

School of Chemistry Management Team Meeting

Minutes

4th July 2016 at 12 noon in room 5.22

Present: Richard Winpenny (REPW) (Chair), Perdita Barran (PB), Rob Dryfe (RD), Nik Kaltsoyannis (NK), David Leigh (DL), Andrew Munro (AM), Eric McInnes (EM), Louise Feehily (LF) (Minutes)

Action

1. Apologies

Rachael Barker, Sabine Flitsch, Andrew Horn, Steve Liddle, Simon Webb

2. Health and Safety Briefing (SH)

1. Incident report

Date	Description	Person	Comment
14/06/2106	Near miss	Unknown	Needle left by sink in NMR laboratory
16/06/2016	Chemical contamination	Contractor	Knocked beaker of solvent over.
30/06/2016	First Aid	Visitor	School student fainted and banged head. Taken to hospital in ambulance.

2. SH reported 3 incidents (noted above) in period from 14th June to 30th June 2016.

There have been very few H&S incidents of late to report.

3. Minutes of the previous meeting and matters arising

1. The previous minutes were amended (point 7.4 Japan/Global challenges).

4. Actions arising from previous minutes

1. Action points updated. (See end of minutes)

5. Head of School report (REPW)

1. Restructure of School

REPW thanked to NK and SW for their work on school restructure, it is much appreciated.

REPW discussed restructure with SL offline prior to management team meeting. REPW presented amended structure incorporating changes from REPW & SL (see attached structure for detail).

Management team discussed proposed structure and provided feedback.

Management team supported structure in terms of line management but felt that the CDT structure needed to be looked at separately as the structure work in terms of applying for CDT's.

AM supported structure but asked that Breitling and Hay swap sections.

REPW proposed that for implementation of the model REPW will send an e-mail to staff highlighting where the MT feels they should be placed and ask for comment on which section (out of 7) they would like to be placed.

REPW

CDT's structure to be considered at a later stage.

PB commented that the structure should be entitled 'Graduate School' to ensure that PhD students have a defined structure which should mirror the line management structure.

2. Referendum Problems

REPW highlighted the need to be sensitive to this at the moment in light of the EU referendum Brexit decision. REPW asked management team to be vigilant in terms of identifying problems and reporting them. REPW thanked Simon for spotting one problem which has been dealt with quickly.

PB enquired as to the process for formally reporting incidents and the need to proactively reassure people.

REPW will contact compliance & social responsibility to enquire what the University position is on reporting and monitoring these incidents.

REPW

The school are being encouraged to keep going for ERC and Marie Curie grants. REPW supports this.

3. Examination papers

REPW requested a management team view on current structure of examination papers. REPW feels examination papers are far too complicated and contain far too much choice in early years. This is causing some significant oddities and actually creates work (e.g. for one first year module our colleagues set 12 examination questions for 24 lectures when re-sits are considered). The TC is probably more conservative than the school are, so the school may need to give Andrew H a firm steer if changes are to be made.

REPW proposed that examination papers should have a fairly consistent structure for 1st year and 2nd year, and have little or no choice on any of them. Suggest 2, 3 or 4 questions and answer all of them.

The management team strongly supported this proposal.

4. Queries for the Dean

REPW updated that he is still awaiting answers from the Dean on various issues. This includes: a new post in Environmental Radiochemistry; biochemistry teaching from 2017-18 onwards.

The school's joint post with Diamond has now been advertised. REPW has not yet approached Martin about the T&S post in Analytical Sciences as he is trying to move sequentially.

5. Financial outcome

The School will be ahead of its financial contribution to the university this year. It has taken a lot of work to unpick this, REPW is grateful to Tracey Manifold for her efforts. The school will also hit our target for new research grants but not for research spend because the new grants have almost all come in since Easter.

