

School of Chemistry

## MANAGEMENT TEAM

### Minutes of the Management Team meeting held on Monday 19 September at 12.00 noon in room GE.005A

Present: Professor Christopher Whitehead (Chair)  
Professor Mike Anderson  
Dr Elaine Armstrong  
Mrs Rachael Barker  
Dr Alan Brisdon (*vice* Collison)  
Professor Gareth Morris  
Professor David Procter  
Professor Garry Procter  
Mrs Christine Taylor (Secretary)

#### 1. Apologies for absence.

Professors Collison and Flitsch.

#### 2. Health and Safety and building issues.

##### 2.1 Accidents:

- A postdoctoral worker received a puncture wound from a syringe needle. The syringe contained poisonous heavy metals.
- Two cuts were sustained by two researchers when capping NMR tubes. One cut was quite serious which needed 6 stitches. Dr Armstrong has explored with the workshop staff whether they can invent an aid to stop these cuts happening.
- There was an NMR quench which resulted in a postdoctoral worker being taken to hospital for a suspected shock/panic attack.

##### 2.2 Incidents:

- An Argon nozzle in a fume hood in room 4.06 ejected at speed. Fortunately no one was injured. The manufacturers are checking the tightness of all nozzles on the new fourth floor every 2 months for the next 12 months.
- There was a mercury spillage after a vacustat gauge was left balanced on the edge of a worktop in a largely unoccupied laboratory.

2.3 Report on meeting held with postgraduate students and postdoctoral workers to address concerns. The following matters were raised:

- More showers in the laboratories were wanted as well as diphoterine.
- More fire blankets were requested.
- New and simplified CRA form and guidance from start of academic year.
- Nominations for Safety Champions from every research group/laboratory by 1 October 2013. Dr Armstrong intends to meet with them every quarter to aid communication and address any concerns.
- Waste chemicals. Weekly collections by the licensed waste disposal contractors have been instigated. New 5L containers for collection of solvents in the laboratories have been sourced, which will be disposed of when full, which reduces the decanting of smaller containers into 25L drums and therefore the manual handling of full 25L drums both in solvent stores and laboratories. This should also reduce the stockpiling of flammable solvents in the laboratories.

2.4 Online Safety Courses

- Undergraduates and postgraduate taught students have been notified that they must complete the three basic modules as well as attend the School Safety Induction. The Education Team will chase up those who do not complete the modules.

*Post meeting note: Details of the courses were sent out in the pre-registration packs. Undergraduates will be told that the modules must be completed and the assessments passed by Thursday 19 September 2013. Any defaulters will be chased up as they will not be allowed to do any laboratory work until this work is completed.*

- There are 5 new e-learning modules for new postgraduate students covering basic H and S, Risk Assessment, Chemical Safety, Biological Safety and Work off Site (Fieldwork). Currently our students are signed up for them all, but Dr Armstrong was not convinced that the Biological safety module was appropriate. It was agreed that Dr Armstrong would circulate the modules to members of the Management Team and Robin Pritchard for feedback. It was not decided about any sanctions for non-compliance.

*Post meeting note: These courses are in e-prog and will be administered centrally. Completion of each assigned module will be a required milestone.*

- Dr Armstrong will also give 5 sessions of induction material, which she is working with the Blackboard team to put on line which will be accessible for all members of the School starting after September 2013.

2.5 Building issues

- The expected completion date of the Schunck Library refurbishment is 13 September 2013.
- The removal of benching for glove boxes in room 5.52 is expected to be completed by 13 September 2013.
- Work in rooms 2.53/54 to fit electrical smoothing devices, new sockets and exhaust for new glove boxes should be completed soon.
- The Glassblower is now fully operational in his new workshop in the basement.
- The cycle shelter is still under construction in the corner of the car park by the Chemistry lecture theatres.

- The asbestos and mercury strip out on the sixth floor is complete. BAM contractors moved on site on the 19 August and the work on this floor is scheduled for completion on the 17 January 2014. The long term maintenance and ventilation project will start sometime in summer 2014 but no fixed dates or decant plans have been made yet.
- Another cupboard of legacy chemicals has been discovered on the third floor, and there has been a significant quantity of chemicals left for disposal by an academic who has just left.
- There is a proposal to relocate the solvent purification system into the Hazards Laboratory as the fume hood in room 3.12 is needed for stills, as the solvent purification system does not provide sufficiently dry solvents for extremely moisture sensitive inorganic chemistry. Close proximity of a fume hood is required for the solvent system so that the columns can be regenerated as currently the solvent is out of specification. This matter is to be discussed further outside of this meeting.

### 3. REF Matters.

Professor Anderson reported on the state of play with REF.

#### 3.1 Environment

- REF3a is in good shape but requires a bit of re-balancing between sections (b) and (c).
- REF5 has been re-worked and submitted to all staff for comment.

#### 3.2 Impact cases (six required)

- Selectfluor – this is in excellent shape and only minor adjustment is required (4\*)  
(Professor Anderson and Dr Brisdon is refining)
- Nanoco – this shows lack of evidence and sales or third party investments is required (2-4\*)  
(Professor O'Brien has already worked on a revised version that is being refined)
- DOSY – most of what is claimed are pathways and more needs to made of Givauden (2\*)  
(Professor Morris has already considered these comments and we believe that this is much higher than a 2\*).
- C<sub>60</sub>-SIMS – this case lacks evidence. More focus on key eligible impacts (2\*)  
(Professor Anderson is in discussion with Professor Vickerman regarding these comments)
- Nuclear – quantify impacts (3-4\*)  
(Professor Anderson is in discussion with Professor Livens and Dr Bryan regarding tightening case)
- OMIC – case has not yet been reviewed (3-4\*)  
(Professors Yeates, M Turner and Dr McCairn to meet to focus case)
- Plasma Clean – the new version has not yet been reviewed (old version 2\*)  
(Professor Whitehead is re-working case)

It was agreed that all 7 impact cases should get to the final stage before deciding which one is to be dropped.

