

Digital Capabilities List of Actions

2019-2020

Action 1 : Creation of a DC site which provides information and links for self-assessment, and regular posts concerning DC personal development opportunities and ideas.

Owner(s)	Timeline	Enablers
Digital Capabilities Working Group ⁱ	Start of Semester 1 2019/20	1, 2, 3, 5, 6 ⁱⁱ

Action 2 : Identify and evaluate self-assessment tools for individual or grouped capabilities.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Information Technology Library and Learning Resources Student Learning Development others as appropriate	Initial tools available for launch of DC site. On-going, continuous action.	1, 2, 4

Action 3: Incorporate self-assessment of digital capabilities within PGCAP, programme/school/faculty away days and other staff development events.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources Human Resources & Organisational Development	Pilot approach with PGCAP in 2019/20, develop full workshop for 2020/21.	1,2,4,5

Action 4: Highlight where staff and students can receive advice on Digital Capabilities, in particular to support them to interpret self-assessment results and discuss further opportunities (see Appendix A).

Owner(s)	Timeline	Enablers
DCWG (overall) Specifically: <i>ICT Proficiency</i> Staff : IT Training Partners Students : IT Training Partners <i>Information, Data and Media Literacies</i> Staff : Learning & Research Librarians Students : Learning & Research Librarians <i>Digital Creation</i> Staff : Faculty Learning Technologists Students : IT Training Partners	Semester 2 2019/20	1, 2, 4, 5, 6

<p>Problem Solving and Innovation Staff : Faculty Learning Technologists, Learning & Research Librarian (Research Lead) Students : Learning & Research Librarian (Research Lead)</p> <p>Digital Communication, Collaboration and Participation Staff : IT Training Partners, Faculty Learning Technologists Students : IT Training Partners</p> <p>Digital Learning and Development Staff : Faculty Learning Technologists Students : Student Learning Developers</p> <p>Digital Identity Staff : Faculty Learning Technologists Students : Employability and Skills</p> <p>Digital Wellbeing Staff : Human Resources & Organisational Development Students : Student Health & Wellbeing, Student Disability Service</p>		
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Action 5: Include digital capabilities development as opportunities within the staff appraisal process.

Owner(s)	Timeline	Enablers
Human Resources & Organisational Development DCWG	Develop during 2019/20, in place for summer 2020.	1, 2, 4, (5)

Action 6: Provide social media training workshops for staff.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement	Available during 2019/20.	2, 3, 4, 6

Action 7: Provide focused digital capability development opportunities within existing staff development events.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Human Resources & Organisational Development Library and Learning Resources Information Technology	Throughout 2019/20	2, 3, 4, 5

Action 8: Create clear Digital Capabilities identifiers (within CCU branding parameters) for each of the capabilities and display relevant identifiers within teaching sessions and documentation.

Owner(s)	Timeline	Enablers
DCWG	Being used by relevant professional services teams (LTE, LLR, Employability, IT etc) for Semester 1 2019/20. Uptake within faculties as appropriate during 2019-2021.	2, 3, 5, 6

Action 9: Promote "Digital Capabilities Programme Review Workshop" within the faculties and encourage programme teams to attend.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources	Throughout 2019/20	2, 3, (4), 5, 6

Action 10: Review how digital capabilities are surfaced within the good practice case studies provided on Prism, and develop further case studies for the site around different aspects of digital capabilities.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement	Review during semester 1 2019/20, further case studies developed throughout each academic year.	2, 3, 5, 6

Action 11: Encourage the inclusion of Faculty Learning Technologists, Learning and Research Librarians and Learning Developers within validation events to highlight digital capabilities-related practices.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources Faculties	Continuous, reviewed annually by DCWG.	2, 3, 4, 5

Action 12: Promote the inclusion of Digital Capabilities within the curriculum through Programme Directors Forum and related electronic communication pathways.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources	Continuous, reviewed annually by DCWG.	2, 3, 4, 5

Action 13: Research practices from across the HE sector and develop these into models suitable for use within the university.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources	Initial research during 2019/20, on-going development.	1, 2, 3, 4, 5, 6

Action 14: Develop an online ICT Proficiency self-assessment tool for students to undertake prior to arrival in their first year.

Owner(s)	Timeline	Enablers
Information Technology DCWG	Pilot for September 2019, review with aim to roll out institutionally by September 2020.	1, 4,(6)

Action 15: Analyse the Staff and Student Digital Experience Insights surveys and anonymised self-assessment results to identify trends and requirements around the development of digital capabilities across the institution.

Owner(s)	Timeline	Enablers
Library and Learning Resources Learning and Teaching Enhancement DCWG	Analysis of 2018/19 results by end of October 2019. Analysis of 2019/20 results in early 2020.	2, 3, 4, 5,(6)

Action 16: Subscribe to the Jisc Digital Capabilities Service to provide access to the Digital Discovery tool and associated resources for staff and student self-assessment.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Information Technology DCWG	Business case for March 2020, aim to purchase by late summer 2020.	1, 2, 3, 4, 5

Action 17: Partner with Jisc to develop subject-specific role profiles and question sets for the Digital Discovery tool to provide more career-relevant analysis of individual digital capabilities.

Owner(s)	Timeline	Enablers
Library and Learning Resources (KMMS)	To be determined with Jisc.	1, 2, 3, 4, 5, 6

Action 18: Promote and deliver staff- and student-focused Digital Collaboration Workshops.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources Information Technology	Throughout each academic year.	2, 3, 5, 6

Action 19: Train Peer Mentors and staff champions to encourage digital collaboration amongst their peers and be able to support colleagues as they apply digitally collaborative techniques to their learning, teaching and research.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources Human Resources & Organisational Development	Initial training developed during semester 1 2019/20, engage staff and peer mentors within semester 2 2019/20.	2, 4, 5, 6

Action 20: Engage Peer Mentors to promote digital capabilities amongst students.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement Library and Learning Resources	Initial engagement in Semester 1 2019/20.	1, 4, 5, 6

Action 21: Encourage staff undertaking positive digital capability practices to apply for University Teaching Excellence Awards.

Owner(s)	Timeline	Enablers
Learning and Teaching Enhancement	Applications for the 2020 awards.	2, 3, 5, 6

Appendix A : Digital Capability Advice

There are a number of roles within the University that already undertake to promote and support particular digital capabilities amongst staff and students, although not always specifically identifying “digital capabilities” within the definition of the services they provide.

The aim of highlighting this role as part of this approach is predominantly one of direction and guidance, being able to direct staff and/or students to appropriate resources to enable them to develop one or more digital capabilities when requested. The adviser will often also have a responsibility for promoting and advocating the importance of digital capabilities within the institution.

By highlighting these support services, it is not expected those services would undertake any additional workload beyond their existing role – the signposting is provided purely to highlight their existing services in this area.

ⁱ Owner in bold letters leads the action

ⁱⁱ See CCCU Approach to Digital Capabilities