

## **InCurriculum communication draft notes for emergent strategy**

### **Internal**

In order to maintain useful communication between project members, we need to do the following:

- Use the JISCmail forum to contact each other, so that everyone is kept informed
- Use the project progress report template
- Add comments to documents on the project website
- Go to Project Team Meetings (formerly Project Management Group)
- Go to staff development days
- Consider Skype video telephoning for up to 3 people
- Investigate institutions' ability to provide telephone conferencing
- Participate in staff development sessions in own institutions

### **External**

- Project conferences (interim and final)
- Go to conferences of relevant organisations, such as BERA
- Send materials pack to other universities
- Put materials and other information on web site
- Approach HEA re inclusion in staff development sessions
- Approach Subject Centres
- Encourage all participating staff to publish articles

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## Appendices 1

### Communication Plan (drawn from the submission to the HE Academy)

The communication strategy will encompass wide consultation with various stakeholder groups, serving two functions:

1. to provide examples of understanding and good practice in the delivery and assessment of HE for SpLD students, applicable to a wider range of students;
2. to provide continuous peer evaluation during the project's implementation, to inform the development and progress of the project.

A stakeholder analysis is given below. The learners are a high priority group for this, as the project is designed for their ultimate benefit; by providing effective delivery and assessment for all learners, regardless of disability or learning style. The project will help staff deliver an inclusive curriculum, appropriate for all learners, obviate the need for special provision for individuals, and support disability advisory services in their work with academic staff.

This consultation will form a part of the evaluation strategy which will have an emphasis on qualitative and quantitative analysis to support an effective communications plan. Key tools will be questionnaires, in depth interviews, focus groups, and "Town Meetings". Throughout the project there will be regular consultation through Jiscmail and a series of discussion forums. This will be closely linked to the Dissemination Strategy, where accessible information for staff will be in the form of staff development sessions, information packs, website development and CDROM, in addition to electronic communications and formal conferences.

The Communication Plan is:

<b>Stakeholder</b>	<b>Process of communication</b>
Academic and Disability Services Staff in project institutions	Questionnaires, focus groups, input at scheduled meetings.
Staff delivering HE in Associate Colleges of project institutions.	As above.
Learners in project institutions	Questionnaires, focus groups, discussion at selected course committees.
AchieveAbility Network	Specific meetings with dedicated agenda.
Wider HE academic community	Consultative elements of selected electronic mailing lists and project conferences. "Town Meetings".
Disability Services in HE	As above.