

## **FACULTY BULLETIN, AUTUMN 2008**

### **1. Faculty Assembly**

The next Faculty Assembly will take place at 2 pm on Wednesday 15 October in room A113, Samuel Alexander Building, followed by drinks in the foyer. The Dean will present a report on recent developments within the Faculty and there will be an opportunity to ask questions. If you have a question for the Dean, please contact Neil Ferguson at [neil.ferguson@manchester.ac.uk](mailto:neil.ferguson@manchester.ac.uk). Everyone is welcome.

### **2. Dean's Report**

The Dean's report is available on line at <http://www.humanities.manchester.ac.uk/humnet/committees/policyandresources/dean/>

### **3. Research News**

## **BWPI**

The Rory and Elizabeth Brooks Foundation has confirmed a donation of £1.5 million (including additional funding through the Government Matched Funding Scheme) to the Brooks World Poverty Institute (BWPI) over 3 years.

### **4. Equality & Diversity Report**

#### **Equality & Diversity Champions**

Following on from the second report from the Women in Leadership Project, chaired by Professor Katharine Perera, the Faculty appointed two Equality & Diversity Champions (Liz Ballinger, Education and Neil Ferguson, Faculty Office) whose role was to conduct a light-touch audit of the extent to which wider equality and diversity issues were embedded within Schools and cognate organisational units in the Faculty of Humanities. To this end, the Champions met with senior management representatives of all seven Schools during the session 2007-08. The meetings focussed on a series of issues in the form of questions, and statistical data on E&D issues circulated in advance. These included gender, ethnicity, age and disability. Schools had the opportunity to comment on any aspect of the broader equality and diversity agenda that was of concern to them, and to point to areas of good practice that could be shared.

A report was issued in April 2008 and was widely discussed in various Faculty fora. The report included a list of 16 preliminary recommendations, some relating to the Faculty and others to the University. The latter were forwarded to the Associate-Vice President for Equality & Diversity, Professor Aneez Esmail. Some of the issues raised were already being addressed by the University or the Faculty. One practical result that emerged from the discussions was agreement by Humanities PRC to establish a Faculty maternity leave cover fund in order to help Schools affected disproportionately by the random effect of maternity leave. The report also recommended examples of good practice gleaned from the discussion with Schools.

The Executive Summary of the Report is on HUMNET under:  
<http://www.humanities.manchester.ac.uk/humnet/committees/policyandresources/equality/>

## 5. General University News

### **CHANGES TO THE WAY RESEARCH VOLUNTEER OPPORTUNITIES ARE ADVERTISED**

The way in which University researchers can advertise to recruit research volunteers has changed.

From now on, adverts for volunteers will only be carried on the StudentNet and StaffNet intranet sites.

#### **How to place an advertisement**

Researchers must fill in the online submission form which can be found at **either**:  
<http://www.studentnet.manchester.ac.uk/volunteer/submit/>

or

<http://www.staffnet.manchester.ac.uk/volunteering/submit/>

**PLEASE NOTE:** You only need to fill in one submission form. The information you submit will be checked against your Research Ethics Committee submission for accuracy. If approved your submission will automatically appear on both StaffNet and StudentNet.

#### **Advert listings can be found at:**

##### **StudentNet**

<http://www.studentnet.manchester.ac.uk/volunteer/>

##### **StaffNet**

<http://www.staffnet.manchester.ac.uk/volunteering/>

As well as appearing on the website, a weekly email will be sent to students highlighting the volunteering opportunities available. A link to the research volunteering website will also be included in the weekly eUpdate which reaches all University staff with access to email.

