

**Blizard Education Committee (BEC)****29-03-22 (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 (OM)	Jurgen Groet (JG)	Mary Colins (MC)

**Part 1: Preliminary items****1. Apologies for absence:****2. Minutes from last BEC meeting and matters arising**

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

- MRes for Regen Medicine has received comments from ARCS about design which are being reviewed.

**Part 2: Agenda items****3. QM Academy**

- The following links were passed on as useful guidance for staff:
  - o [Inclusive curriculum](#)
  - o [Graduate Attributes](#)
  - o [Assessment & Feedback Toolkits](#)
  - o [AI and ChatGPT](#)
- QMA promoted next upcoming workshop available via CPD booking system. 'Assessment Design for Academic Integrity. 3<sup>rd</sup> May session - QMAADAI1
- QMA able to run bespoke sessions for programmes or Institute. NA and KB to look at this for possible Education afternoon days.

**4. Annual Programme Reviews**

- APRs are now with programme teams for completion by 6 April
- APRs will be reviewed by KC, JG and NA before submission to faculty.

**5. Staff CPD Fund Allocation**

- No requests

**Part 3: Standing items****6. UG Update and Collaborative Working**

- Over 50% NSS completion rate so results will be returnable.
- Joint working agreement will continue for BSc Neuroscience programme

<ul style="list-style-type: none"> <li>- Additional lab space may be required should the BSc numbers grow &gt;400. JRC, KB and MC to discuss utilising teaching lab space during non-teaching times for these projects.</li> <li>- Wellness packages for final year students have been posted.</li> <li>- Career forums are on hold due to low attendance. JRC to review structure and delivery during busy times.</li> <li>- KB raised NanChang University teaching and supervision obligations for the Blizzard with Anthony Warrens.</li> </ul>
<p><b>7. Centre Education Lead Update</b></p> <ul style="list-style-type: none"> <li>- Projects for PGT commenced this week with need to find more supervisors going forward. Honorary staff will be good avenue for possible supervisors. NM to send honorary list to MC to highlight those who have expressed interest.</li> </ul>
<p><b>8. Marketing Update</b></p> <ul style="list-style-type: none"> <li>- Blizzard is attending 5 more conferences and 8 new digital ad campaigns for this academic year.</li> <li>- Faculty are reviewing resources towards marketing &amp; recruitment with aim to increase support for Institute efforts.</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>- BEAM sent to open 25 July; NM commented this date is too late for entry into SWARM deadline. Date will be reviewed</li> </ul>
<p><b>11. Teaching Allocation Update/ OSCEs</b></p> <ul style="list-style-type: none"> <li>- SSC4 titles have been forwarded to centres for review</li> <li>- OSCE Examiner training dates have been announced.</li> <li>- IHSE are reviewing PBL Y2 be changed from Monday to Thursday to accommodate staff working flexible hours. Blizzard has suggested IHSE considers timings from 9am to 10am for those with child care responsibilities.</li> <li>- Allocations for PBLs remain the same despite change in available staff across Institutes. To be discussed with George Borrie</li> </ul>
<p><b>12. Programme Development Update</b></p> <ul style="list-style-type: none"> <li>- MRes Regenerative Medicine was reviewed at T&amp;LC committee. Comments for amendments to P1 around dissertation credit size which differs from other QM programmes. KB raised competitors offered this structure elsewhere and will discuss further. <ul style="list-style-type: none"> <li>o Financial BC was reviewed and approved and will be submitted to Faculty Executive Board &amp; Strategic Recruitment Board</li> </ul> </li> <li>- CPD Skin Cancer course has been approved and finalised. Enrolment of 20 GPs from 1<sup>st</sup> May with access for 6 months.</li> </ul>
<p><b>13. Student Recruitment</b></p> <ul style="list-style-type: none"> <li>- Recruitment numbers were discussed. +9% on applications year to date, increase of 30% from enrolment 2022 to target 2023.</li> <li>-</li> </ul>
<p><b>14. Staffing</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>
<p><b>15. Global Engagement Update</b></p> <ul style="list-style-type: none"> <li>- None</li> </ul>
<p><b>16. Blizzard Honorary/ Visiting Applications</b></p> <ul style="list-style-type: none"> <li>- Reviewed and considered</li> </ul>
<p><b>17. AOB</b></p>

- Education administrative team received Education Excellence Award in recognition of their dedication to Blizard education.

## BEC outstanding action list

Action Number				
1.	February 2022	NA to confirm Mental Health First Aid Training and advertise alongside existing First Aiders	NA	Call put out via all staff email for volunteers. Central team has confirmed that any interested candidates join list for internal training.
2.	March 2022	Look at bespoke workshops from QMA for programmes/Blizard	NA & KB	Agreed to send out scheduled training across May to all staff via newsletter/Friday round up
3.	March 2022	Review honorary list for potential supervisors	MC	
4.	March 2022	Review date of BEAM release related to SWAM deadline	NC, JG	
5.	March 2022	Discuss PBL allocations with George Borrie	NA	
6.				
7.				
8.				
9.				
10.				

## New Programme Developments

Programme	Market Research	P1 Form	Business Case	P2 Form	Final
Skin Lesion	DONE	DONE	DONE	DONE	Commencing 1 <sup>st</sup> May
MRes Regen Medicine	DONE	Awaiting changes for Chair's action	11 May- FEB 25 May- SRB		
MSc ANNP	DONE	TBC	TBC		