

**Blizard Education Committee (BEC)**

**20-09-23 (Spikey)**

**MINUTES**

**Present:**

<b>Kristin Braun (KB) Chair</b>	Mary Collins (MC)	Daniele Bergamaschi (DB)
Joanna Riddoch-Contreras (JRC)	Nawaz Ahmed (NA)	Lucy Burrows (LB)
Olivier Marches (OM)	Jurgen Groet (JG)	Rachael Parker (RP)

**Part 1: Preliminary items**

1. **Apologies for absence:** None

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

- Correct to Student Publications being added to BEAM from 2024 not 2023
- Education Training Day was booked and delivered. **ACTION:** NA to send Thank you and ask for feedback

**Part 2: Agenda items**

3. **Terms of Reference**

- The terms of reference were approved for 2023-24

4. **PTES**

- LB presented the PTES data, overall, 28% of all students completed the survey. It was confirmed that all students are invited to complete the survey not just final years.
- JG queried what the completion rate for final years was compared to average for whole completion rate. **ACTION: LB** to check final year completion rate.
- Results for 2023 were lower than 2022, which was a particularly excellent year yet scores remain high
- LB in contact with programmes with lower scores to discuss developments.
- JG raised using the data for programmes to highlight strengths to current and future students. MC requested all courses discuss feedback.

5. **Module Evaluations**

- LB presented new procedure of centralising ME via the automated system. Benefits include clearer availability via QMplus and faster turnaround of results for Blizard.
- Committee confirmed results should be used to provide 'You said, we did it' following discussion on feedback.
- It has been agreed due to some modules being shorter than 4 weeks than modules can select to commence survey between 1 to 2 weeks before the end of term.

<p><b>6. NSS Report</b></p> <ul style="list-style-type: none"> <li>- JRC presented NSS data. Improvement on teaching scores questions. Scores have changed from 5 options to 4.</li> <li>- Assessment feedback on timing has also improved significantly due to marks and feedback release timings for final years being reviewed and amended.</li> <li>- Staff are using Padlett to device action plan on data</li> <li>- Heads of Year have been appointed.</li> <li>- Neuroscience is collated with other programmes into 'Medical Sciences' category, which is 1.2% above benchmark for same programmes across NSS. The goal is to achieve +2.5%</li> </ul>
<p><b>7. Programme Budgets</b></p> <ul style="list-style-type: none"> <li>- Correction for BSc Neuroscience budget received, NA proposed all budgets are within reason with some increases related to increase in student numbers.</li> <li>- NA confirmed project funds have been removed and will be requested later. All marketing has been moved to a separate budget centralised for the Blizzard. CPD budget included per budget (£3k).</li> </ul>
<p><b>Part 3: Standing items</b></p>
<p><b>8. UG Update and Collaborative Working</b></p> <ul style="list-style-type: none"> <li>- Academic advisor quota for Neuroscience was a struggle to fill. Can consider support from outside the programme if needed, preferred they have some understanding of the programme and assessments.</li> <li>- Review of administrative support for Neuroscience and JRC should be conducted.</li> <li>- Student numbers are over target.</li> </ul>
<p><b>9. Centre Education Lead Update</b></p> <ul style="list-style-type: none"> <li>- OM confirmed Daniel Pennington would be finishing as Centre Lead from October.</li> <li>- All Centre Education Leads confirmed allocations for supervisors and project titles were met.</li> <li>-</li> </ul>
<p><b>10. Marketing Update</b></p> <ul style="list-style-type: none"> <li>- MC confirmed on present numbers Blizzard requires around 500 additional applications to meet target. Programme Directors would be asked to ensure all contacts within their field are utilised to maximise for 2024 cycle.</li> <li>- KB recommended October BEC to focus on strategy for marketing, cost and return on each programme and other education focussed initiatives.</li> </ul>
<p><b>11. E-learning Update</b></p> <ul style="list-style-type: none"> <li>- MSc Advanced Neonatal Nurse Practise Director along with Kristin and Nawaz have met with Digital Education Studio to discuss development of this programme.</li> </ul>
<p><b>12. BEAM update</b></p> <ul style="list-style-type: none"> <li>- JG reviewed data, some data did not match central records (such as PBLs), whether overallocated or missed out. Staff should be contacted to confirm and asked to correct.</li> <li>- DB commented colleagues reported finding it difficult to know if they were doing too much or too little. It was confirmed that the data across the centre are provided to Centre Leads who should be using discussing it in appraisals.</li> <li>- MC would like the data available to them in time for appraisals over the next 2-3 weeks.</li> </ul>
<p><b>13. Teaching Allocation Update/ OSCEs</b></p> <ul style="list-style-type: none"> <li>-</li> </ul>
<ul style="list-style-type: none"> <li>- <b>Programme Development Update</b></li> <li>- Jordi Lopez-Tremoleda has been appointed as Co-Director for the MSc Neuroscience programme.</li> <li>- MSc Tactical Military Austere and Operational Medicine has been withdrawn for future years. Modules will be offered within ERM. <b>ACTION:</b> NA to work with David Bell and Sasha Bishop on marketing with this amendment.</li> </ul>

- MSc Enhancing the wellbeing of persons in care and custody will run from 2024 after being withdrawn for 2023 entry. Programme have been asked to hit target of 15 firms.
- MRes in Regenerative Medicine will be going to TPB for October.
- MSc Advanced Neonatal Nurse Practise P1 has been approved at T&LC, we require a substantive member of staff listed. **ACTION:** NA to check with Burak.
- MSc Public Engagement with Health Science being discussed again with Wolfson. If agreed will go to T&LC for October.

#### **Student Recruitment**

- Enrolment is underway with 203 enrolled students, 139 temporary enrolled and a further 110 able to enrol (total 452) potential PGT enrolments.
- Students are citing cost of living crisis as reasons for not enrolling.
- Gastroenterology have agreed to look at January enrolments as requested by faculty.

#### **14. Staffing**

- None
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#### **15. Global Engagement Update**

- None

#### **16. Blizard Honorary/ Visiting Applications**

- Approved

#### **17. AOB**

- Faculty requested confirmation on 15 day marking turnaround. KB confirmed same approach as previously requested. Marks should be released on time and not postponed due to ECs providing extensions to some students.
- QMPlus has been upgraded, some staff commented on issues over the last week but since have been resolved.

## BEC outstanding action list

Action Number				Complete
1.	September	Send thank you, slides and feedback request for Education Training Programme	NA	Complete
2.	September	Check PTES Final Year Completion Rate	LB	Complete
3.	September	Work with marketing for ERM amendment	NA	Complete
4.	September	Ensure substantive member of staff for ANNP	NA	Complete
5.				

## New Programme Developments

Programme	Market Research	BEC	P1 Form	Business Case	P2 Form	TPB
MRes Regen Medicine	DONE	Approved	Approved	08 June- FEB (Approved) 25 May- SRB (Approved)	Approved	October
MSc ANNP	DONE	Approved	Approved- pending changes via DGLS	June- SRB (25 July) July- FEB (Approved)	Tbc- November	
MSc Public Engagement	DONE	Approved	5 Oct- TBC	On hold		