

Digitally Ready Steering Group Meeting 2

12/01 A meeting of the Digitally Ready Steering Group was held on Thursday 19th July 2012 at 3pm in GU04, Agriculture Building, Whiteknights Campus.

Present:

Professor Julian Park - Chair
Miss Nadja Guggi - by invitation
Mr John Leary - Director of IT Services
Mr Paul Bailey - JISC Programme Manager
Mrs Julia Munro - Librarian
Ms Helen Setchell - Head of Web and New Media
Ms Kara Swift - Vice President (Academic Affairs) RUSU
Ms Maria Papaefthimiou - Project Manager
Ms Rachel Glover - by invitation
Professor Shirley Williams - Project Director
Ms Jane Adams - Secretary

Apologies:

Mr Malcolm Ryan - JISC Critical Friend
Mr Pat Parslow - by invitation
Mrs Emma Sowden - Senior Placement and Development Manager
Mrs Jane Standley - Director of SEEC
Professor Grainne Conole - External stakeholder
Professor Steve Gomez - External stakeholder

12/02 Minutes of the last meeting

The minutes of the last meeting, held on 9th January 2012 were approved.

12/03 Matters Arising

Ms Papaefthimiou confirmed that the terms of reference had been amended as per the request from the group at the last meeting and copies had been circulated.

Ms Setchell advised the group that the paper mentioning Digitally Ready which was due to be submitted to the Senior Management Board in January had been put on hold due to a number of factors. It was however mentioned that the new Vice Chancellor has expressed an interest in the Digitally Ready project and is looking at how this ties in with his focus on the upskilling of students and staff at the University.

Ms Papaefthimiou advised that since the last meeting SEEC have put in a proposal to the Annual Fund for a Virtual Careers Fair which was successful and the project will commence from October 2012. It was also reported that SEEC are working on another project to create a repository of case studies where students can blog about their

experiences of job seeking. Ms Papaefthimiou commented that the Digitally Ready and SEEC projects should work closely to establish common links across the University.

Professor Park advised the group that whilst the original intention had been to discuss the project's finances at this meeting but suggested due to time constraints that this now be undertaken at the next meeting. He did however assure the group that the project has enough funding to complete the project objectives as stipulated.

Action: MCP and JP to update the group on the project finances at the next meeting.

12/04 Project update

Professor Park acknowledged the success of the events of the Digitally Ready day prior to the meeting and thanked the project team for organising the event.

Ms Papaefthimiou gave a general overview of some of the outcomes of the project to date and also of the Digitally Ready event which had just taken place; these included a number of initiatives including encouraging students to work with staff in tasks such as composing software guidance notes or writing wikis. Further specific updates were then given under a number of headings;

Staff Development

Ms Papaefthimiou advised that there was increasing demand for developing a programme of sessions for staff and graduates on social media for research. The group strongly encouraged Ms Papaefthimiou to pursue this.

Action: MCP to create a session on social media for research for the Graduate School.

Ms Papaefthimiou also advised that good links with other University groups such as SEEC, Humanities and the Faculty of Science, as well as summer UROP placements in Systems Engineering and an upcoming UTFS project by Professor Rachel McCrindle meant that there were a number of opportunities to inform the project going forward.

Student Engagement

The group were advised that the project team are now working with Ms Glover, a second year student until November. It was also noted that with the increased emphasis on student engagement it was important to focus on identifying students who could suggest their own topics of interest which may inform the project. Ms Papaefthimiou advised the group that there was a strong focus on creating a community of practitioners and that the project had just introduced the concept of "digital heroes", members of staff and students who had innovative approaches to digital and social media, three of which were introduced

after the Vice Chancellor's talk at the Digitally Ready event. It is hoped that by creating these titles it will raise awareness of the project and also keep the momentum going. The newly launched Teaching and Learning blog "Engage in Teaching and Learning" was also suggested as a useful tool for staff and students to talk about their experiences and reflect on digitally ready projects and practices.

Research

Ms Papaefthimiou summarised the on-going work with SEEC student placement schemes UROP and SEED to see how they are preparing students for placements, whether this involves digital literacy skills and what the expectations of future employers are in relation to these. It was also commented that Ms Glover is working with the project to produce a report on student expectations of digital literacies and subsequent areas for development, as well as running workshops with students as part of this. The group were also advised that Mr Parslow is currently researching the role of lifelong learning and will produce his findings by September 2012.

Discussion took place about the research and digital work of Dr Matthew Nicholls, one of the speakers at the Digitally Ready event, and it was suggested that highlighting such projects to students at events during Fresher's week could encourage more students to get involved in similar innovative projects. Further discussion took place about the ways in which students interested in technology development could get involved and it was mentioned that external events such as the DevXS conference for student developers and competitions for designing new apps had been used at other institutions. It was agreed that the project team should liaise with the RUSU sabbatical officers to discuss potential ways of engaging students in digital activities over the coming academic year.

Action: NG and MCP to meet with RUSU officers to discuss working together over the coming year to encourage wider engagement with digital technologies and projects.

Mr Bailey commented that whilst some institutions did not make their digital policies widely available this could be a useful opportunity to address and publicise which data sources are open to students at Reading.

