From:	Psych-all-users <psych-all-users-bounces@listserv.csv.warwick.ac.uk> on behalf of HOD.Psychology Resource <HOD.Psychology@warwick.ac.uk>
Sent:	09 August 2024 09:20
To:	psych-all-users
Subject:	[Psych-all-users] Weekly Bulletin - 09/08/24
Attachments:	Sustainability at Warwick Newsletter August 2024; Governance Update August 2024; ATT00001.txt

Department of Psychology – Weekly Bulletin: 09/08/24

Please send any information to hod.psychology@warwick.ac.uk you would like to share.
Each weekly bulletin will be shared every Friday – We hope you have a lovely weekend!
Note: If you would like a set weekly item in the weekly bulletin to start now or in the new academic year, please let me know.

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No in the spotlight this week. If you would like to submit a paragraph about you and your role, please get in touch!

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Below, please find information on:

- **Call for Engagement: Social Inclusion Governance Review (Deadline: Friday 9 August)**
- **Comments Sought: Draft Handling Information Standard (Deadline: Friday 23 August)**
- **Warwick Technician Outstanding Achievement Award**
- **OneDrive Phishing Scam**
- **Changes to UCAS 2026 Personal Statements**
- **SEM Faculty Menu of Outreach Activity**
- **Retirement of the ITS Linux Desktop**
- **Replacement of Warwick Print**
- **Lecture Capture Policy and Consent Updates**
- **Springboard Programme update**

Call for Engagement: Social Inclusion Governance Review (Deadline: Friday 9 August)
From the Social Inclusion Team: now that the academic governance review has entered its implementation phase, we are undertaking a review of our Social Inclusion governance with a series of engagement and focus groups taking place towards the end of August and throughout September. To facilitate this review, and to further support and enhance the impact of our inclusion activity at Warwick, we are collaborating with Radius, a leading organisation specialising in supporting staff networks and diversity initiatives, particularly in large and complex organisations like ours. You can find out more about Radius here. We are keen to ensure that representatives from across the university and any colleague who would like to contribute to this review can express an interest via the webform here. Once we've received expressions of interest, we will pass contact details over to Radius, who will be reaching out to colleagues directly, with an outline of their proposed approach to working with them to gather their

insights. If you have any questions, please email the SocialInclusionPA inbox, with the subject line 'SI Governance Review Support'.

Comments Sought: Draft Handling Information Standard (Deadline: Friday 23 August)
The University's Information Compliance Manager has circulated a link to the draft handling information standard (aka code of practice) for comment by Friday 23 August. This was passed on to Jo-Ann Wragg, and we would like the help of two or three Heads of Administration to review and comment. IMST03 Handling Information Standard.docx

From Mark Camilletti (the Information Compliance Manager): *By way of context the Handling Information Standard explains how to manage digital and hard copy information in line with the new draft Information Classification Standard that is currently with Digital and Operations Committee for approval and which you previously circulated for comments. In summary the Information Classification Standard sets out how information should be classified at the University according to its sensitivity and the Handling Information Standard sets out how to put classification and management into practice for information held in different formats.*

We also asked for more detail about how policies and codes of practice are being developed and approved. Mark confirmed that the approval process for standards "will go through the following stages: development within IDG, circulation for comment across the University by the IDG Digital Business Partners, consideration by the Information Security and Data Protection Committee, consideration and final approval by the Digital and Operations Committee. In the case of Policies there will be additional stages where the document will go onto Policy Oversight Group for approval (if it is a revised existing policy) and then on to University Executive Board if it is a new policy."

Warwick Technician Outstanding Achievement Award
From Ian Hancox: we presented our Warwick Technician Commitment Award for Outstanding Achievement awards at our 6 monthly Technician Commitment Update Event. Caroline Simiyu from the School of Life Sciences was winner of the Technician Commitment Award for Outstanding Achievement, with the Team Award going to the Computing and Advanced Microscopy Development Unit (CAMDU) in WMS. The awards were presented by Professor Stuart Croft, Vice-Chancellor and President of Warwick. Further details including those who were highly commended can be found here. Congratulations to everyone who was nominated, commended and to those who won the awards.

OneDrive Phishing Scam
Cybersecurity researchers are warning about a sophisticated new phishing campaign that targets Microsoft OneDrive users with a fake request to fix an error, which, if followed, executes a malicious PowerShell script on their device. For more details of the scam, please see the IT Services update.

Changes to UCAS 2026 Personal Statements
As you may have seen UCAS have released the updated guidance on the 2026 Entry Personal Statement Changes. This includes the new questions 'Why do you want to study this course or subject?', 'How have your qualifications and studies helped you to prepare for this course or subject?', and 'What else have you done to prepare outside of education, and why are these experiences useful?' The full guidance and information can be found here.

