

ShERIF User Group Committee Meeting: 21st March 2019

Location: JISC, Fetter Lane, London

In Attendance: Adam Edwards (Vice-Chair/ Treasurer), Brett Moodie, Elaine Mulholland (Chair), Amanda Parker, John Taylor, Nicola Tricker, Michelle Walker

By Skype (pm): Sarah Taylor

		NOTES	ACTION
1.	Apologies for absence –	Klara Finnimore, Kerry Hadaway. A discussion took place regarding committee members joining the meeting remotely. Zoom will be researched for video conferencing as an alternative to Skype.	AP
2.	Arrivals and departures – to include Enhancement Groups:	Elaine to formally introduce that she is chair to the enhancements and liaison groups. Discussion took place around administration support for the treasurer role. Elaine will arrange a meeting to discuss the treasurer role hand over. Other membership of the enhancements groups were discussed. There are two potential interested parties that have asked to join the committee. Discussion around the organisation of the events – Elaine to google docs the sherif document and Jane to upload in google docs. Committee members to comment on the documents. Colleagues can allocate responsibilities for each event. Action to look at the Job description for the role descriptions for the treasurer support and the admin support. By the 30 th April. Jane to develop a solution for the banner. For the next event.	EM EM EM/ AE/ JC
3.	Minutes of the last ordinary meeting	One change identified and change made by JC. Otherwise agreed as accurate.	JC
4.	Matters arising	SCONUL will be sent a blurb about sherif once their name change had been confirmed, rather than invite them to a meeting.	EM
5.	Reports on liaison activity		
5.1	JISC Content Collections Strategy Group (JCCSG)	Elaine Mulholland (tbc) https://www.jisc-collections.ac.uk/About-JISC-Collections/Electronic-Information-Resources-Working-Group/Membership/	EM

		Elaine to attend the JCCSG in May and represent sheriff and as a different band. The JISC approach to the JCCSG to two groups (an operational and a strategic groups). Elaine to contact JISC regarding website reference to sheriff.	
5.2	EDINA – Elaine Mulholland –	Elaine has circulated the minutes and no further meeting has been arranged. The minutes cannot be uploaded onto the website due to confidentiality.	
5.3	Eduserv – Nicola Tricker	Nicola is expecting to attend a meeting in May but is awaiting confirmation for dates.	
5.4	Research Councils – John Taylor	John discussed that there was a colleague who was prepared to liaise with the sheriff committee. Patti Biggs is a member of the Scopus enhancement group. The Open Access policy was discussed at the last meeting. There are three phases to the policy from the UKRI, by November the third phase may be complete. The minutes cannot be circulated and are confidential. In January John will need to be replaced on the research committee. John to confirm his leaving the committee, and support the activities to attract a new member. John to encourage colleague to contact Elaine regarding joining the committee. ASAP	JT/ EM
5.5	FE: Amanda Parker	12% in funding for 16-18 year olds and a 46% cut across local authority. FE colleges are seeing a surge in low income adult learners joining courses (including ESOL) due to a government initiative on fee waivers. New Ofsted framework has been released and data has to be fed back except resource provision. Careers guidance has benchmarks and this has led to an increase in budgets for this area rather than the library budget. An increase in higher level apprenticeships has not developed as the government had planned. Work is being carried out and budgets being diverted to safeguarding and extremism, with lockdown procedures. Again impacting on budgets. Technical levels (equivalent to A levels) are being piloted in a number of FE colleges. JISC provide services to support this type of work, although they are not always aligned directly to new course demands.	
6.	Reports on enhancement groups		

