

Minutes of the School Meeting held on 18 July 2018.

## **1. Chair Statements**

- ATR interviews

An offer was made from last month's ATR interviews, which has not yet been formally accepted. An announcement will be made in due course. We are waiting to hear back from the VC as to whether or not a further appointment can be made.

The School of Biological Sciences graduation ceremony went well at Carrow Road. Next year's graduation ceremonies will be back on campus.

## **2. Update on the REF Light Touch Output Reading (LTOR) exercise – Andrew Bourke**

LTOR 2018 is an internal assessment of potential REF2021 papers. Colleagues who are being asked to assess papers will be sent a small number of PDF papers by email with a spreadsheet. This spreadsheet contains several tabs that will include detailed instructions and a scoring sheet. Emails will start to be sent out to faculty from the week commencing 23<sup>rd</sup> July. The deadline for returning your scored spreadsheet to Georgina Hallsworth at [bio.requests@uea.ac.uk](mailto:bio.requests@uea.ac.uk) is Friday 7<sup>th</sup> September.

Please read the guidelines on each tab of the spreadsheet before scoring papers, paying particular attention to the way we will be scoring (e.g. 2H, 3M, 4L). Only one combined score is to be given to cover the three areas being assessed: Originality, Significance and Rigour.

Particular care should be taken around those you would like to score with 3L or 2H. Be conservative with your scores. When justifying your score, please add brief comments in the notes column (maximum 40 words).

The papers have been selected from those scored in 2016 and those published since. There will be an opportunity for you to see which papers have been selected in due course.

A mock REF will take place in 2019.

We currently have approximately 130 papers, of which approximately 20 are 4\* papers. There may be additional papers from TSL and other institutions we can use.

### **3. Employability/Graduate Careers – Richard Bowater**

The position of Employability Director in the School remains vacant. This role is compulsory and BIO Exec will be taking steps to identify a suitable person for this role. From August 2018, each School will also need to have a Director of Placements. There are plans for these two roles to be merged into one role; Director of Employability and Placements.

The latest graduate statistics data shows that ninety six per cent of our students have a job, which is good. It also shows that seventy two per cent of our students have gone on to “positive destinations” e.g. graduate level jobs or further study, which is a significant decrease from last year’s seventy nine per cent. We will need to focus on ways to improve this going forward. More support will need to be put in place to address this. Discussions are currently taking place; suggestions so far include us working more closely with the Careers Centre, looking at ways we can encourage our students to change their mind-sets about employability, running support sessions for advisors, and setting assignments to help students think more about what they can do when they graduate.

It is not just BIO; all Science has been affected this year apart from Pharmacy and Computing Sciences. We do not yet know how we rank against other universities.

Next year’s figures will be the first to include the larger year groups. We need to act now to encourage students to be more proactive in doing something towards their career paths.

### **4. Advisor training and update meeting for staff – Graham Riley**

Graham Riley is organising an adviser training and update meeting on Thursday 13<sup>th</sup> September, 2-4pm in the Registry Council Chamber. For those who are unable to attend on this date a similar meeting will be held on another date later in the year.

The meeting will cover the following topics:

- Advising Students (a general update)
- Students with Disabilities
- Students with Mental Health problems
- Employability
- Extenuating Circumstances

The aim is to also have a question and answer session, as well as a general discussion of all matters relating to advising. The meeting will be attended by members of the LTS hub, SSS Wellbeing and CareerCentral. If you have any specific items you would like added to the agenda, please let Graham know.

Email [bio.requests@uea.ac.uk](mailto:bio.requests@uea.ac.uk) to register your attendance.

Some schools give out cards to their students to let them know what their adviser can do. Graham has previously circulated handouts by email to faculty with advice e.g. Students in Distress. He is looking into ways of collating this information for ease of reference e.g. handbook.

## 5. AOB

- **Biology week filming - global challenges and how research in biology can help.**

The Royal Society for Biology and ITN would like us to appear in a four-minute feature film as part of a one-hour online programme they are creating for Biology Week in October. The film will relate to global challenges and how research in biology can help.

We expect filming to take place on campus on Monday 10 September. It is likely the film crew will shoot the interviews in the labs to show biology in action and use voiceovers. We are in the process of identifying whom we will ask to appear in this film. A suitable project will be chosen from each theme that will be interesting and engaging for potential students.

The final film will be disseminated to high schools, colleges, politicians and policymakers. It will also be available to us to use online, on Facebook and at applicant/open days as a recruitment aide, too.