SEM Faculty Menu of Outreach Activity
The Faculty launched the STEMM Menu of Activity over the past year, designed to be a place collating all the outreach offerings across the ten FoSEM departments, where all these events can be advertised. The calendar is designed for school events (both remote and on campus), work experience, and other outreach activities aimed at school-aged children. If you have any outreach activities you would like added to the Menu, please email Becks Andrew and she can answer any questions and let you know what details are required. Please do share with colleagues as appropriate.

Retirement of the ITS Linux Desktop
IDG retired the old Linux Desktop at the end of July. A new version is available, and Linux users should have been contacted individually about this. For more details, please see the IDG news page.

Replacement of Warwick Print

Warwick Print closed at the end of July. There is now a new list of approved suppliers for both staff and students to use for their printing needs. For further details, please see the IDG Update.

Lecture Capture Policy and Consent Updates
From Digital Learning: following a review of the lecture capture policy and process, changes have been made to bring this in line with UK GDPR and the capabilities of our lecture capture platform. We invite all staff who have given consent to be recorded via the lecture capture service to review the policy prior to starting teaching in the Autumn term. No further action is required but please note that you can now make changes to your consent status at any time via the online form here. For more information on the lecture capture service, please see the Lecture Capture webpage. Please note that over the summer period we will not have capacity to respond to individual queries or comments relating to these changes but will record and review any received via the Lecture Capture resource account to inform further changes should these be necessary in the future.

Springboard Programme update
The Faculty is aiming to re-run Springboard early next year. Springboard is a professional development programme for women in professional services roles grades 3-5, and has been extremely popular when it has been run before. The proposed dates of the training will be four dates across January, February, March and April 2025. Once we have confirmed everything with the external trainer, we will be getting in touch with departments with exact dates and details about how we will ask for nominations. We understand there may be a waiting list from previous iterations, and we will check this with you when we are ready with further information about dates and the nominations process. In the meantime, please email Becks if you have any questions.

Best wishes

The Faculty Team

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Share your suggestions for next year

Hello Professional Services Excellence Network hope you're keeping well and had a good weekend. We're currently planning what events to run during the 24/25 academic year and are keen to hear from you. Are there particular areas you're interested in finding out more about? Would you or your team like to run a session for the network? Fill in our short form to let us know!
https://warwick.ac.uk/services/studentexperience/professionalservicesnetwork/eventsurvey

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All staff event - 9 July 2024

Warwick Transformation gathers pace

At our All Staff call in July we covered a range of areas and highlighted how technology is enhancing what we do at Warwick. Thank you to everyone who joined us on the call. We had over 150 attendees.

The session was introduced by James Alexander, Transformation Director, who gave a brief overview of progress to date and confirmed the Library has now completed a period of consultation. Following an internal recruitment process, the remaining roles have been advertised externally. Updates on each workstream area followed from a range of presenters including the programme team, our consultancy partners, and individuals from departments.

HR

James Alexander standing in for Cynthia Oddman-Howe, interim Chief People Officer

James shared how the HR service will transform into a future People team to deliver a more strategic approach. This will enhance our employee experience and accelerate talent management - including work force planning - so it can better support our growing institution. Three Value Stream Working Groups (VSWGs), the groups mapping out current services, user journeys, strengths, opportunities and pain points, are also now underway. James also explained that a proposal for a new HR operating model (how we organise ourselves and our ways of working), was also recently presented to all HR colleagues. We're now engaging with teams on this and will continue to work with Faculty and WBS, WMG and WMS leadership to share the proposed changes and gain feedback over the summer. As part of the design process, the Value Stream Working Groups will initially focus on the priority capability areas of:

- Staff recruitment
- Case management
- Enquiry management

Finance & Procurement

Matt Kidd, Design Team, PA Consulting

Matt explained the project recommendations for Finance and Procurement, which also included a discussion around a proposed knowledge and enquiries portal to help users of Professional Services raise a request and access guidance through a one-stop-shop interface.

The idea to have a 'single front door' was initially a recommendation arising from the Finance and Procurement design work but is being considered as a cross-University opportunity alongside our digital strategy ambitions. Having a portal could make it easier for users to access information and track progress of enquiries.

We are reviewing the processes involved in the Alternative Procurement Procedure (APP) and non-standard terms and conditions (NSTCs) so that automation options to create a more intuitive user interface can be explored. An APP is needed when the value of a requirement exceeds £10,000 and the appropriate competitive process cannot be followed. The ongoing launch and learn pilot to raise the procurement threshold from £35,000 to £100,000 was also covered.

Implementation plans will need to be reviewed and approved through the Warwick Transformation implementation governance process.

Education & Student Services

Andrew Rixon, Design and Implementation Lead from Deloitte and Adam Child, Academic Registrar

Andrew shared an overview of the design work to date, including the focus areas for the Value Stream Working Groups (Student Life, Student Admissions, Student Assessments, Student Learning on Course). Engagement events and workshops across the University have also taken place to gain a deeper understanding of strengths, opportunities and pain points in this area.

