

Faculty of Computing, Engineering and Media

DMU Technician Commitment Steering Group

Minutes of the 3rd meeting of the academic year 2019/20

Time and date:	Tuesday 19th May 2020, 2.00pm-3.30pm
Location	MS Teams
Present:	David Mba, PVC/Dean (Chair) (DM) Marcella Avis, Director of Faculty Operations HLS (MA) Georgina Hill, Director of Faculty Operations CEM (GH) Manbir Singh Sambhi, Technical Services Manager CEM (MS) Angela Ferguson, Technical Services Manager HLS (AF) Claire Hysom, Technical Instructor ADH (CH) Alan Hogg, Laboratory Technician HLS (AH) James Thompson, Performance and Events Manager, ITMS (JT) Warren Pilz, Technician CEM (WP) Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RM) Randolph Arroo, Professor of Phytochemistry, HLS (RA)
Servicing Officer:	Lou Moore, x7091, lmoore@dmu.ac.uk (LM)

001: Welcome and apologies for absence

Apologies for absence had been received from:

Gavin Kew, Faculty Operations Manager ADH (GK)

Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP)

Christine White, Deputy Dean ADH (CW)

Alistair Duffy, Professor and Academic Representative CEM (APD)

Ian Coleman, Academic Learning & OD Consultant (IC)

Janine Brennan, Executive Director of POD (JB) - *GH to remove from ToR*

The Chair welcomed members to the first virtual Technician Commitment Steering Group meeting.

002: Minutes of the last meeting held on 3rd February 2020

The minutes of the meeting held on 3rd February 2020; agreed as a true record.

003: Matters arising

Discussed in 004: 24-month action plan

004: 24-month action plan

JT/MS worked through the points noted on the action plan; paper 004-TCSG190520. The following are updates and/or actions to note;

Action 1. Recognition of technicians at Uni level e.g. website, DMU intranet, newsletters (Cascade), internal comms, social media etc.

- JT/MS confirmed a lot of work had been carried out under this action point, although a slight delay in the uptake of MS Teams

ACTION: JT & MS to set up subgroups and promote MS Teams

Action 2. Introduce visible recognition where appropriate e.g. lab coats with ID

- Each faculty has decided to take their own preference regarding lab coats
- Members approved lanyards for all Technicians

ACTION: JT & MS to develop lanyards for Technicians

Action 3. Extension of the ITMS Oscars to all technicians

- Members agreed/approved (note; not to call the event “Oscars”)

Action 4. Preparation of at least one nomination per year for external awards e.g. THELMAs, Guardian University awards

- Chair supportive

Action 5. Provide support for technicians that want to be HEA accredited

- Ongoing

Action 6. Professional Registration: deliver workshop/s for both STEM and creative arts and take a proposal to the Steering Group

- GH confirmed there was interest, remaining funds would need to be spent by the end of the year
- Chair/Members agreed to support

Action 7. Establish how the contribution of technicians is recognised in publications and impact submissions for REF, acknowledgements in enterprise and the learning experience for TEF.

- GH confirmed having spoken with ADRs to ensure Technicians are mentioned/co-authors in REF submissions

ACTION: Chair has meeting with ADRs later in the day and will raise regarding acknowledgement of Technicians in the REF submissions

Action 8. Identify and promote relevant opportunities for staff to participate in faculty/directorate and uni-level committees and project boards

- Complete

Action 9. Technicians 'showcase' at research and enterprise events

- Technicians to collaborate with academics, presenting posters and promoting themselves at research events and open days.

ACTION: Chair will raise Technicians collaborating with academics with ADR's, along with Action 7

ACTION: JT to build proposal ideas for open days and send brief summary to Chair

Action 10. Profiles of colleagues to be published (voluntarily) on DMU website

- Chair suggested item go Green whilst ITMS make user friendly website

ACTION: JT to chase ITMS to make website more user friendly

Action 11. Technician area to be developed on DMU website, to include technician activity, publication of DMU's Technician Commitment, action plan and Steering Group information

- Complete

Action 12. On-line technician's community/forum

- As with Action 1, MS Teams to be promoted

Action 13. Two-way communications up and down

- As with Action 1, subgroups to be created and MS to be promoted/encouraged

Action 14. Technicians to be involved in formal stakeholder engagement and communications

- Members asked for meetings to continue for at least another 12 months
- Chair agreed, with review to take place in May 2021

Action 15. Develop technicians 'professional services' standards and charter

- Too early for discussions

Action 16. Athena Swan and Race Equality plans

- Ongoing

Action 17. Introduce imagery of technicians in line with other imagery enhancements; include focus on women in STEM and BAME; AND also, on noticeboards of staff lists in faculties.

