# My Campus - Community Engagement

Following the last meeting of the Project Board, on 5 December, a paper was prepared for SMG (attached), setting out in general terms actions that can be taken against each of the 8 themes in the report of the Lessons Learned Group.

In addition to these actions, the report highlighted the need for more effective engagement in the coming months with the University community, and SMG had an initial discussion on what measures might help achieve this.

Four specific measures are suggested below. The Project Board is asked to consider them, with a view to making recommendations to SMG on 18 January.

## 1 College MyCampus Liaison Groups

SMG responded positively to a proposal to create a MyCampus Liaison Group in each College / University Services. Can I have the Board's comments on that general proposal, and on the following suggested Remit, Membership and Working Arrangements.

***Remit***

- to ensure that the Project Board is kept informed regarding MyCampus issues within the College/US
- to ensure that College/US staff address agreed actions to ensure the successful ongoing delivery of improvements
- through the Liaison Group Convener, to maintain regular contact with the MyCampus Project Team

***Membership***

| *Colleges* | *University Services* |
|---|---|
| Dean of L&T (convener) | Deputy Secretary (convener) |
| College Secretary | Management staff from: |
| College Head of Academic Admin | - Accommodation Office |
| College Head of Finance | - Finance Office |
| Chief Adviser(s) | - Registry |
| | - RIO |
| | - Student Services Enquiry Team |
| | - Planning Services |
| | - Student Disability Services |
| | - Research |

***Working Arrangements***

Each College Liaison Group should meet formally once per month with the Chair of the Project Board and the SLP Directors. In addition, the conveners of the Liaison Groups should attend each meeting of the MyCampus Project Board.

The notes of each College Liaison Group meeting should be submitted to the College / University Services Management Group and to the SLP Board.

## 2 Specialist User Groups

Specialist User Groups should be established for each of the following areas:

Academic Plan Rule Maintenance
Admissions
Advising
Disability
Financial Aid
Research
Statutory Reporting
Student Finance
Student Records

***Remit***

- to review and prioritise proposed changes to business processes and to software
- through the convener, to liaise with the SLP Project Team in order to ensure that approved changes are implemented
- to work with the SLP team on all aspects of development and implementation (e.g. design and testing) to ensure changes are delivered and requirements are met
- through the College Liaison Groups, to ensure College staff are informed of the changes and that consequent actions within Colleges are implemented

***Membership***

Functional expert from SLP Team (convener)
At least one representative from each College
As required, relevant staff from University Services

***Working Arrangements***

The Specialist User Groups should meet as required. It is expected that they will meet regularly in the period February to May. The notes of each meeting will be reported to the College Liaison Groups and to the SLP Board.

## 3 Enhanced membership of the Project Board

SMG believes that Board would benefit by extending its membership to include members of staff who are working closely with MyCampus, in the roles of Adviser of Study and Head of Academic Administration. These colleagues might

most usefully be drawn from the membership of the Lessons Learned Group. What is the Board's view on this suggestion?

Future project board meetings might also be attended by the Conveners of the College MyCampus Liaison Groups (see above) and by a member of staff from Corporate Communications. Again, what is the Board's view?

## 4 A senior academic member of the Project Team

In addition to the measures suggested above, communication between the Project Team and the relevant College staff might be assisted if we could identify a senior member of academic staff who might be part-seconded to work with the Project Team and to play a leading role in communications. What is the Board's view of this? If it is felt to be a good idea, are there individuals whom the Board feel we might approach to act in this capacity?

The following diagram illustrates the relationships between the groups discussed in 1 and 2 above.

DN
10.1.12