6. Head of School Open Meeting

REPW intends to hold another Head of School Open meeting in July. This will be to brief on two issues and to answer any questions anyone has. The two issues will be: update on the long term maintenance programme, and a brief explanation of how the School's budget works.

7. Widening Participation

REPW expressed concern that at the recent Salter's Graduate Festival the state schools appeared to be under-represented. REPW will liaise with the outreach team to ensure that all that can be done is being done to widen participation.

REPW

6. Teaching Issues (AH)

1. Examination Outcomes

Degree classifications from Chemistry 2015-16 cohort

Given the discussions around 'good degrees' from RG universities recently, below is a summary of the outcomes for the School of Chemistry students in the 2015-16 session. These may change slightly as there are a couple of appeals against early exit BSc classification in the pipeline, but the picture will not change much.

MChem	Y4		
Average mark =	69.0		
1st	38		
2:1	45		
2:2	9		
BSc	Y3	Early Exit	Total
Average mark =	60.2		
1st	6	6	12
2:1	11	6	17
2:2	15	8	23
3rd	4	2	6
DipHE	2	-	2
Combined	150 classified		
Average mark =	64.2		
1st	50	33.3%	
2:1	62	42.3%	
2:2	32	21.3%	
3rd	6	4.0%	

The teaching section in the process of making an analysis of input tariff/route versus outcomes for the graduating cohort.

Progression

To Y4: Current numbers indicate that there will be 79 Y3 MChem students progressing, plus 30 returnees from year in industry and 10 returnees from international study. This will put quite a strain on project numbers. Would it be reasonable to ask some of the larger groups to take 3 students?

To Y3: Current numbers are 164 progressing having passed, 38 resit/1st sits, 6 fails. If all resits are passed, this will give 84 BSc, 124 MChem. Of the latter, 44 are going on industrial or international placements, giving 80 MChem students in Y3. However, numbers tend to change very widely between now and registration week.

To Y2: Current numbers are 159 progressing having passed, 53 resit/1st sits

2. Curriculum Review Update

Draft content/ILO module specifications are in place for CHEM10101, CHEM10212, CHEM10312 and CHEM10412. CHEM10520 awaits a final schedule for semester 1 but is otherwise complete. Curriculum Review Group will meet again in w/c 11th July for final tensioning and adjustment., including against the lab skills framework and activities.

Personnel have been identified for the lecture blocks in the new modules in Y1. Balancing staff for workshops is the remaining personnel issue, to be completed by mid-July.

3. Lab Review Update

GTA recruitment and assignment is underway, joint action by Lab Coordinator and PGR Director. There are issues around the number of hours which can reasonably expected from each GTA. A typical session is 3 hours – is it reasonable to ask for 2 sessions or should this be voluntary/at supervisor's discretion?

Management team discussed the above question and confirmed that it is required and reasonable for 3 hours a week for each GTA.

Management team raised request for a list of all PhD students and supervisors to be made available on the intranet. LF will liaise with Tasleem Hanif regarding this request.

LF

Techniques manuals are in preparation for all headings in the skills framework. A common style for all of the elements has been agreed, and staff have been identified and allocated to topics. The assessment structure of Y1 and Y2 has been agreed. This significantly reduces the load on the students, with a large proportion of assessment taking place in real time in the laboratories. A clear, consistent use of CRAs (form generated by Nicola Hutchings) has been agreed amongst the labs. The use of this has extensively scaffolding in Y1, which is steadily withdrawn as the students progress through the course.

4. EAB Report

A full EAB report from notes taken by Jenny, Nathan and Louise is attached.

7. Research issues (SW)

1. School Restructure

In conjunction with Nik Kaltsoyannis, two potential ways of grouping staff were submitted to HoS for review. One combined potential CDT structures with line management, the other had a different CDT structure. The placement of staff in different groupings is indicative, as there are several staff that have interests in different research/teaching areas. CDT groupings were based around equipment/training requirements.