**4. Minutes of the last meeting** were approved with minor changes.

**5. Matters Arising.**

4.1 *Actum 2.7*

The cooling units for the Mass Spectrometry laboratory have now been installed. A further electrical shutdown will be required as the current electrical connections are only temporary.

Room GE.006 cooling batteries are currently being installed following a test last week when the air handling units were switched off to ensure that the operation of the fume hoods would be unaffected whilst the work was being carried out.

**6. Report from Head of School.**

6.1 The terms of reference and membership of the proposed Admissions, Recruitment and Outreach Committee were agreed. It was noted that the committee would meet in the first week of October.

6.2 The terms of reference for the proposed Postgraduate Research Committee were agreed and Professor Whitehead would meet with Dr Pritchard to get this Committee up and running.

6.3 The terms of reference for the proposed Research Strategy Working Group were agreed and Professor Whitehead would speak to the Chair of this Working Group to set up membership.

5.4 It was agreed at the Faculty Leadership Team meeting that the emails concerning consultation arrangements at the end of contracts would be sent PIs and another nominated person within the School.

5.5 Heads of Schools have been reassured that the process of issuing Teaching Assistant contracts are in hand and surgeries are being arranged to issue these contracts to students.

5.6 New awards for the School have reached the £25M mark. This is an enormous achievement compared to last year's £10M. Well done to all those staff who have contributed towards this amount.

5.7 The School's National Student Survey result has gone up to 97%. We are now the top School in the University this year. This is a great achievement to all staff and students in the School. A similar exercise is to be introduced for postgraduate taught students and postgraduate research. Professors Whitehead and Procter will continue to meet with year students throughout the academic year to address any concerns that they may have.

5.8 An email from the Dean is to be circulated to all staff within the next couple of weeks about the submission of proposals to apply for funding from the Faculty's Strategic Fund.

5.9 The President and Vice-Chancellor's visit to the School will take place on 21 November from 10.30 to 12.00 noon.

**7. Report from Head of School Administration.**

- 6.1 The University is moving Oracle Financials from version 11 to version 12 at the end of October early November. Staff will be invited to attend a workshop giving information relating to the changes. During the changeover it will be possible to purchase goods via the School credit card.
- 6.2 Following interviews, Mohammed Maqsood has been appointed as Analytical Technician and will work in Mass Spectrometry.

**8. Report from Teaching Committee: see Appendix 1.**

- 8.1 Professor Procter presented his report which was mainly for information.

Noted: The practicality of asking students to complete the University's online course unit survey as well as our own paper questionnaire was discussed. Ms Charters was tasked with exploring with the University a possible move to a single questionnaire but she would prefer the University's online course unit survey.

**9. Any other business.**

There was no other business to discuss.

**10. Date of next meeting.**

Monday 7 October 2013.

## Appendix 1: Report from Director of Teaching – Professor Procter

1. **EPS Teaching & Learning Committee:** Met on 03/09/2013 and the main topics were:
  - a. NSS Survey Results 2013 (see Item 2): The Director of teaching presented a brief oral report.
  - b. Semester 2 University Unit Survey Results (University on-line course unit questionnaires): The Director of teaching presented a brief oral report. This is the first semester the School has used these, they were run in addition to our usual School (paper) questionnaires. The School needs to consider how to treat these results, particularly in respect of our own School questionnaires, and if possible move to a single questionnaire. Karen Charters is exploring this with the University.
2. **NSS Survey Results 2013**
  - a. Chemistry (All) - 97% (2011, 95%; 2012, 92%). Response rate 77%. Target for 2012–2020 (incl.) 95% (from School's responses to University's planning process).
  - b. M.Chem. Chemistry - 98% (2011, 92%; 2012, 94%).
  - c. B.Sc. Chemistry - 94%% (2011, 100%; 2012, 88%).
  - d. University of Manchester Overall - 85% (2011, 79%; 2012, 83%).
  - e. According to the list produced for the EPS TLC (03/09/2013) this places Chemistry 1<sup>st</sup> in the Faculty. The EPS average score for 2013 is 84% (2011, 82%; 2012, 86%).
  - f. Initial analysis of the individual questions indicates that the School has performed at least as well as last year, with some significant improvements, particularly in the overall score for Assessment and Feedback, which is 87% (2011, 78%; 2012, 81%).
  - g. The overall score places us joint 1<sup>st</sup> in the Russell Group of Chemistry Departments (with Birmingham).
3. **Teaching Committee:** The 'new' Teaching Committee has not met formally since the last Management Team meeting, but Heads of Teaching have been making a start on gathering information necessary for the RSC accreditation, allocating teaching duties, and discussing (informally) the next phase of curriculum review, which includes the 4<sup>th</sup> Year options for 2014–15.
4. The Director of Teaching, Director of PGT, and Karen Charters prepared the progress report on the School Action plan. The progress report was submitted in July, and we are currently awaiting detailed feedback and questions. This forms part of the new 'Annual Report' procedure.
5. **Graduation Video:** A video taken at the Chemistry graduation is now available. The final 'master copy' should be available soon for addition to the School web site.