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with/without amendments:	[insert date]

# Staff Development Committee

## minutes

date: 10 November 2004  
time: 14.30  
location: Board Room, High Wycombe

### 04.15 Minutes of last meeting held on 13 May 2004

The minutes of the meeting held on the 13 May 2004 were approved by the Committee as a true and accurate record.

### 04.16 Matters arising

#### 04.11.1 Appraisals

The Chair informed the Committee that Dean's had been issued with reports detailing appraisals completed/outstanding. The MIS Web Reports which can be made available to all Heads of Department or their nominated representative include an Appraisal Due Report, this indicates 4 Central Service Departments have not completed any appraisals in last year, SCPE will be following this up with the relevant dept Heads.

One Appraisee Forum was included in the programme of events (laid out in the Staff and Professional Development Handbook.) Unfortunately there was only one booking so the forum did not take place.

Some Committee Members felt that not all individuals were comfortable in expressing their views in a public forum and asked whether consideration could be given to issuing a questionnaire to seek feedback on the Appraisal process.

Due to probation periods the Committee felt that all new staff did not initially see the relevance of the Appraisal System. It was suggested that towards the end of the mentoring process the Mentor could encourage individuals to attend the Appraisee Workshop and that the line manager could make this an objective.

### 04.17 Investors in People – Feedback Report

This report was circulated prior to the meeting. The Chair reported that overall the report was very favourable, some areas for further development had been identified and these were discussed.

#### 1. Part-Time Visiting Lecturers

The report stated that there were widely differing views about whether anyone is responsible for monitoring or supporting their training competence. The Committee felt that:-

- Module co-ordinators were responsible for supporting
- Heads of Department were responsible for monitoring
- Peer observation was in place
- PTVL's are invited to attend faculty organised staff development sessions.

## **2. Performance Management**

The report stated, that with the introduction of a new pay framework there are concerns that appraisal may be re-focused on competence to achieve payments, and that this could drag its focus away from performance improvement and training and development needs analysis.

The representative from Personnel stated that there was no intention to make the appraisal system a reward performance system.

## **3. Cross Faculty Sharing**

The report stated that there appears to be a deeply embedded belief that people from different faculties cannot learn from each other.

The Committee was surprised by this comment, as they believed that there was cross faculty sharing and best practice was identified. There was a concern that the move away from modular courses between faculties may reduce the opportunity for cross faculty sharing/interaction.

## **4. Whole Organisation Communication**

The report stated that it was felt that there could be more effective communication across the whole organisation.

The Committee wondered how much of this was perception or based on actual truth. The Personnel representative commented that one of the objectives of the HR Strategy was to keep employees informed about, and promote their involvement in, aspects of the institution which impact on their employment.

A number of the Committee Members mourned the loss of the university college wide newsletter and it was questioned whether it could be re-introduced

**Action:** Staff Development Manager to speak to Marketing regarding the possible re-introduction of the Newsletter.

### **04.18 Preparation for Institutional Audit**

This item had been discussed at the last meeting and members had been asked to return to their Faculties and Departments to discuss further.

Additional points identified.

#### **1. What are the important features of our staff development practice?**

- Schedule of published in house events, supplemented by activities within faculties/departments.
- Staff imparting knowledge, coaching, mentoring and briefing to other staff
- Staff and Professional Development Handbook
- Staff Development Committee minutes go to Planning Board

2. How do staff development mechanisms work in improving teaching e.g. peer observation, support for graduate students who teach, PG Cert in L&T, ILT membership?

- a. Are these mechanisms effective in developing staff? – Yes
- b. What evidence do we have that they are effective?
  - High membership of HEA.
  - Feedback from peer observation.

3. Does staff development work effectively for all categories of staff?

- a. Are there any problems or gaps?
  - For a small number of staff where basic literacy levels are not in place
- b. How is institutional oversight maintained?
  - The Staff Development Committee.
  - The Staff Development annual report.

4. What are the key features of our HR strategy? What evidence is there of it potentially (actually) leading to enhancement of teaching and learning? How do these features enhance the student experience?

The key aim of the HR strategy relating to Staff Development is to promote and support the professional and personal development of all staff to enable them to undertake their roles to the highest standard and in fulfilment to the University College's mission and corporate strategy.

- a. What evidence is there of it potentially leading to enhancement of teaching and learning?
  - Case studies should be available highlighting the success of the Teaching Fellowship Scheme.
  - The portfolio of evidence drawn up by individuals applying for HEA membership may provide evidence of this.

5. Do our Committee structures work effectively in this area?

It was agreed that generally they do. The Committee influences/recommends:

- Receipt of annual faculty/department staff development reports.
- Staff Development Policy.
- Staff Development Programme.

6. Collaborative provision - how are staff from partner colleges supported/developed for teaching. Whose responsibility is it to ensure this happens?

- Designated individual in faculty acts as a liaison point with partner colleges.
- Invited to faculty-based activities.

04.19

#### **AUA Code of Professional Standards**

The code was circulated prior to the meeting. The Committee were asked whether they could recommend adoption of the Code to Council. There was a general consensus that members did not know enough about the AUA or the implications of adopting the code to make a decision. As it was known that the new Academic Registrar had links to the AUA it was agreed that he would be invited to the next committee meeting to provide an overview.

A decision could then be made.

**Action: Academic Registrar to be invited to next committee meeting.**

**04.20 Staff Development Annual Reports**

Representatives from Campus Services, Finance, Learning Resources, Leisure and Tourism, MIS, Missenden Abbey and Personnel gave a summary of the key points from their reports.

The Chair informed the Committee that she would be meeting with the Head of SCPE to agree the level of support/funds SCPE that would be available from SCPE. Deans/HODs and Committee Members would then be informed of this.

The Chair requested that outstanding reports be completed as soon as possible

**04.21 Date of next meeting**

10 February 14.30, Phoenix Room, Wellesbourne

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prepared by: [Staff Development Administrator]  
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