APRIL 2022 UPDATE

The new home of Engineering and Materials

MECD Project Team

Get ready: relocating to the new home of Engineering and Materials

Workplace relocation – get ready!

Support type	When to use
Support Request form	For support in packing and clearance e.g. due to physical limitations, removing items which are too much to take in one trip or can't be disposed of at our Clearance stations
Vehicle access request form	Requesting access to North Campus to park your vehicle near to your current office, for colleagues wanting to take belongings home during their clearance process
Confirmation of absence from the University form	Letting the Moves Team know if changes to the moves schedule mean you're away during your move window and to request special arrangements

Workplace relocation – handy resources

- Ways of working leaflet

- Day in the life film

- Move and Clearance guidance

- Sharepoint site
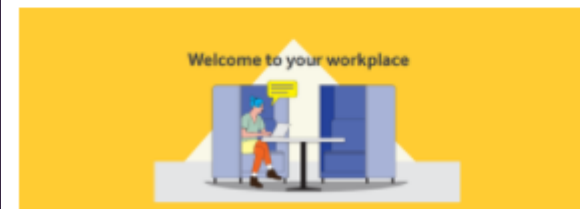
- PowerBI Tool

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Ways of working

The new home for Engineering and Materials brings together a community of over 2,000 colleagues, PGRs and PDRAs into one dynamic home, placing greater emphasis on collaboration and knowledge sharing across departments and disciplines. This core principle is reflected in the design and layout of our workspace, bringing teams together around common synergies and research areas.

The move to this new space marks a shift in traditional ways of working for many members of our community, whether that be the move to open plan working or the types of spaces where various teaching activities will now be carried out. With this in mind, our Ready Network met for a series of workshops in late 2021, providing feedback around the suitability of different space types throughout the building for a range of different teaching acitvities, as well as helping to establish general etiquette and principles in using the new workspace.

The resources on this page are the ouputs from this work, designed to provide an overview of the range of spaces available for carrying out different activities throughout your new workspace and guiding principles to ensure the needs of the entire community are met in the way we use the space.

If you have any further questions around the range of spaces available throughout workspace or the content of these resources, please email askMECD@manchester.ac.uk

Welcome to your workplace

Ways of working leaflet

Day in the life video

Workplace relocation – IT provision

For academic colleagues, PGRs and PDRAs:

Your laptop/desktop computer you have at the point of your move will relocate with you, along with your keyboard, mouse, docking station etc. and cables. This will be packed and moved along with your crates for personal items.

You must label IT equipment before you leave your old office/workspace and our Primary Move Contractor (PMC) will dismantle, pack and reassemble these in your new workspace before you arrive.

Work is currently underway to assess the best way to support colleagues who work on High-Powered Computers or who have additional PCs. If you have any questions please contact askMECD@Manchester.ac.uk

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Workplace relocation – IT provision

For Professional Services staff:

IT provision for PS colleagues is being considered from a team perspective, with one monitor, keyboard, mouse and docking station provided per desk – as a minimum. Heads of Business Area are responsible for oversight of this process. Any equipment approved for home use is unaffected by these changes.

Colleagues with specific IT requirements, e.g. hard-wired desktop computers, to discuss next steps. It may be that non standard equipment ca be accommodated, but please contact the project team to discuss askMECD@Manchester.ac.uk.

Where teams have surplus IT equipment, there is a process for reuse and reallocation.

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Teaching, Learning and Student Experience Update

The student journey – staff/student interaction in MECD

Building design
- The vision of MECD had the needs of our student community at it's core. Input from students has helped shape and inform the design of the new Engineering Buildings (A/B) from the project's inception.

- Student centred spaces have been strategically located closer to the Ground Floor (and major entrances/exits), with teaching rooms, computer clusters and informal study areas mostly concentrated on the Ground, First and Second Floors, with some additional 'Meet and Teach' rooms found on the Third Floor, along with landing areas where students can arrange to meet with staff as necessary.

- Workspace on the Third to Sixth floors will not be accessible to students, with the exception of UG and PGT students undertaking research projects who can have supervision meetings in the four-person meeting rooms in workspace. These students will still not be awarded swipe-card access so academic colleagues will need to meet these students to let them into workspace.

