

Minutes of the School Meeting held on 7 September 2016

1. HOS Update

Lectureship update:

3 of the 4 BIO Faculty ATR positions have been filled. Welcome to Simon Moxon filling the Bioinformatics post. David Lea-Smith from Cambridge has accepted the Microbiology post and will be starting in July next year. The Biomedicine post will be filled by Tim Grocott, start date not yet confirmed. The O&E lectureship is still pending.

2. Online reading lists – Liz Clark

[Reading list presentation](#)

- Liz gave a demonstration of the Talis Aspire system. Any academic with a profile can edit a reading list but it is recommended that Module Organisers own the list for their module.
- **Action for all Module Organisers:** reading lists for your modules need to be rolled over from last year before the start of term. Full instructions can be found at <https://portal.uea.ac.uk/library/resources/reading-lists> or in Charlotte's email from 16 August.

3. BIO equipment audit – Fiona Cotterill (SCI Research Lab Manager, Research)

The equipment audit is for items over £10k; investigating what items we own, how they're maintained and how support for these items can be improved. Fiona will be arranging to meet with PIs and/or their post docs over the next couple of the months.

4. Admissions report – Kay Yeoman

[Admissions presentation](#)

- After much discussion, this year BIO dropped entry requirements to BCC with a C in subject. Clearing was extremely busy – Biomedicine in particular did well. MSci Biological Sciences is still not recruiting as it should. KY would like to see return of MSci Microbiology.
- Open Days have started for 2017-18 intake, first one is 10 September.
- Q: Is the fact that we have the highest number of students in the faculty reflected in our budget or faculty numbers? TD: No, but he will ensure that when faculty positions become available, BIO is high on the list for replacements.
- Q: overall do we have more C grade students than other schools? KY: No as we picked up a lot of A and A* students in clearing that failed to get onto their medical programme.

5. Attendance monitoring – Helen James

[Attendance presentation](#)

- A reminder to module organisers to please complete one register per module per month.
- **ACTION:** Helen and Mark to correlate information between attendance and marks and circulate to faculty.

6. Learning and Teaching Report – Mark Coleman

[L&T presentation](#)

- **ACTION:** Mark to ask the HUB again whether it's possible to integrate feedback forms with coursework when it's submitted by the student.
- Anyone who would like to try e-marking for their module, submit your request via Blackboard. Those who piloted it last year had very positive experiences. Not all lecturers on the module have to e-mark.

7. Impact Case Studies – Richard Bowater and Claire Gallant

[Enterprise presentation](#)

[REN Impact presentation](#)

- If you've submitted for REF2020, slide 5 of the Enterprise presentation will show the definition of your grade.
- You are eligible to apply if the school has internally graded you.
- If you've not yet submitted but would like to, please do so. Please contact Richard or Claire with any questions. The suggested application template is available on the Portal.
- Q: if we don't know how Impact areas will be assessed yet, is there anything that can be dismissed out of hand, such as salary costs? CG: If an RA was only working on Impact, this could potentially be covered. If they were undertaking research as well, they would not be funded. More information is available on the Impact Funding website.