Dissemination and Materials

Ms Papaefthimiou updated the group on the meetings and conferences which the project had attended to disseminate about its work so far but commented that there were not as yet many hard copy materials which had been produced. She explained that this was in part due to a lot of material being available through the project blog instead. Professor Williams added that the "This Is Me" website also contained a lot of information on digital identities as part of a previous joint project with

Mr Parslow. Ms Setchell commented that there are license restrictions which prevent the University from giving students free access to the University content management system due to the inability to support this work once they leave the University. Discussion took place about the ways in which students could use technology to a greater extent on campus and it was noted that the RUSU sabbatical officers use iPads when out on campus talking to students to allow greater ease of access to information on the go and also that there is a growing trend amongst students wanting to use mobile devices as voting systems.

The group's discussion moved on to the project's sustainability and embedding its work into existing University programmes. Ms Papaefthimiou advised that she is planning to have discussions with Libby Graham from CSTD to find a way of embedding digital literacy in the existing and future programmes. Further group discussion took place about how this may occur and it was agreed that it would be beneficial for key members of the group to meet before the next steering group to discuss the project's sustainability.

Action: JP, MCP, NG, KS, CSTD and Digital Development to meet to discuss sustainability before the next Steering Group meeting.

A brief discussion then took place about Blackboard functionality and Mr Leary confirmed that there were still no confirmed plans to link timetabling with Blackboard despite some student support for this.

Professor Park thanked Ms Papaefthimiou for a comprehensive overview and asked that her project update document be circulated to the Steering Group as soon as possible.

Action: MCP to circulate her project progress document to the Steering Group.

Professor Park also requested that sustainability is tabled as an agenda item at the next Steering Group meeting.

Action: MCP and JA to ensure sustainability is included on the agenda at the next Steering Group meeting.

12/05 Any Other Business

Ms Guggi advised the group that further work was due to take place around the concept of "digital heroes" and this may include a newsletter to maintain momentum of this aspect of the project. Discussion took place across the group around which senior staff at the University could be identified for these roles with the suggestions that both the Vice Chancellor for his involvement with the project so far and Professor Gavin Brooks, who has been leading on the idea of paperless committees, could be suitable candidates. It was agreed that

having high profile staff in these roles will improve the University's digital presence.

Action: MCP and NG to consider the Vice Chancellor and Pro Vice Chancellor for Teaching and Learning for “digital hero” roles in the University.

12/06

The next meeting of the Digitally Ready Steering Group will be held on Monday 7th January 2013 at 2pm in G10 HumSS Building, Whiteknights Campus.

Digitally Ready Steering Group Meeting 2 - Appendix 1

Digitally Ready – progress

Steering Group Meeting, 19 July 2012

1. *Case studies*

- a. **Teaming up members of staff with** students for RED award (staff -led) – Funded by DR
 - i. Use of poll everywhere (helping staff and guidance) – Spring 2013
 - ii. Work placement Support Wiki (C Becker, develop BB students in English, peer support for placements and moderated by staff and information) (current)
 - iii. Use of social media for employability (Sally) placements – Dec 2012
 - iv. Library e-books pilot
- b. **Student -led case studies** (Student Engagement work) – 2012-13
 - i. Pilot staff student partnership programme
- c. **Academic Practice Programme**
 - i. Fund four new lecturers to undertake projects in DL – 2012-13
- d. SEECC: R U Inspired Case studies (students on placements and graduates in employment)

2. *Creating a Community of Practitioners*

- a. Digital Heroes: Creating inspirational personas, following on from baseline and interviews, sharing practice. Motivating others and creating short guides with tips and hints, leading sessions, blogging about their experience
 - i. 3 ready (staff), 5 next year to include students
 - ii. Raising awareness (Blog posts, guidance, newsletter)
 - iii. Series launched today
- b. Sharing Good Practice Event, 19 July 2012

3. *Research*

- a. Digital Literacies for employability – focusing on work placements – Dec 2012
 - i. UROP, SEED (University run, voluntary, accredited)
 - ii. In- curricula (university SKIRTS Model) – focus on Humanities
 - iii. Researching Staff/students literacies and support needed; Employers expectations and experiences
 - iv. Report on recommendations for policies to enhance the schemes

- b. Investigating frameworks and approaches for engaging students with digital literacies
 - i. Student Workshop pilots – feedback and evaluation by Sept 2012
- 4. Staff Development**
 - a. Delivered session on Social Media for Research
 - b. Currently developing a program of sessions and workshops to be delivered in 2012-13 (CSTD) – Aug 2012
- 5. Building links and working with other University groups**
 - a. SEECC: social media for seeking employment sessions, Virtual Fair 3 yr Project (funded by Annual Fund), R U Inspired Social Media Project (Case studies)
 - b. Faculty of Sciences will fund similar research to 3ii (University funded, building on the project)
 - c. University funded 3 -year project building on Dig Literacies
 - d. University funded 4 UROP projects (this summer) on Dig Literacies at SSE
 - e. Linking with the University's student engagement work
 - f. TLDF funded project on Student voice - Digital literacies
 - g. Biopharma skills project
- 6. Student Engagement**
 - a. Funding students to work on the project
 - b. Student workshops
- 7. Dissemination**
 - a. JISC Programme meeting
 - b. JISC T&L experts, July 2012
 - c. PeLecon
 - d. HEA
 - e. ALT-C
 - f. RAISE Conference Southampton – Student Presentation
 - g. Internal presentations of the UROP and SEED placements with the project
- 8. Materials
 - a. Student workshops
 - b. This IS Me – Digital Identity materials will be maintained by University
- 9. Raise Awareness among Senior management: VC's commitment

Evidence-based approach that will inform practice, and is appropriate for the University's culture.

Maria Papaefthimiou, Project Manager, CDoTL