

Minutes of the School Meeting held on 9 November 2016

## 1. HOS Update

- Ziggurat Walk around the lake – we won! Thank you to everyone for coming.

### [Aurora Network](#)

- This has been in the news recently. It is a new network of nine European universities including UEA. In the international league table there are various measures to score points; one is citations and another is reputation. UEA and these universities do well on citations but do very poorly with reputation.

### Biomedicine with a year abroad degree course

- There is the potential for a new degree course called Biomedicine with a year abroad. The Medical School of Free University of Amsterdam has approached us to look into the possibility of setting up this course.

**ACTION:** Kay Yeoman, Mark Coleman and Tamas Dalmay to look into feasibility of the course.

### Dean of Students (DOS) is now [Student Support Service \(SSS\)](#)

- The Dean of Students office does not exist anymore. It has been renamed and is now called Student Support Service. Details about what services they provide can be found at the above link. When talking to your advisees, please remember to use its new name. SSS are prioritising their referrals and dealing with urgent referrals first as they have a long waiting list.

### Green book

- We have been unable to launch the green book in October 2016 due to the Stern review this summer.

A number of radical changes were identified in the REF report; these are suggestions and HEFCE can either accept or not. Nothing has been decided yet. One of the changes suggested is that every School would have to submit a return for all ATR staff, The number of papers that would need to be submitted would be twice the number of staff (50 staff = 100 papers) but it can be anything between 0 and 6 papers per staff member submitted. Full details are not known yet. The caveat to this is that at UEA and in some other universities there are very clear ATS and ATR contracts. Every research active staff member has to be included in the return e.g. (ATR staff). At the moment we can't include ATS in our return, unlike some other

universities who just have academic contracts that do not differentiate between ATS and ATR.

The green book is likely to be launched in 2018/2019.

Q – Does that mean they are looking to merge the ATS and ATR contracts?

A - That is an option and will be considered before a decision is reached.

### REF & TEF review meetings

- We have had the REF review meeting. We now have a TEF review day to prepare for on Friday 10 February 2017. This will be similar to the REF review meeting but there will be no external at TEF.

**ACTION:** prepare for TEF review day

### Prize Giving Presentation

Q - It has been noticed that JIC are no longer supporting some of the prizes for next week's Prize giving. Can the School raise prizes instead as recognition for these students?

A – We will look into doing this.

**ACTION:** Charlotte Price/Ros Brown to look into arranging School funded prizes to replace those previously provided by JIC before next Tuesday's prize giving event.

### [Stern Report](#)

Andrea Munsterberg advised that there will be a consultation on the Stern report which will be rolled out with its recommendations from the end of November. We will have 14 weeks in which to respond (~ February 2017). Feedback about our concerns and views about this consultation can be fed back via Andrea as only one response from UEA is allowed.

Andrea gave a presentation at the School Board with an accompanying Powerpoint which people can refer to in the School Board minutes; it summarises research active staff (between 1 and 6 papers) with 0 being an inactive member of staff. UEA are aiming for a minimum of 1 paper per research active staff member.

**ACTION:** All to give any feedback they have about the consultation to Andrea Munsterberg.

Q – Is there any mechanism for returning ATS scholarly work via the School of Education?

A – In principle it is possible, but in reality there wasn't a huge enthusiasm. Kay Yeoman explained about an odd situation where she had to gift her paper to EDU in order for EDU to be able to return it because her collaborator, who was the CO-I on the grant (Kay was the PI) had to be the corresponding author. A discussion

followed where it was felt that Kay, as Lead author, should be the corresponding author. Only one corresponding author is allowed.

## **2. Learning and Teaching – Mark Coleman**

### Audio recording of lectures

Mark talked about how and why he records his lectures straight into Powerpoint. He then demonstrated how easy it is to record the audio directly into Powerpoint using the “record” button on the Slide Show tab (the audio is then embedded and syncs to the slide it relates to). He then uploads his audio-embedded Powerpoint slides onto Blackboard after each lecture for students to refer back to.

This has received positive feedback from students and they would like more lecturers to do this.

A copy of Mark’s [DLT School Meeting presentation](#) on audio recording can be found on the BIO teaching faculty Blackboard pages under the Technology for teaching section.

Advice was given re microphone issues encountered in some Lecture Theatres and making sure we do not record students in our lectures (we need to edit them out if they ask a question, or press stop/pause during recording). It is recommended that if you want to use the same slide twice that you put it in twice as going back to a slide will overwrite the original audio recording.

Alternative methods of recording were discussed that are being used around campus including [Camtasia Studio software](#) (a USB microphone is required) and Simon Lancaster’s tracker and tripod demo (which is an impressive bit of kit). Mark observed that some other institutions video all their lectures.

Concerns were raised about the file size of the recordings.

A member of staff mentioned that she had been asked by students if they could record her lecture, to later discover that these recordings had been uploaded to You Tube to share amongst a group of students at revision time.

Concerns were raised about attendance at lectures dropping if lectures are put online. However, this does not appear to have been affected.

## **3. Attendance monitoring – Helen James**

### [Attendance presentation](#)

Helen thanked everyone for the efforts they have been making to record attendance and encouraged everyone to continue filling in attendance registers wherever possible (year one sessions are patchy).

21 students with a high level of absence have been invited to meet with Helen so far. Helen is only seeing the worst 'offenders' and there are other students with patchy attendance whom advisers should try to see if possible. See presentation for more details.

Students are appreciating us looking after them.

Q – Can you see the CHE info?

A – Yes. I can see their CHE modules. Module Organisers can only see their School's students for that module (not NAT SCI students for example).

**ACTION:** Advisers to look at their advisees attendance records and, if felt there is an attendance problem to alert Helen. Also see if there is anything the students need help with during your adviser/advisee meetings and advise or refer them to SSS as appropriate.

**ACTION:** Module Organisers to either alert advisers if a student is missing from their modules or contact the student themselves.

#### **4. Date of Next Meeting**

Wednesday 25 January 2017

1-2pm

SCI 3.05