

**THE UNIVERSITY OF MANCHESTER**  
**SCHOOL OF CHEMISTRY**

**Minutes of the Management Team meeting held on  
Monday 17 July 2012 at 12.00 noon in room 4.20**

Present: Professor J C Whitehead (Chair), Professor E J L McInnes, Professor D J Procter, Professor G Procter, Ms N Snook, Mrs C R Taylor (Secretary), Professor S Yeates.

**1. Apologies for absence.**

Professor Budd and Professor Flitsch.

**2. Minutes.**

These were approved and Mrs Taylor was asked to add them to the Chemistry intranet.

**Action: Mrs Taylor.**

**3. Matters Arising**

3.1 *Actum 4.1* – Postgraduate Society.

Mrs Taylor will arrange for the appropriate postgraduate students to meet with Professor Whitehead regarding setting up a Chemistry Postgraduate Society.

**Action: Mrs Taylor**

3.2 *Actum 4.5*

Professor Stephen Flint had useful meetings with members of the School with regard to building up relations with Brazilian Universities. Professor Flint also met with Dr Tony Shing during his visit to Chemistry to discuss setting up 2+2 courses in Hong Kong.

**4. Report from Head of School.**

4.1 Professor Whitehead met with the Outreach team (Dr Mair, Ms Barham and Mr Pumford) and informed them of the guiding principles agreed at the last Management Team meeting. This is to cut back Outreach activities to a manageable level and avoid entertainment requests as this possible does not influence pupils to do Chemistry. A guiding figure for Outreach events is £250 per event.

4.2 So far this year we are not on target to meet our student target numbers. For undergraduate home our target number is 195. To date we have received 189 acceptances. The undergraduate international target number is 24. We have received 13 acceptances. This time last year we had 280 holding us firm. Confirmation and clearing will be a difficult as not all students will make the required grades and some may defer to 2013.

- 4.3 Confirmation and clearing starts on 16 August at 8.00 am and everyone involved will be located in GE.005. A team brief led by Dr Gorry will take place on the 15 August to ensure that everyone involved has sufficient knowledge to deal with prospective students during this period.
- 4.4 Postgraduate taught target number is 25. We have received 108 applications, have made 82 offers and have 63 acceptances. It is difficult to predict how many of these students will turn up in September.
- 4.5 Postgraduate research home target number is 56. We have received 254 applications, have made 58 offers and have 47 acceptances. This figure includes students who have applied for the DTC courses.
- 4.6 Postgraduate research international target number is 26. So far we have received 129 applications, have made 35 offers and have 15 acceptances. It is expected that at least 10 students will register in September 2012.
- 4.7 The Head of School met with Head of Sections and agreement was made for each Head of Section to nominate 6 academics from their section to carry out UCAS interviews. The names of these people should be sent to Mrs Taylor. Dr Gorry will be asked to prepare a script for the interviewers and student guides and a training session will be arranged to brief all those involved with UCAS open days.  
**Action: Mrs Taylor to arrange.**
- 4.8 University Open Days are a strong determinant for pupils deciding which University to put down on their UCAS form. We need to make sure that the team we use for Open Days are up to date with knowledge on admissions. We need to make every effort to persuade these pupils that Chemistry at Manchester is the best place to study.
- 4.9 Contracts for Teaching Assistants are to change to fixed hour contracts. This is being pushed by Campus Trade Unions. The idea is to offer Teaching Assistants a number of hours at the start of their contract and to complete weekly timesheets to show how many hours they have worked. If they exceed the numbers of hours in their contract they will still be paid for the additional hours.

## **5. Report from Head of School Administration.**

- 5.1 A meeting has been arranged with staff and students to discuss the making of a new School video to help with recruitment of undergraduate and postgraduate students. It is hoped that this video will be ready in time for Confirmation and Clearing. The video will be placed on the Chemistry web site.
- 5.2 The Research Support Service Team for the Schools of Chemistry, Physics and Earth, Atmospheric and Environmental Sciences will be located in room 4.20 in the Chemistry building as there was not sufficient space in room G.02. If anyone has any issues with the Research Support Service Team they should make Ms Snook aware of the problems so that these can be discussed at the Steering Group meeting on 17 August.

## 6. Report from Teaching Committee – see Appendix 1.

### 6.1 Matters arising from the EPS Teaching and Learning Committee.

6.1.1 The EPS Teaching and Learning Committee discussed A-level reform. Initial discussions imply that Schools would like to be involved with the development of the A-level curricula. Dr Whiteley, on behalf of the School, attended the Royal Society of Chemistry Town Hall meeting on this topic. His report is appended to these minutes.

6.1.2 There has been a review of the Annual Review process and as a result a new procedure was approved. Information on the new procedure can be seen in Appendix 1.

6.1.3 The new degree regulations would come into effect for new students from September 2012. Ms Charters has done some modelling on the impact of the new regulations and found that there would be relatively little difference in outcomes for our students. Faculty has provided a form for School variations for approval. A small group of School people completed the form for approval by Management Team members. Approval was granted.

6.2 Dr Kristy Turner has been a great help to the School especially the work she has done in introducing exemplars (model answers and marking schemes to past examination questions). Dr Agger will be putting in a bid to HEA to pay for Dr Turner's time for continuing work on exemplars. It was noted that the Teaching Committee was not in favour of extending the use of exemplars past Year 2.

Professor Whitehead said that he would write a letter to Dr Turner to thank her for all her help during her one year appointment with us.

**Action: Professor Whitehead.**

6.3 The Key Information Set (KIS) data has been collated by Ms Charters and the data has now been submitted to the Centre for uploading on to the University web site. It is felt that the data should be located on School websites as well as the University site. The Faculty is pushing for this to happen.

## 7. Report from Research Committee – see Appendix 2.

7.1 Professor Budd presented his apologies and his report was taken into account at the meeting.

7.1.1 At the Faculty Leadership Team meeting it was discussed that each Head of School would send an email to all academic staff highlighting the ERC application opportunities and the support mechanisms in place within the School to help them with submission.

7.1.2 A new Research staff handbook has been published. An electronic copy is available to view and download from the University website at <http://documents.manchester.ac.uk/display.aspx?DocID=12976>.

**8. Any other business.**

8.1 There was no other business to discuss.

**9. Date of next meeting.**

9.1 Date of next meeting to be announced.