

**Blizard Education Committee (BEC)**

**24-11-22 (Large Cloud)**

**MINUTES**

**Present:**

<b>Kristin Braun (KB) Chair</b>	Natalie McCloskey (NMc)	Ping Yip (PY)
Joanna Riddoch-Contreras (JRC)	Nawaz Ahmed (NA)	Daniele Bergamaschi (BP)
Olivier Marches	Jurgen Groet (JG)	

**Part 1: Preliminary items**

**1. Apologies for absence:**

- Apologies from Mary Collins

**2. Minutes from last BEC meeting and matters arising**

The minutes from BEC Meeting July 2022 were confirmed with the following matters arising:

- SWARM submission was an agreed action
- Mental health first aiders were confirmed as Kristin Braun, John Connely, Julia Moreta Diaz and Sam Matthews. More mental health first aiders should be trained, NA to advertise opportunities as well as confirm existing mental health first aiders. Ideally 1 per centre.
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**Part 2: Agenda items**

**3. MRes Regen medicine**

- KB presented the part 1 on Regen Medicine. Discussion to have all 3 streams of Regen delivered and administered together.
- Highlighted that the number of projects may be limited, ensure a single module leader for project modules across all 3 streams.
- Once the MRes is advertised it should be clear that the MSc is still a viable option for preparing for a PhD also.
- Confirmed the MRes can be taken by intercalating students. MRes Programme Leads to add in in circulating students to part 1 form for submission to T&LC.
- PY raised whether format could include 2 project modules to reduce teaching element. KB confirmed students will be sitting the MSc modules so would keep the same assessment formats for MRes. Numbers shouldn't increase significantly as some numbers would come from MSc interest.
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**4. Staff CPD Fund Allocation**

- No requests

<p><b>5. Module Evaluations</b></p> <ul style="list-style-type: none"> <li>- NA and Lucy Burrows to review process, 2023/24 will see the new central process using EVAsys over QMplus.</li> <li>- Key changes will reviewing response rate weekly and extending if necessary, module leads will be kept informed of response rate.</li> <li>- Dates that evaluations run will also be reviewed, looking to standardise dates where possible to ensure a smoother process. Considered dates are end of week 12 till 31<sup>st</sup> January, after exams.</li> <li>- Data will be presented to BEC each semester.</li> </ul>
<p><b>Part 3: Standing items</b></p>
<p><b>6. UG Update and Collaborative Working</b></p> <ul style="list-style-type: none"> <li>- 36% NSS completion rate.</li> <li>- Recruiting for final year research projects, call went out today. 50% joint working agreement from BSCI.</li> <li>- Career forums, attendance is going down. Review future sessions and their timings.</li> <li>- DB commented he found value in the sessions and students were engaged with them. JRC to review sessions to ensure students aren't over saturated.</li> </ul>
<p><b>7. Centre Education Lead Update</b></p> <ul style="list-style-type: none"> <li>- JG confirmed IT steward have been appointed and agreement for them to sit within Blizzard site.</li> <li>- Education Scorecards were sent to centres and reviewed, request to include information on how individual performance compares to what the benchmark should be.</li> </ul>
<p><b>8. Marketing Update</b></p> <ul style="list-style-type: none"> <li>- NA is currently reviewing the ownership of tasks and pushing programmes from a marketing perspective. A review of key programmes discussed at the last BEC is underway to discover key markets.</li> <li>- Open Day 22 March has been confirmed. NA is coordinating representation from both administrative and academic staff. In-person evening event will require staff on hand which NA and KB will discuss.</li> <li>- Blizzard should consider another offer holder day once enough offers have been produced or rolling tours of the Blizzard.</li> <li>- JRC confirmed SBBS have a session week before Open Day and will enquire whether we can have a table or provide leaflets.</li> <li>- Action- evening event somebody, SBBS, intercalating</li> </ul>
<p><b>9. E-Learning Update</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>
<p><b>10. BEAM update</b></p> <ul style="list-style-type: none"> <li>- 2021/22 has now concluded and meeting on 6 March to discuss 22/23</li> </ul>
<p><b>11. Teaching Allocation Update/ OSCEs</b></p> <ul style="list-style-type: none"> <li>- OSCEs are approaching and a few places are still unfilled. CM were contacted this week to request review of their allocation.</li> <li>-</li> </ul>
<p><b>12. Programme Development Update</b></p> <ul style="list-style-type: none"> <li>- Enhancing Care in Custody approved at TPB, subject to minor amendments for intake 2023/23</li> <li>- Regen medicine PT route approved</li> <li>- 2024- ANNP and potentially others</li> </ul>
<p><b>13. Student Recruitment</b></p>

<ul style="list-style-type: none"> <li>- Target numbers incoming</li> <li>- Biomedical high, keep an eye on other programmes</li> </ul>
<p><b>14. Staffing</b></p> <ul style="list-style-type: none"> <li>- NM- Education Administrator post to support Clinical Biomed has been approved and is now be advertised. Title has been changed from Education Administrative Assistant. NA to look at existing posts whether to change name.</li> <li>- Class 3 TB technician out for advert. Tony paperwork to be submitted for CiC.</li> </ul> <p><b>Ginny will be taking over course director for derm, with additional post 2 PAs to support</b></p>
<p><b>15. Global Engagement Update</b></p> <ul style="list-style-type: none"> <li>- JG- 200k income 2020/1 and 750k 2021/2 from CPD activities across QM.</li> <li>- New learner management system for booking on to courses. Raised stackable courses, still looking at it.</li> <li>- 15 courses from FMD with a few in the mature stage.</li> </ul>
<p><b>16. Blizard Honorary/ Visiting Applications</b></p> <ul style="list-style-type: none"> <li>- Reviewed and considered</li> </ul>
<p><b>17. AOB</b></p> <ul style="list-style-type: none"> <li>- DB- Raised ChatGTP and if any measures will be in place. KB raised MCQs are particularly integrity, as not approved for Care in Custody. Guidance to provide exam questions that are not so vulnerable until guidance comes out. Such as images, problem solving questions.</li> <li>- Running questions through ChatGPT to see resilience.</li> <li>- JRC Education awards- criteria for nominations. JR guidance on 28<sup>th</sup>, written nominations. Gastro I 30<sup>th</sup> year, education administration team</li> </ul>

## BEC outstanding action list

Action Number				
1.	February 2022	NA to confirm Mental Health First Aid Training and advertise alongside existing First Aiders	NA	
2.	February 2022	Send MRes P1 form to T&LC	NA	
3.	February 2022	NA to confirm APR sent out to programme teams once confirmed with George Borrie	NA	
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## New Programme Developments

Programme	Market Research	P1 Form	Business Case	P2 Form
Care in Custody	Complete	06/10/2022	29/09/2022	14/11/2022
Violence Reduction	Complete	06/10/2022	Underway	Underway
Medical Technologies	Complete	06/10/2022	Underway	Underway
Regen Medicine (PT)	Awaiting details	Underway	Underway	14/11/2022
Skin Lesion	Underway	N/A	Underway	N/A