#### **Guidelines**

To help you when submitting your information, a short set of guidelines have been put together and can be found at:

<http://www.studentnet.manchester.ac.uk/volunteer/guidelines/>

Please do not post your volunteering opportunity to any of the following as they will be rejected:

- Any moderated email group ie: MANCHESTER-STUDENTS, MANCHESTER-STAFF, etc
- StaffNet News submission form

- Message of the Day services for either staff or students
- [uninews@manchester.ac.uk](mailto:uninews@manchester.ac.uk)

## 6. **E-learning and Blackboard News**

**New combined teaching and learning and eLearning website at <http://www.humanities.manchester.ac.uk/tandl/>**

### **Making sure your materials are live in Blackboard to students from the Start of Year**

Whether you have migrated your course from WebCT or started from scratch using Blackboard there are a few things that need to be done to ensure that your online teaching via Blackboard is available to students.

1. finalise your content in the Development area of Blackboard (the course owner of the course needs to do this)\*
2. copy this content to the Live area (the Live area title will have the suffix which says something like LEC 2008-9 1st Sem), details on how to do this are available from <http://www.humanities.manchester.ac.uk/tandl/elearning/> (the course owner of the course needs to do this)\*
3. if you still have amendments to make to your course and you want more control over when material becomes available use Hide or Selectively release and add some text to the course homepage indicating when content will be available. If you are not sure how to do this, please contact the eLearning team [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk) (the course owner of the course needs to do this)
4. the flag in Campus Solutions need to be changed from BBDevelop to Blackboard (School Administration does this, with support from the eLearning team). Once this is done students enrolled on your course will see the Blackboard area.

\*this does not apply to Programme level spaces, where there is no Development section.

Please note this process is for the start of Semester 1 2008/09 only and will change for future delivery, we will let you know further details in due course.

### **Blackboard Tips for Administrators**

1. Currently we are recommending all new provision for Semester 1 in Blackboard is undertaken in the Development area so please only flag for BBDevelop at Class Level see 'Setting Courses for Delivery via Blackboard' in <http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/> The flag should be changed to Blackboard once the course owner has finalised their content and copied it into the Live section.
2. If an academic colleague can't see their Blackboard course, check that it is flagged and that they appear in 'Instructors for Meeting Pattern' with the appropriate role, again see 'Setting Courses for Delivery via Blackboard' for instructions on how to do this.
3. If you are unsure of how to manage the administration around Combining Sections (delivering the same Blackboard content to more than one Class) please contact the eLearning team

4. Programme level spaces in Blackboard can be made available by flagging at Programme Level see page 21 of 'Programmes and Plans' <http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/> Note: the flags for Programme level spaces differ slightly from the Class level spaces. The two flags are BBDEVLP and BBLIVE, whichever flag you use only one Blackboard area is created, not two as for Class level flagging. The flag BBDEVLP creates a Blackboard space. No students have access to this space. BBLIVE ensures students enrolled on that Programme can see the content of the Blackboard space.

### **Blackboard Tips for Academic staff**

Staff should access Blackboard from the eLearning homepage <http://www.manchester.ac.uk/elearning/>

#### *Can't see your course?*

Check that your course is flagged in Campus Solutions and that you are added in the 'Instructors for Meeting Pattern' in Campus Solutions. Your School Administration should be able to do this.

#### *Developing content at course level?*

We recommend you use the Standard Course Structure for your School, which acts like a template, allowing you to get going quickly.

If you already have content in your Blackboard space and want your students to see it make sure that you follow the steps above under '**Making sure your materials are live to students from the Start of Year**'

#### *Developing content at Programme level?*

It is possible to create a space at Programme level which is available to all years on a particular programme, please see your School Administration if you would like this facility. They have instructions on how to create this. Do bear in mind though that there is no 'Development' section, however students will not be able to see the Programme level Blackboard space until the Administration changes the flag in Campus Solutions to allow this.