6.1	BSOL – Sarah Taylor	No report at meeting	
6.2	IHS – Emma.Delaney@uwe.ac.uk	No report at meeting	
6.3	EBSCO – Sarah Thompson and Robbins, Sarah < S.J.Robbins@ljmu.ac.uk >	No report at meeting	
6.4	Ovid – Delyth Morris MorrisD13@cardiff.ac.uk	No report at meeting	
6.5	Proquest – Adam Edwards	No report at meeting	
6.6	Scopus – Elizabeth McHugh / Klara Finnimore:	No report at meeting	
6.7	Web of Science – John Taylor / Karina Bradshaw: K.Bradshaw@bath.ac.uk	John is expecting a meeting next month, and is awaiting date. AE to contact the chair of WOSEC and offer to recruit a replacement for John as one of the sheriff reps.	AE
7.	Marketing and website:	Elaine has been working closely with Brett to update the website. We need to create an official photo opportunity about the sheriff prize. Michelle to follow up regarding making the sheriff prize winner dissertation available via the website. Brett to take the dissertations down and Michelle will lead a review of the uploading the dissertations. Brett reported that UWE now owns the sheriff domain. Jane to develop a solution for a marketing banner for the next event.	BM JC
8.	Event Planning – June/July 2019 event:	Event Planning – June/July 2019 event: Date: 27 th June 2019 Feedback: Online survey being investigated Venue: Cilip Date to be confirmed w/c 24 th June and venue to be cilip, unless there is very bad feedback via the forms. Nicola to contact cilip regarding availability. Title for event: Creative engagement with eResources. The focus will be information literacy, playful learning, speed databasing, integration with VLEs, inductions. It was agreed that having some kind of takeaway from the talks would be useful. Speed talks rather than longer presentation. Suggestions for speakers to email the committee – by end of 28th March. Discussion around the organisation of the events with defined roles and responsibilities.	ALL

		Elaine to review google docs checklist sheriff Jane to circulate the NAG document. Committee members to comment on the documents. Colleagues can allocate responsibilities for each event. The aim to revise the checklist for events to ensure best use is made of committee members at an event.	EM/ JC ALL
9.	Changes to the constitution:	The changes to the constitution regarding the Research Council. Adam will bring this to the AGM in 2020. Any amendments to the constitution to Adam by 30th April.	ALL
10.	Treasurer's Update: For discussion – Adam Edwards	Adam reported back on the treasurer's report saying we had a healthy balance due to increased membership and successful events. Bank: Current Account: £510.20 Instant Access Account: £28, 092.18 Total: £28,602.38 Cost of AGM: £3,802.75 Subscriptions: 4x FE and 20 x HE still to pay 78 due to pay have paid so far	
11.	Roles, committee members (Treasurer position):	Discussion in point 2 regarding roles and responsibilities.	EM/ AE/ JC
12.	Admin, Finance:	Discussion in point 2 regarding roles and responsibilities.	EM/ AE/ JC
13	Mailing Lists:	MW has provided statistics. Note increase in membership (see in JISCMail statistics below.)	
14	AOB:	None	
15	Date and place of next meeting	TBA, Doodle poll to be circulated	EM

JISCMail Statistics:

(23rd November – 31st Dec)

List	Members	Subscribers joining	Leavers	No of posts	No of posts in 2018
LIS-SHERIF-ADVISORS	13	0	0	0	14
LIS-SHERIF-CTTE	13	0	0	109	1319
LIS-SHERIF-USERS	348	2	0	5	127

(1st Jan to 20th March 2019)

List	Members	Subscribers joining (1 st Jan to 20 th March 2019)	Leavers (1 st Jan to 20 th March 2019)	No of posts 1 st Jan to 20 th March 2019)	No of posts in 2019 (Jan 1 st to March)
LIS-SHERIF-ADVISORS	12	0	1	4	4
LIS-SHERIF-CTTE	11	0	2	210	210

LIS-SHERIF-USERS	348	12	7	25	25
------------------	-----	----	---	----	----

Leaving the users list - [Oxford Brookes](#)

Joining the user list: [Northumbria](#), [York](#), [Reading](#), [Leicester](#), [St Marys](#), [UWL](#), [someone at Springer nature](#)