeth Chamberlain (Vice Chair, Bucks New University)
Dave Atkins (Member, Cardiff University)
Rajesh Mistry (Birmingham City University)
Lesly Huxley (Leadership Foundation Rep)

14.01 Apologies

- (a) Apologies were noted.
- (b) Anna Mathews from UCISA was introduced to the group

14.02 Minutes

Minutes of the July meeting were approved

14.03 Matters Arising

12.05

Actions:

- i. NC to communicate with TP and NW about scoping the Help, Information & Communication course, and to present at next meeting. Carry forward from October 2009*
- ii. It was politely requested that the group members who have not already done so, send in a photo and bio to be posted on website*

14.04 Business Plan & Budget

- (a) **Plan for 2010**

The UCISA-SDG Business Plan 2010-11 was discussed at some length and a draft copy is now available on the JISCmail filestore.

(b) **Budget for 2010**

A draft budget was prepared for the forthcoming year

(c) **Report from Executive (Anna Mathews)**

There was some discussion on the forthcoming Annual Conference. An interesting feature this year is that the conference agenda is available on an iPod touch.

UCISA Admin are offering electronic event feedback collation. This will be available to colleagues organising their own conferences and symposia.

UCISA is sponsoring a Green Gown Award in association with JISC. This year the award is Green ICT which will be advertised through the normal channels.

A discussions was held on outsourcing VLEs and there may be an event on migrating institutions VLEs.

The UCISA Exec annual statistics (HEITS) are now published and available on the website. The dataset used in the annual statistics may change in the future.

The Award for Excellence sponsored by Eduserve is now open and is awarded at the Annual conference.

UCISA will shortly offer a Wiki type collaboration

14.05

Leadership Programme

(a) **JISCs Work with IT Project:**

AM attended the meeting. The project surrounds issues about how people react to new technology in all parts of a University re: Duke & Jordan Study.

A response was sent back to Myles Danson advising that at the moment we did not see that SDG need to get involved although UCISA as a whole may get involved.

(b) **HE leadership Summit**

We discussed a collection of material called 'Doing it Better' but this will not be available for mid-January

(c) **Potential Staff Development Award at Staff Development Conference**

There was a discussion about exactly who this is targeted at but it was noted that the winner is an HE Institution

(d) **Futures Leaders Programme**

It was noted that the programme is high quality but that the cost had prohibited some colleagues from participating.

Actions:

- i. AM to raise JISCs Work with IT Project with Peter Tinson
- ii. Action: RC to contact LH to say "Doing it Better" material will not be ready
- iii. Action: NW to contact EC and LH about a Staff Development Award at the Staff development Conference

14.06

Project & Programme Management

RC reported that he has been attending the Inter-University Project Management Group. A brief discussion was held around the current issues that have been raised within that group. It was noted many institutions have recently undergone restructuring and many people have moved in PM roles. Therefore some common themes are:

1. What is Project Management
2. What is Programme Management
3. What is a Project Office
4. What is the role of the Project office

Therefore, there are quite a few of SD issues for Project and Programme Management

Action:

- i. RC to Invite Sharon Caine to next meeting to discuss what are the staff development issues surrounding becoming a PM and what topics could we have for a feeder event
- ii. RC to produce a comparison document

14.07

Courses Strand

(a) **Management Skills for Technical Staff**

This course has run twice and both times recruitment was slow. We are not certain if this course will run again

Action:

SG to contact UCISA Directors about whether there is a demand for this course

(b)

Communications in the Workplace Course

The structure of the course is now finalised and presented to the meeting. It is a single day course with one trainer

Action:

- i. DK to investigate the possibility of running this course in 2010
- ii. RC to upload the course structure and slides on the files area
- iii. RC to add appropriate entries into the budget

(c)

IT Training Skills

It was noted that there are other IT Training Skills courses are provided by other bodies. IT was also noted that the course is popular and the material already exists.

The group observed that it is important that we try to manage the overall cost of the event and therefore, University accommodation will be utilised if appropriate.

Action:

- i. The facilities available within rooms needs to be clearly advertised on the web page.
- ii. DK to discuss with DA and UCISA admin to agree date of next event in 2010

(d)

Professional Skills

We have an arrangement with an external trainer which does attract higher costs but the course is very popular and fills relatively quickly.

Action:

- i. The facilities available within rooms needs to be clearly advertised on the web page.
- ii. DK to discuss with DA and UCISA admin to agree date of next event in 2010

- 14.08 Netskills Liaison**
Action: DK to make a report at next meeting
- 14.09 Professionalism**
NW to update at next meeting
- 14.10 UCISA Award**
The theme of this year's award is 'Doing More with less'. Initial announcement will be mid February, then reminder mid-March and application deadline mid-April. Assessment will occur at May meeting. Winners will be asked to present to the July conference.
Actions: NW to draft Award wording and send to AM and EC
- 14.11 Case Studies**
TP to update at next meeting
- 14.12 Credentials & Accreditation**
NW to update at next meeting
- 14.13 Change Management**
TP to update at next meeting
- 14.14 IT Governance & Risk**
TP to update at next meeting
- 14.15 SDG Membership**
- (a) NC has conducted some research on how we can produce some badges which differentiate committee members to delegates.
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- (b) It was suggested that we invite committee members up onto the platform at the start of each event.
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- (c) It was also suggested that we distribute baby pictures of committee members and offer a prize if you identify them.
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- Actions:***
- i. NC to ask UCISA admin to use a different colour plastic for committee member badges who attend*
- ii. AM to send standard potential group member information to RC and RC to publish*
- iii. SG to discuss with DY about wording on feedback for 2010 July Conference form*
- 14.16 ITIL**
A discussion was held on what progress had been made with the UCISA ITIL Working group.
Actions:
NW to discover what synergies exist between SDG and the ITIL working group and consider a one day event
- 14.17 UCISA**
It was noted there is a new face in UCISA. Brid O'Donnell has been appointed as the new events assistant.

- 14.18 SSG/SDG Conference 2010**
A paper on the theme and programme of the conference was presented at the meeting.
Action: All to suggest possible parallel sessions
- 14.19 SSG/SDG Symposium 2011**
It was noted that next year's symposium will be at Clare College Cambridge
- 14.20 Contact with Other Organisations**
- (a) Chartered Institute of Personnel and Development: TP to follow this up and produce a report.
 - (b) SCOUNL: we currently have two links via Peter Tinson and Nici Cooper
- Action:*
- i. TP to provide a written version of his verbal report regarding contact with CIPD.*
 - ii. NC to request that Chair of Scounl keep her informed of any possible collaborations*
- 14.21 New Developments**
It was suggested that we provide a forum for feedback on training providers and events. This could be held on the forthcoming UCISA Wiki.
Action: RC to remove references to training lists on SDG web page
- 14.22 Communications**
It was noted that there are inherent difficulties in organising a group like SDG where delegates travel from all over the UK. It was requested that colleagues read and respond promptly to communications regarding meetings, agendas and requests for accommodation.
- 14.23 Future Meetings**
University of East Anglia, 13th May 2010
London South Bank University, 21st October 2010
University of Oxford, 12th – 13th January 2011 (2 day business meeting)