### **Blackboard Tips for Students**

Students should access Blackboard via the Student Portal. Students can access the Portal through the StudentNet homepage

In order for your students to have a positive experience of online learning, there are a variety of support resources. Please signpost students to these. They include

The StudentNet Blackboard student support page

<http://www.studentnet.manchester.ac.uk/blackboard/>. This provides information on common technical issues, getting started, how to use Blackboard tools etc. Including

- Video demonstrations
- PDF Blackboard Student Guide
- Tips on how to 'Prepare your computer'

When any of us logs into Blackboard we see our 'elearning homepage', under Campus Bookmarks on the right there is a link to this site,

In addition if you as the course designer have set up a new course using the 'Standard Course Structure' there are Blackboard Guides embedded in your course, access these by clicking on My Support.

### **Migration of courses from WebCT**

WebCT is not available after 19<sup>th</sup> September.

The vast majority of the WebCT courses in the Faculty have been migrated to Blackboard. If you have not heard from us about your course migration whether it is a Semester 1, All Year or Semester 2 courses please contact us urgently on [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk) giving us the WebCT code and title.

### **eLearning Essentials and Blackboard**

With the decommissioning of WebCT eLearning Essentials a core eLearning resource for teaching and learning will only be available on Blackboard

- The **eLearning essentials** 'dip in' resource site in Blackboard exemplifies some of the teaching and learning features available in Blackboard it offers information on eLearning, University and national eLearning events and training, eLearning pedagogy and design, sourcing materials, eLearning technologies, and lots more.

If you are an eLearning Essentials WebCT user you can register for the Blackboard version of the support from the central eLearning website at <http://www.campus.manchester.ac.uk/elearning/traindevelop/bbonline/>

### **eLearning support, help and advice**

The eLearning team is here to help, please do contact us if you have any queries or questions, [elearning@manchester.ac.uk](mailto:elearning@manchester.ac.uk)

Check out our website which has information about how to make sure your materials are live to students from the Start of Year as well as details of our Blackboard Kickstart sessions and drop-ins. See <http://www.humanities.manchester.ac.uk/tandl/elearning/>

The central eLearning website has a wide variety of resources including examples and showcases of eLearning, information about how to start developing eLearning using Blackboard, central training and much more.... See <http://www.manchester.ac.uk/elearning/>

## **7. Skills Training Team News**

September was a busy time with School and Faculty inductions taking place for new Postgraduate Researchers. All new PGRs have been given a Faculty of Humanities Training and Development brochure that details the courses, workshops and events taking place over the next academic year. Courses commence in October and PGRs can book places through the training calendar.

Ann Barlow is preparing the development programme for Research Staff and Sara Latham is putting the final touches to the Research Staff Development Programme

Guide. The Research Staff training calendar will be available for booking on to courses and workshops over the coming weeks.

## **8. ICT News**

### **Sept Bulletin – ICT Office**

#### **Start of Year**

As normal the number of requests being received via the service desk has gone up sharply in September. Please be aware that it may take longer than normal to process your request.

#### **ServiceDesk Telephone Number**

Please note the old service desk number 54999 is being withdrawn from service – it was superseded by 65544 in January.

#### **Service Request System**

It is possible to submit jobs to the service desk via the web. Up until now most requests have been put in using a generic job reporting form, with one specialist form provided for PC installations. The number of specialist forms has now been increased with a view to getting all the required information to deal with a request in the original submission and so provide faster turn round. Use the online Service Request system link available on the ICT office home page

<http://it.humanities.manchester.ac.uk/index.html>

The system additionally provides self help information and access to self service sites for some types of request.

#### **Reprographics**

The Bridgeford St print unit is now up and running in the basement (B45). Details of the services available at this and the Samuel Alexander print unit can be found on the ICT Office website under Printing. If you are submitting work electronically, please use the dedicated email addresses [Bridgeford.printroom@manchester.ac.uk](mailto:Bridgeford.printroom@manchester.ac.uk) and [SamAlex.printroom@manchester.ac.uk](mailto:SamAlex.printroom@manchester.ac.uk) as this helps with the workflow.

As usual, this is a very busy time of year for the units and we are currently running with less staff than in previous years, so your patience is appreciated. If you do not need jobs immediately for the start of semester, please let us know so that we can prioritise work.

