<div align="right">**UNIVERSITY OF EAST ANGLIA**
SCHOOL OF BIOLOGICAL SCIENCES</div>

Minutes of the School Meeting held on 11 September 2019

1. Head of School update including Promotions (Tamas Dalmay)

See attached [presentation](#).

- Comments box in BIO Post Room: the inaccessibility of this box to UG students was raised as an issue.
  ACTION: TD to consider an alternative location for this box, or an extra box for UG students.

- TD gave an overview of the new Academic Progression Handbook (APH). The APH process will run concurrently with the old Green Book promotions system for two years (2019/2020 and 2020/2021) and then replace it, reducing the rounds from three to two.

  Applicants may use either system for the next two years but note that if an applicant is unsuccessful on the Green Book track, new paperwork is required and time constraints apply due to different deadlines.

  Please await an email invitation to a briefing session by the PVC, who will provide more details along with an opportunity to ask questions.

  ACTION: TD to investigate the following:
    o Do we ask external assessors for Chair applications?
    o Is the submission of a teaching portfolio required?
    o Do Senior Lecturers have to apply for Associate Professor, or will the transfer be automatic?
    o When can Senior Lecturers start using the Associate Professor title?
    o Is there still a five-year reference period in the APH, as in the Green Book? Also given that Readership is essentially gone, if the reference time period is X years or previous promotion (whichever is shorter), how does it apply for current Readers?
    o More clarification required on what falls under 'academic leadership.'
    o In the Green Book, each promotion requirement had different levels of attainment. In APH, they have just two tick boxes: expected and desirable. Are they just tick boxes or are there different attainment levels within them?
    o In relation to the above question, will training be provided for those on the Promotions Committee?
    o Will applicants be disadvantaged if they apply via Green Book? It certainly seems that way due to the time constraints.
    o The Athena Swan Committee provided a guidance document that ran alongside the Green Book. Will they be doing the same for APH?
    o The change to deadline dates and short timescales are a significant issue. Is it possible for the School to feed back our disapproval?

2. Admissions update (Maria Vardakou)

See attached [presentation](#).

- Thank you to attendees of the recent Open Day, including the helpful and enthusiastic demonstrators. The new labs look great and visitors were impressed.

- There are back-to-back Open Days on Saturday 19 and Sunday 20 October. Please attend if possible. Lab space is available for demos, but there is also poster space if you cannot attend in person but would like to display your research. Contact MV for further discussion.

- We have met our Admissions target for 2019/20, despite it being substantially higher than last year. No Faculty numbers are available yet.

3. Teaching update (Mark Coleman)

Recap of previous presentation on 15 July 2019 – see minutes and accompanying documentation [here](#).

- No applications have been received for the new Year Lead positions. Please see MC or TD if you are interested. Further details and encouragement to apply will follow.

- The provision of Audio Recording functionality in Lecture Rooms is currently out to tender. The plan is to capture video and audio of lectures and automatically upload them to Blackboard. This will initially be 'opt-in' for lecturers but once established might change to 'opt-out.' Further details to be provided later.

- Attendance monitoring – the process remains the same as previous years for now. Please continue to print registers and have students sign them. For small to medium-sized modules, organisers should log completed registers themselves on Evision. For large modules, organisers may leave their completed registers in a pigeonhole in Local Support, if preferred.

- The rollout of e-marking has been postponed for another year.

4. Tableau Reporting for Reasonable Adjustments (Graham Riley)

See attached [presentation](#).

- Graham is temporarily taking over the role as Disability Liaison Officer from Maria.

- Reasonable Adjustment (RA) information for students are now available as reports for Module Organisers to view on Tableau. This replaces the emails that used to be sent. It is the responsibility of Module Organisers to check the RA reports for their module. If you cannot access your reports, contact Graham.

5. Meeting Advisees (Graham Riley)

See attached presentation.

- Graham is currently allocating advisees. Where possible, they will be allocated into their advisor's Skills For Biologists group.

- As well as the initial meeting on the first day, please schedule individual meetings with your advisees within the first three weeks of the start of term. This is particularly important for new students. See presentation for an example email and guidelines of what to cover in the meetings. Tamas will be sending a follow-up email to students to ensure invitations have been sent.

- Please register via bio.requests@uea.ac.uk to attend the Advisor Training session on 17 September. There is an opportunity to run another session later in the year for those who can't attend.

- **ACTION:** TD to check on status of Staff Student Liaison Committee new Chair appointment and discuss further at BIO Exec.

6. Any Other Business

- Question: when will the numbers for final year projects be available?
  ACTION: GR is working on this and will provide this in the next couple of weeks.