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The student journey – staff/student interaction in MECD

- A dedicated Student Hub has been provided for in Engineering Building A. The permanent hub will open during Semester Two (found on Floor 1). A temporary hub has been operating from the Ground Floor since Sept 2021, with opening hours are Mon - Fri 9am – 5pm. Services available include: student life enquiries, help with registration and start of year questions; advice and referrals specific to subject areas; welfare, student support and student service general queries.

- The Doctoral College will be housed on the Fourth Floor, in the workspace and will be available to all Faculty PGRs – this is located close to a range of meeting spaces and informal areas.

The student journey – making best use of the range of spaces on offer

- Timetabled teaching sessions, academic advising, tutorials and project supervision timetabled into a meet and teach room. Ad hoc meetings/sessions with students can also be booked into these spaces, if available, through Resource Booker.

- For meetings which aren't confidential or sensitive in nature and don't require AV support, there are a range of informal study spaces and cafes across the Ground to Second floors of Engineering Building A for meeting students.

- There are a variety of spaces where a student may be brought if in distress, including: meet and teach rooms, three private rooms in the student hub, non-bookable small meetings rooms on 3rd floor (adjacent to the student meeting point), booths which are semi-private (when appropriate). The usage of the non-bookable spaces on the 3rd floor and student hub will be self-governed but will be dependent on user etiquette to ensure appropriate usage.

The student journey – support and resources

We've produced some handy resources to help colleagues make best use of the facilities when managing their interaction with students:
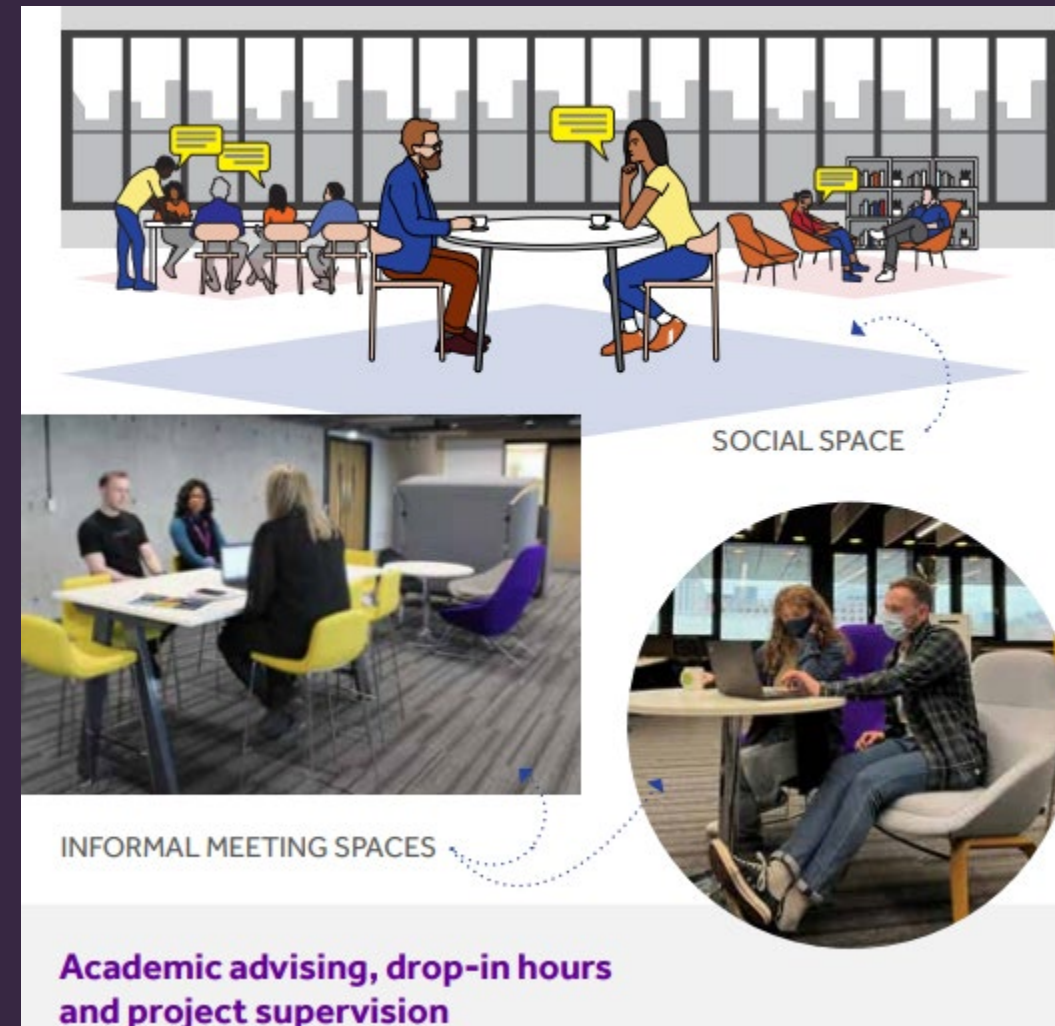
Leaflet – digital resource

