

Minutes of the School Meeting held on 5th September 2017.

1. HOS

Tamas Dalmay thanked everyone for coming.

2. Introduction from new Director of Research – Andrew Bourke

Andrew Bourke has taken over from Andrea Munsterberg in August 2017. He gave his thanks to Andrea for all her hard work and her excellent handover.

Please see [slides](#) for full details of three events coming up in September 2017.

3. Director of Admission update and BIO FY progressions report – Kelly Edmunds

Kelly Edmunds gave an overview of how the BIO Foundation Year is growing. Last year showed the widest range of progression programmes taken up post foundation year.

Our current numbers of students are looking good for the School mainly due to Clearing activity. Clearing for BIO courses closed on 04/09/2017.

Please see [slides](#) for full details.

There was a discussion that included budgets, teaching resources, National Student Survey (NSS) results and Student Staff Ratios (SSR). If you have any good suggestions for opportunities you would like explored please let Mark Coleman and Tamas Dalmay know.

Tamas thanked everyone for their efforts. We are doing a brilliant job but it is very important that all staff continue to engage with our potential new students at Open and Applicant Days. The next two Open Days are on Saturday 9 September and Saturday 21 October. If free, please do come along.

4. Director of Teaching update – Mark Coleman.

Mark discussed NSS, audio recording of lectures and attendance registers.

The full analysis of the NSS results will be available after 22nd September 2017. Please note that Biomed sits within Microbiology in the accompanying NSS slides.

It is felt that we need to manage students' expectations better in order to improve our NSS results, which will feed into TEF from 2019. Suggestions included using "you said, we did" slides more proactively on the BIO Atrium screen.

Audio recording of lectures has received very positive feedback. Microphones are available from Mark Coleman to use. Everyone in BIO is to record their lectures in PowerPoint and upload them onto Blackboard.

Mark has produced some guidance notes, which he will forward to everyone. If you have any queries after reading these, please let him know.

A discussion took place, which included attendance at lectures, how to save PowerPoint audio (.pptx), not recording students in lectures, modules taught in other Schools and guest lecturers.

Helen James and Graham Riley will be monitoring students study. Module Organisers are required to take a register once per week per module to monitor attendance. By doing this for all modules we ensure impartially across all students.

BIO Local Support Office are able to assist with entering the data from registers for large modules with over 70 students enrolled.

LTS Hub provides a list for Helen to look at. Helen has criteria she works to and students contacted as appropriate.

Please see [slides](#) for full details.