Digitally Ready Steering Group Meeting 1

12/01 A meeting of the Digitally Ready Steering Group was held on Monday 9th January 2012 at 2pm in Room 10, HumSS Building, Whiteknights Campus

Present:
> Professor Julian Park - Chair
> Professor Shirley Williams – Project Director
> Ms Maria Papaefthimiou - Project Manager
> Mr Steve Gough – Acting Director, IT Services
> Mrs Julia Munro – Librarian
> Ms Helen Setchell – Head of Web and New Media
> Mr Alex Slater – Vice President (Academic Affairs) RUSU
> Mr Paul Bailey – JISC Programme Manager
> Mr Malcolm Ryan – JISC Critical Friend
> Mrs Jane Standley – Director of SEECC
> Ms Nadja Guggi – by invitation
> Mr Pat Parslow – by invitation
> Ms Jane Adams – Secretary

Apologies:
> Professor Grainne Conole - External stakeholder
> Professor Steve Gomez - External stakeholder
> Mrs Sarah Morey – Acting Director Centre for the Development of Teaching and Learning

12/01 Introductions and Terms of Reference

Introductions were given by all group members to clarify their role on the panel. Professor Park asked the group whether they had any questions in relation to the terms of reference before clarifying that the role of Steering Group should be to monitor progress rather than ensure that the aims are achieved, the latter being the responsibility of the project management team.

> **Action: MCP to forward amended Terms of Reference to the external members of the Steering Group.**

12/02 Project Overview

Professor Williams introduced the project by commenting on its timely nature and by advising that *The Guardian* had recently started a digital literacy campaign. An overview was given about the importance of this project for the whole University and the impact it could have on all roles, staff and student facing. The background to the project was explained and it was noted that there is a range of existing good practice throughout the University in relation to digital literacy. However it was noted that there was probably room to improve the sharing of practice and to improve the mechanisms to achieve this. Ms

Papaefthimiou added that information was often distributed from an institutional point of view rather than from the user's perspective.

12/03 Project Plan Highlights/Project Progress

Ms Papaefthimiou explained that in the context of the current H.E focus on employability as a result of the Thematic Review model for placements, the Red Award, UROP and SEED placements would be valuable for engaging with students on these matters.

Ms Papaefthimiou noted that the eventual outputs of the project would be made available on the website and would be created with the intention of being replicated for use throughout the University. It was noted that there are currently some University policies which do not mention technology or digital engagement but simply imply its use.

Ms Setchell referred to the Information Strategy Committee whose role it was to look at the digital presence of the University and ways to up-skill the Institution. It was also noted that a paper, mentioning Digitally Ready was due to be submitted to the Senior Management Board at the end of January.

Action: HS to circulate a summary of this paper and any actions arising from it at the next meeting.

A lengthy discussion took place about the various aspects the project, including but not limited to; what digital literacy means to various people throughout the University, the need for a strategic approach to social media and the (optional) technology available to lecturers in various departments. It was noted that in promotional literature to students the University currents pledges to offer use of Blackboard, rather than just use of a VLE to all students. It was also observed that the University does not have a policy on the use of mobile devices on campus and discussions ensued about the need for such a policy

A group discussion about the baseline report took place. It was noted that feedback on digital literacy via questionnaires and focus groups has been wide-ranging. The general feedback gathered to date indicates that whilst the University is seen as having a generally good ICT infrastructure, provision is seen as uneven as demonstrated by the patchy availability of Wi-Fi across campus. The baseline report has also found that there is no specific mention of Digital Literacy or ownership of the areas this covers within the University. General perception is therefore that there is a lack of dissemination of good practice across the University and that the Institution is risk averse. It was agreed that using some form of self assessment tool as a method for people to rate their own digital literacy was worth considering.

Mrs Standley explained that she was working with Ms Setchell and Ms Papaefthimiou on a request for funding from the Annual Fund to tie in

with the project but whose focus would be on employability, students and social media.

> **Action: JS/MCP/HS to report back
> on progress with the Annual Fund
> proposal at the next meeting**

The group discussion returned to the baseline report and Professor Park noted that this would need to be circulated to JISC, UBTL and all digital related groups within the University. Ms Papaefthimiou commented that the baselining would continue and that producing more diverse data was central to the project's success. It was noted that there were no current plans for surveys but that focus groups would continue.

Ms Papaefthimiou advised that the project would ultimately make recommendations on Digital Literacy which could inform a new implementation strategy for the University. It was explained that employability was chosen as a useful and topical pilot and then at a later point in the project the outputs and results could inform decisions about implementation on a wider scale. The group suggested that CDoTL could combine the project with Digital Development training sessions and therefore provide the Teaching and Learning focus behind the practical implementation of digital tools. Further discussion took place about possible ways of capturing and evaluating the University's current digital baseline.

12/04 AOB

Mr Ryan raised concern at how the project team would be funded and the lack of clarity on how this would be carried forward by the institution. He also suggested that any perceptions about the use of technology by providers could affect the delivery of teaching to students. Professor Park commented that this would make a good topic for the next meeting to explore further alongside a financial statement for the project.

> **Action: MCP to discuss project
> funding at the next Steering Group**

Ms Setchell also commented that the project should not just explore employability.

Professor Park concluded the meeting by summarising that the project was making good progress and should continue its work before thanking the group for their participation.

The next meeting of the Digitally Ready Steering Group will be held on Monday 30th April 2012 at 2pm in Room 10, HumSS Building.

It was agreed that as the 3rd meeting date was currently scheduled for January 2013 this would be revised in time for the next meeting.