StaffNet

Day in the life – short film

Building User Guide – online hub for everything you need to know about working in Engineering Buildings A/B

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SOCIAL SPACE

INFORMAL MEETING SPACES

Academic advising, drop-in hours and project supervision

Operational highlights

- <u>Updates and additions to our building user guide</u>
- <u>Minutes of Building User Group</u> available on StaffNet
- Free sanitary products are now available
- Working with Heads of Department to identify items and locations for display within the building
- Preparing to welcome you to your <u>new workspace</u>
- Ready Network round table with service providers from early opening
- Responding to your feedback - tellMECD
- Events - tellMECD

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@tellMECD – enquiries received to date

Query Type	SEM1	SEM2
Building Issues	53	13
General Info	48	16
IT Issues	76	39
Access	19	6
Tours	18	38
Other	74	3
Teaching	29	2
Timetabling/Booking	110	3
Grand Total	427	120

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Student focus group: headline findings

- Positive feedback for teaching and study spaces.
- Positive feedback for dual screen PCs and software packages available.
- Pride in the building, a 'home' for them.
- Want longer opening hours.
- Want to use the space for society activity.
- Improvements in wayfinding, room booking, catering and Wi-Fi in the building.
- Prayer Facilities

Staff Survey: Teaching experience

Legend: Completely disagree · Disagree · Agree · Completely agree · N/A

- I felt confident using the teaching facilities in MECD
- I found the induction resources and guidance helped me prepare for teaching in MECD
- I found it easy to use the Solstice app to connect to the AV equipment
- I had no issues with AV in MECD
- I enjoyed teaching in MECD
- I look forward to teaching in MECD in the future

100%   0%   100%

200 surveyed/56 responses.

Staff Survey: wayfinding

- 30 out of 38 people found it reasonably easy or easy to navigate through the building.

- Open comments received indicated users found existing overhead signs difficult to read, a need for maps in the building and promotion of the digital maps.

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Staff Survey: teaching and wayfinding actions

- Improved promotion of the capability of the teaching spaces.
- Improved induction and support resources.
- Improvements to the AV equipment of some spaces.

- Reprint of paper maps, provision of more maps throughout the building.
- Inclusion of 'you are here' signage at key locations.
- Start of year building tours

TLSE Resources

Video walkthroughs:

Gianpaolo Vignali, Academic Lead for MECD, provides an overview of some of the most unique spaces our home has to offer, discussing the AV you'll find in each space and the support available in getting the most out of your teaching sessions. These include:

Computer clusters

Engineering Building A has five computer clusters, ranging from 68 to 184 capacity. This video guides provides an overview of using the dual-screen functionality in the clusters to support more interactive and agile teaching sessions, as well as using Solstice screen capture and Zoom/Teams to support blended learning.

Blended Lecture Theatre, Engineering Building A

This unique space, located next to Cafe Collaborate on the Ground Floor of Engineering Building A, supports a range of pedagogical approaches and learning styles, with a layout and AV support which is perfect for group work and delivery of more interactive sessions. The video guide explores how the dynamic layout of the space and AV support a range of learning and session styles.

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TLSE Resources cont…

Interconnected Rooms

The Interconnected rooms, on the Second Floor of Engineering Building A, form a horshoe and consist of four rooms which can either be used as standalone meet and teach rooms or opened up to create one dynamic diadactic approach. All 4 space, when connected, offer a capacity of 354 students. The video guide explores how the space supports more dynamic, problem-solving in sessions and how Solstice can be used to support this.

For any spaces not covered in our new video guides, or for more specific guidance around softwares and technologies in each spaces, please access our digital AV user guides page.

You can also access the Space Catalogue for a comprehensive guide on the technology available by room type.

- List of over 250 software programmes available in computer clusters
- AV User Guides
- Familiarisation sessions
- Solstice

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