Recommendations are now being scoped out and shared with the Functional Design Board (the group overseeing the design transformation work to date) and Design Authority (the approval body for Warwick Transformation designs) to inform implementation planning.

Adam also highlighted the links between the design work in this area and the Education and Student Experiences strategy, as the work of Warwick Transformation will support the delivery of the strategy.

Research-enabling Services

Matt Kidd and Jordana Price, PA Consulting

Since completing its design phase, which involved capturing user journeys, mapping over 500 pain points, strengths and opportunities, plus gaining insight from academics and individuals across the University, Research-enabling Services has been busy progressing implementation planning.

In addition to considering how the recommendations can be introduced, some early opportunities are also being progressed.

You can read more detail about these recommendations and next steps here.

Focus on Digital Training: LinkedIn Learning

Annie Davey, Training and Knowledge Manager, Information and Digital Group

Annie explained how our move towards a Digital First culture will be changing our approach to training and learning development. Our entire community of staff and students will have access to LinkedIn Learning - an online platform featuring over 18,000 expert-led courses across a vast array of topics spanning business, technology, software and creative skills, personal development and much more. Just one of the many benefits includes having flexible and convenient access to content from anywhere, on any device, at any time, on and offline.

Introductory sessions to LinkedIn Learning will be taking place over the summer. You can find out more about the benefits of LinkedIn Learning and the dates of those sessions.

Before closing, we had lots of great questions asked in the chat. As we ran out of time to answer them all, we have posted responses in the conversation on Teams. We have also updated the FAQs on the Warwick Transformation web pages so that they are available to all.

There won't be an All Staff call in August as we take a break for Summer. We'll be back in September, so keep an eye out for details of the next session on the Warwick Transformation events page.

OPEN ROUND 2: Interdisciplinary Research Spotlights: Research Development Funding Call 2024-2025

As part of the launch of the new Spotlights programme, we are pleased to launch a new interdisciplinary research fund. The 2024-25 Interdisciplinary Research Spotlights Research Development Fund (IRDF) invites applications for seed funding for activities taking place between 1 August 2024 - 31 July 2025.

Awards normally up to a maximum of £15,000 are available to support interdisciplinary research projects that align with the Research Spotlights.

NOW OPEN ROUND 2: The deadline for IRDF applications for 24/25 is 1pm, Monday 16 September 2024.

AI Centre of Excellence

First in series: AI Centre of Excellence Workshop

Event: AI Centre of Excellence workshop with OpenAI
Date: 15/08/2024
Time: 11:00 am - 13:30 pm
Venue: MS.01 Zeeman Building
(https://campus.warwick.ac.uk/search/623c88f9421e6f5928c0e669?projectId=warwick)Link opens in a new window

Secure your spot by registering here

About AI CoE

IDG's AI Centre of Excellence will accelerate the development of standards and processes for AI, and the sharing of best practise. Our vision is to integrate artificial intelligence seamlessly into teaching, research, and administration. We aim to personalise education, accelerate research, optimise administration and foster innovation. Grounded in ethics and inclusivity, we empower our community with cutting-edge AI technologies, preparing for the future's challenges and opportunities.

If you see or have an accident, or feel unwell summon a First Aider (in the Humanities Building):

The departmental First Aiders are:

Hannah Austin - H1.41, call x73910 (or 024 765 73910 from a mobile phone)

Catherine Johnstone – H2.53 call x23745 or (024 765 23745 from a mobile phone)

Professor Thomas Hills - H0.26, call x23182 (or 024 765 23183 from a mobile phone)

Dr Pete Trimmer - H0.29, call x50909 (or 024 761 50909 from a mobile phone)

If it is not possible to contact one of the first aiders, please contact Community Safety on ext: 22222 (024 765 22222).

Automated External Defibrillators (AEDs)
location https://warwick.ac.uk/services/healthsafetywellbeing/guidance/first_aid/defibrilators/.

Procedure for reporting Accidents

(a) Report incident to Linda Wilson or, in her absence, your line manager / supervisor / tutor.

(b) Complete the online Accident / Incident / Near Miss Report Form

UOW_Portal_b61470bf-91f9-4f38-a1c9-8b2cce40b052 (sheassure.net)

Kind Regards,
Hannah.

Hannah Austin (She/Her)
PA to Professor. Derrick Watson, Head of Department | Psychology |
University of Warwick
Hannah.o.austin@warwick.ac.uk| Internal: 73910

Room H1.41 | Humanities Building | Coventry | CV4 7AL | <u>Find us on the interactive map</u>

Or chat with me on Teams!

Work hours: 8:30 am till 4:30pm (Monday till Thursday), 9:00am till 4:00pm (Friday)

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