- Ongoing

Action 18. Consideration to be given to broadening scope to include IT and Estates Technical colleagues

- GH approached Estates and ITMS but in current climate (CV-19) will push again when we know more

Action 19. Technician Commitment launch 1-year anniversary event

- Complete

Action 20. Bi-annual all-technician community network events

- Complete

Action 21. Regular technician- specific H&S and well-being events

- Complete

Action 22. Develop and arrange networking opportunities for technicians at other HEIs

- Visits/trips taken place to; Birmingham, Imperial, Coventry and Portsmouth
- Ongoing

Action 23. Involve staff in consultation on, for example, new lab spaces, new modules, purchasing new equipment. Technicians to lead on projects.

- In hand and more work ongoing

Action 24. Technician network to expand upon existing activities e.g. cake monthly, visit different areas monthly e.g. crime house, and adopt ADH's WOW Wednesdays

- Similar to Action 21, JT will push through MS Teams, once set up

Action 25. Explore how technicians could further contribute and enhance #DMUlocal and #DMUglobal activities

ACTION: Chair asked GH to send a thank you email to Technicians for all their work helping the NHS (making masks etc.) and volunteering

Action 26. Workforce planning: Workforce profile; review job descriptions and role profiles; skills gap analyses; succession planning; talent management; career progression opportunities.

- Ongoing

Action 27. Review of training and development needs identified in MyAppraisal and propose activities that can take a 'joined-up' approach.

ACTION: GH to feedback to DoFO's regarding training and development needs in appraisals

Action 28. Nominate a Technical colleague to take part in the Aurora Programme

- No further comments

Action 29. Technical staff-specific induction

- No further comments

Action 30. Pursue Technical Apprenticeships with staff

- No further comments

Action 31. Arrange at least two HEaTED training events per academic year

- Complete

Action 32. Strengthen interactions with students via better support/training

- No further comments

Action 33. Evaluation of action plan

- Ongoing

005: Technician Development and Advancement Project – update on project status

GH confirmed that the reporting line had now changed for the Committee and that it would now report straight to the Enhancing Effectiveness Theme Board w.e.f. May 2020 as the Developing for Success programme had been put on pause.

006: Activities during the Covid-19 pandemic and future planning

GH confirmed that Technicians had been supporting students and staff remotely, including providing COVID-19 support (PPE and volunteering). It was also stated that lots of online learning opportunities were being promoted and there had been lots of engagement.

Other activities include;

- 4th July open day - developing demonstrations for the day.
- Supporting semester X
- Planning for next academic year, supporting teaching, labs
- Supporting online invigilation

GH informed members that there were some Technicians that were not keen to have their photo on the website and so they are looking to creating a blackboard site with details on.

The Chair confirmed that Technicians will be critical for looking at plans for the next academic year, working closely with academics.

007: AoB

None reported

008: Date of the next meeting

Date of the next meeting – Thursday 6th August, 1-3pm via MS Teams

DMU Technician Commitment Steering Group

ACTIONS from the meeting held on 19th May 2020

Item ref.	Action	Timescale	Lead
004	<u>24-month action plan</u>		
	Action 1: Set up subgroups and promote MS Teams	ASAP	JT/MS
	Action 2: Develop lanyards for Technicians	ASAP	JT/MS
	Action 7: Chair has meeting with ADRs later in the day and will raise regarding acknowledgement of Technicians in the REF submissions	ASAP	DM
	Action 9: Chair will raise Technicians collaborating with academics with ADR's, along with Action 7	ASAP	DM
	Action 9: JT to build proposal ideas for open days and send brief summary to Chair	ASAP	JT
	Action 10: chase ITMS to make website more user friendly	ASAP	JT
	Action 25: Chair asked GH to send a thank you email to Technicians for all their work helping the NHS (making masks etc.) and volunteering	ASAP	GH
	Action 27: feedback to DoFO's regarding training and development needs in appraisals	ASAP	GH