#### **University UseNet News Service Closure**

This service is closing in September as usage is now limited. The replacement service available is the JANET (Joint Academic Network) News Reading Service. A web page giving details of how to connect to this can be found at

<http://www.itservices.manchester.ac.uk/usenetnews/>

## 9. Media News

Over the summer, the faculty's work has been widely covered in the national and international media. A study on gang culture by colleagues in the School of Law was extensively covered in the Guardian – including a front page lead story. The launch of the Institute for Science, Ethics and Innovation also received prominent attention including a slot on the BBC's Today Programme and a lead letter and full page news lead in the Times. Dr David Butler's work on tapes recorded by Doctor Who composer Delia Derbyshire received widespread coverage – including a prominent Nigel Wrench interview on BBC Radio Four's PM and a full page four in the Times. Comments on Barak Obama by head of politics Professor Inderjeet Parmar were also reported widely across the United States following an interview with Associated Press.

More recently, Professor Richard Heeks's work on "Gold Farming" in the Developing World received wide coverage in the national press – including the Telegraph and Times. Professor Heeks found that over 500,000 people in developing nations earn a wage making virtual goods in online games to sell to players. The contribution of Dr Mark Tranmer to a 'happiness survey' of the UK was widely covered in newspaper and broadcast outlets including the Independent, Times, Telegraph, BBC Radio four and BBC Radio Five Live. Professor John Harris was one of the Times' top fifty people who influence the way we eat, exercise and think about ourselves.

## 10. Conference Facilities at UMIC

The University of Manchester Incubator Company (UMIC) offer Event & Conferencing facilities, which are available on a booking basis. For further information please contact Alison Warren on 0161 606 7239 or Adam Casey on 0161 603 7734 or, you can visit our Conferencing website –

<http://www.umic.co.uk/Conferencing/conferencing.php>

## 11. Forthcoming Events

### **University's New Financial Regulations and Procedures Briefing Session**

There will be a short briefing session on **Monday 27<sup>th</sup> October at 9.00am - Room 1.010, Roscoe Building, Brunswick Street**, which will offer all staff an opportunity to familiarize themselves with the University's New Financial Regulations and Procedures.

You may already be aware that there has been an on-going project to review and revise the University's Financial Regulations and Procedures. The University's Finance Committee has considered the draft new Financial Procedures and these are due to be approved formally in November. We now have the opportunity for all schools to comment on the changes proposed prior to formal approval.

The briefing session will last approximately **90 minutes** and will consist of a presentation followed by an opportunity for questions. The session will be appropriate for anyone involved with budgets and expenditure within the schools and faculty. The session will be **particularly relevant for Heads of School, Heads of**

**School Administration and other senior staff, as well School Accountants and finance staff.** *There will **not** be any detailed accounting content or computer-based training within the session.*

The session for the Faculty of Humanities will take place on **Monday 27<sup>th</sup> October at 9.00am – Room 1.010, Roscoe Building, Brunswick Street.** As the sessions are not faculty specific, if you are unable to attend this, you are most welcome to attend any of the sessions which will be offered by the other faculties. A list of alternative dates will be circulated in due course.

Please contact Anne-Marie Howarth if you will be attending this event, email: [anne.howarth@manchester.ac.uk](mailto:anne.howarth@manchester.ac.uk).

Events are listed at:

<http://www.humanities.manchester.ac.uk/humnet/aboutus/events>

#### **Notification of events**

Information on forthcoming events should now be submitted online:

<http://www.humanities.manchester.ac.uk/humnet/aboutus/events/submit/>

#### **Notification of bulletin items**

Items for future issues of the bulletin can be submitted online via the following link:

<http://www.humanities.manchester.ac.uk/humnet/aboutus/announcements/submit>

or by sending an e-mail to [Laura.Dobson@manchester.ac.uk](mailto:Laura.Dobson@manchester.ac.uk)