

**University of Huddersfield XCRI Steering Group Meeting**  
**Wednesday 28<sup>th</sup> April 2010**  
**Start time 1000 hours**  
**Finish time 1130 hours**

**Present:** Tim Thornton (Chair), Stephen Challenger, Joanne Charlesworth, Chris Parkin, Alan Paull, Brian Hackett, Judith Davison, Jimmy Dane, Julie Morley, Jenny Grainger, Jim Yip and Joanna Puzo note taker.

**1. Welcome and Apologies Action**

**2. RESOLVED:** to approve the minutes of the meeting held on 21<sup>st</sup> January 2010

**2.1 Matters Arising**

Minute 3, Data quality issue, this would be addressed under item 3.

Minute 4, It was noted that Jenny had arranged the sub group meeting which was being held on 29<sup>th</sup> April 2010.

Minute 7, Jo would report back on other funding bids under item 6.

**3. Summary on XCRI activity at Huddersfield,** Chris took members through his report which had been circulated. Chris reported that he had been working on generating an xml file. This had been produced using the sequel server data out if IPP and formatting it. The whole process takes about 20 seconds and used 13 out of the 18 fields required.

Matt Jones from the web team was looking at producing a test website for the university with the data in this format.

Chris had randomly tested 'Chemistry' and had looked at how it was advertised on different websites including The University, UCAS, Learning Direct and Hot Courses. The findings were that the search results were fairly inconsistent in the courses that were found using this key word. The University results had shown 7 out of 12 possible courses with Chemistry in the title. It was noted the key word search is up to the course tutors and they look at competitors to see what they use. The University needs to work on consistency between the University website and the UCAS website.

Members suggested that Chris carry out the same exercise using 'history' and 'media'.

Chris **AGREED** to email the findings by next week and would also use Google to search the same sites. CP

In West Yorkshire there had been little activity from WYLLN partners. The University of Bradford was taking the project forward but was not involving WYLLN or the University. There have been conversations with other WYLLN partners who have shown an interest but there has been no development work.

The XCRI event had been held last week with positive attendance and feedback, podcasts of the presentations would be available on the WYLLN website following the election period.

**4. Exit Strategy Planning,** The funding ends on 31<sup>st</sup> July and a number of key staff would be leaving WYLLN/The University also at this time. It is recommended that the University continues to act as a hub for activity in the region. XCRI is still under development with another version being released next year. Internally the University needed to assess the long term benefits and the capacity for managing the University through XCRI.

Members supported the concept of XCRI and the benefits it would bring the schools and the University. It would also make it a lot easier to communicate with external agents.

It was noted that through working with the schools there was some consistency with the data but there was more work to be done. Having all the data in an XCRI field would save marketing a lot of time and would make the tasks of updating the prospectuses and website less time consuming and more accurate.

Judith noted that a lot of the data that the University sends to UCAS are duplicate and XCRi would prevent this.

Matt had carried out some testing and would be reporting on the findings at the meeting tomorrow. If XCRi is not going to be used then The University will need to find an alternative.

Members noted their concern of key members of staff leaving and the resources that would be required after this time.

5. **Objectives for the Next 3 Months**, Chris went through the objectives which included continuing to support institutions across West Yorkshire and to handover the resources of the project to individuals.

Questions such as How the university will maintain the file and who will check it for accuracy was noted and under which department the responsibility would be with. Brian considered that Computing and Library Services would be able to maintain the data but that the time and resources required would need to be established.

The amount of work would need to be established and the amount of days per year. The work will require technical knowledge as well as someone to take it around the schools. Tim noted that this would be an issue for the next SMT meeting. In the long term XCRi should lead to efficiency gains so any resource required may lead to savings.

It was **AGREED** to add an additional objective to review the benefits and cost out the resources and time required. Jo **AGREED** to work with Bolton and how they have managed the process and their experience of the process. Jim **AGREED** to informally mention the process to the other Deans.

CP/JC/  
JY

6. **JISC Funded WYXCRi CPD**, Jo spoke through the circulated report. JISC had targeted particular individuals to put a bid for further XCRi funding for CPD. The project was employer focused and looked at the format and information available for employers on CPD offered within the University. Jo had worked with the Human and Health school and would be contacting the Business school for a proportion of their CPD data to work with.

The project will also review where the data is being presented on different sites and how it looks and then how the information fits into XCRi. The data will be transferred into the XCRi format then report to the schools where it saved and how it looks. A web search facility will be built over the top of the data to be able to search. Jo would be working with Business Link Yorkshire and Humber to understand what employers want, what we need to be able to present. There will feedback to the schools on additional fields required. The project will be completed by July and Richard Pearson from Computing and Library Services would be developing the search engine.

From initial work it is clear there is not process for the schools for CPD offer. It was noted it would be a big strategic decision for the University if CPD offer was to be managed centrally.

7. **Update on XCRi Nationally**, Alan spoke to the tabled paper and noted the work nationally. The other JISC funding and projects included embedded XCRi and JISC Funded mini projects. There will be some work to extend XCRi and use it in other areas and other funding streams were noted.

Links to other interoperability initiatives included Managing information across partners (MIAP) and Higher Education achievement record (HEAR).

Data collecting organizations such as UCAS and LLNs would continue to work with partners on XCRi.

Standards development, a number of agencies was now implementing XCRi as the standard including a number of European agencies.

8. **Date, Time and Place of Next Meeting**

0930 Thursday 17<sup>th</sup> June 2010 Venue to be confirmed

It was **AGREED** to move this date to earlier in May as this clashes with the University open day.

JP