2. International links

Japan. Prof. Tsujii from AIST will be visiting the university on 14th July. He will meet Nick Lockyer and be given a tour of the MIB (Nick has regular research meetings in Japan).

3. Directors of Research Meeting 29th June

Discussion focussed around the role of DoR in different Schools and the next RRE.

(1). Steve Yeates is seeking clarification of the role of DoRs in different Schools. This seems to be

with a view to getting similar job description across Schools.

(2). There was extensive discussion about the previous RRE exercise, as Physics had raised issues about the amount of staff time involved (Physics had several reviewing panels, with each paper read twice by different staff; 10-20 staff involved). I made my thoughts on the inefficiency of the previous RRE clear. The recommendation from the DoRs was that the upcoming RRE be postponed for a year, and if it goes ahead then staff should be informed they should only submit 3*/4* papers for review (a full list of papers should be available in any case from PURE). Questions about how RRE comments on papers should be fed back to researchers (no formal mechanism for doing this directly at present).

4. EPSRC visit 30th June

(1). A focus on the Global Challenges Research Fund. There will be a 3-fold increase in these funds next year. Majority of GCRF funds in the future will be made available on the basis of calls (as for the other funding councils). EPSRC seeking to clarify what research would be ODA compliant, and how the types of research suitable for GCRF funding could be expanded.

(2). EPSRC expressed some concern about the Chemical Biology part of the EPSRC budget as there haven't been as many applications in that area as they expected (the EPSRC team speculated that researchers were getting funding through other sources).

(3). Fraction of funding going into responsive mode to increase slightly in coming years.

(4). Pathways for Impact need to be improved – a poor Pfl will not stop a grant being approved but it will have to be rewritten. It was suggested the funding should be requested as part of a Pfl.

(5). The team from EPSRC were asked about the doctoral training portfolio, which is under review currently. They were specifically asked about placing funding for PhD students onto EPSRC grants (with a focus on First Grant applications). There appear to be no prospect of current policy changing, as it was made clear that EPSRC values the training component highly. CDTs etc will continue, with funding at the same level. Potentially calls for CDTs late next year.

8. Head of section reports

None to report

9. Key dates for the diary

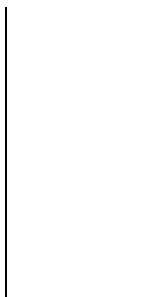
1. July To be Confirmed – Head of School Open Meeting
2. 1st September – Frankland Award Symposium

10. AOB

LF to check availability for next management team meeting scheduled for 1st August.

LF

11. Date of next meeting: 1st August 2016 – Room 7.28, Chemistry



ACTION SUMMARY LIST

New:

- | | Person: |
|---|----------------|
| 1. Send an e-mail to staff in relation to the new CDT line management structure highlighting in which section the Management Team feels they should be placed and ask for comment on which section (out of 7) they would like to be placed. | REPW |
| 2. Contact social responsibility/compliance regarding procedure for formally reporting incidents relating to EU 'Brexit' decision | REPW |
| 3. Liaise with School Outreach team to ensure that active measures are in place to widen participation amongst state schools for Salter's Graduation Festivals | REPW |
| 4. Liaise with Tasleem Hanif to gain list of PhD students and their supervisors for inclusion on the school intranet | LF |
| 5. Check availability of management team members for attendance at upcoming scheduled Management Team meeting (01 August) | LF |

Ongoing:

- | | |
|--|--------------|
| 6. Any volunteers for the help of fire prevention in Chemistry? | SH |
| 7. Draft ideas for creating sensible distance learning for Physical Chemistry Students | AH |
| 8. Liaise with Nigel Scrutton regarding extending the Chemistry children at work policy to cover MIB building | REPW |
| 9. Liaise with all academics to offer support for those needing to conduct P&DRs prior to the new system being rolled out in Autumn. | RS/AH |

Attachments:



Proposed School and
CDT structure_1July.



EAB Report.docx