

Blizard Education Committee (BEC)

25-10-23 (Spikey)

MINUTES

Present:

Kristin Braun (KB) Chair	Mary Collins (MC)	Rachael Parker (RP)
Jurgen Groet (JG)	Nawaz Ahmed (NA)	Lucy Burrows (LB)
Olivier Marches (OM)		

Part 1: Preliminary items
1. Apologies for absence: Apologies received from Joanna Riddoch-Contreras and Daniele Bergamaschi
2. Minutes from last BEC meeting and matters arising - All actions were completed. A discussion on review of topics discussed at Education Training Programme will be held before next run.
Part 2: Agenda items
3. Module Evaluations Semester 2 - LB provided analysis of the SEM2 data with no issues flagged. - Will introduce a 'You said it, we did it' for module evaluations following results, discussion around this being at module or programme level should be discussed.
4. BEAM - LB provided a BEAM summary for committee; data has now been fed into SWARM for 22-23. - Corrected some entries which were known to be wrong and recommended changing BEAM for those questions for improved clarity. - Centre Education Lead raised first time they had seen their score, and it was not raised during appraisal in previous years. JG and MC to discuss how data is used and shared. - MC requested Centre Education Leads be involved in teaching allocation meetings and have this data available. OM agreed this would be useful when supporting allocation of MBBS teaching as an example.
5. Programme Amendments - MSc Tactical Military Austere and Operational Medicine has been submitted to be withdrawn from next AY. Specialised modules will be offered within the current ERM programme as an elective.
6. Student Project Costs - NA raised that programmes offering projects which require supervision costs are being managed differently across the Institute. JG highlighted system used on Ex Path by providing budget code to change costs for charges used by supervisor's own code. - NA to suggest approach that is standardised.

<p>7. Scholarships</p> <ul style="list-style-type: none"> - NA raised the trial of scholarships offered to those for the current academic year and whether it would continue. It was agreed that Blizard would offer these scholarships again around the time external scholarships are being decided (April 2024) - NA raised that last year we saw success with the partnership scholarships being trialled on Trauma Sciences (around 6 provisionally confirmed). MC requested this new initiative is brought to the upcoming Student recruitment meeting with Programme Directors to see if others would want to adopt.
<p>Part 3: Standing items</p>
<p>8. UG Update and Collaborative Working</p> <ul style="list-style-type: none"> - KB, JG and MC to meet with stakeholders to discuss the Nanchang project allocations. - New DoE appointed at IHSE, KB and JG will meet to discuss ongoing Blizard support for MBBS. - KB raised MBBS will be going through a curriculum review in 2025 which may affect Blizard income and teaching load [such as PBLs].
<p>9. Centre Education Lead Update</p> <ul style="list-style-type: none"> - OM raised feedback from centre on improved communication around advisor roles being mandatory and teaching allocations for them. High workload on Clinical Sciences programme around teaching and marking until new staff join. MC and KB confirmed staff who supported last year could be available again for this semester. Support should first be looked at within the centre, particularly around marking. - PY, no major updates from NST - JG- no major updates from HCG. JG provided 3 names from centre to support Clinical Sciences for marking.
<p>10. Marketing Update</p> <ul style="list-style-type: none"> - New Marketing Report will be provided at each BEC showing each programmes initiatives. MC requested this be provided at the Student Recruitment Meeting. Marketing report to be sent to all courses.
<p>11. E-learning Update</p> <ul style="list-style-type: none"> - None
<p>12. BEAM update</p> <ul style="list-style-type: none"> - Discussed in Agenda Items
<p>13. Teaching Allocation Update/ OSCEs</p> <ul style="list-style-type: none"> - None
<ul style="list-style-type: none"> - Programme Development Update - January Gastro paperwork in progress to be submitted to faculty. - MRes Regen Medicine- Approved for intercalation. P1 Received all signatures and if with DGLS for processing. - MSC ANNP- Working on P2 forms, discussion to remove Nursing from title. KB requested NA follow up with External Relations as requested by DGLS. - MSC Public Engagement- Discussion around staffing was held at SRB. JG met with prospective Directors and will discuss mapping the staffing before being tabled again for 2025 start, - JG raised looking at January starts at the Student recruitment meeting with programme teams. - JG raised investigating PowerBI HESA reports and whether access can be available to Institutes.
<p>Student Recruitment</p> <ul style="list-style-type: none"> - Application numbers were provided splitting UG/PG. PG applications remain the same as last year but with less offers. MC requested NA to check process and ensure no blockages in the process.

Commented [JG1]: And also income

<ul style="list-style-type: none"> - NA confirmed that automated offers were now in operation most Blizard programmes. Programme teams were made aware today. - JG raised OC Academy will hopefully be advertising programmes from next week.
<p>14. Staffing</p> <ul style="list-style-type: none"> - RP confirmed 2 new starts for Clinical Sciences starting in mid-January. -
<p>15. Global Engagement Update</p> <ul style="list-style-type: none"> - JG raised whether ACAM MoU has been approved. NA confirmed final agreement sent to FEB meeting in mid-November.
<p>16. Blizard Honorary/ Visiting Applications</p> <ul style="list-style-type: none"> - Approved - MC raised whether these should be brought to the committee or approved by Chair's.
<p>17. AOB</p> <ul style="list-style-type: none"> - OM raised new lab management procedures that affected BSc students lab teaching. MC requested we include any lab management changes that affect students to be raised at this meeting. Can invite Nabil to discuss if needed. - KB raised bench fees being charged by BCI for any external students doing projects. Roughly £1200 of the fees are used for these fees. MC requested NA discuss with BCI. - KB congratulated JG on appointment to Director of Education from January 2024.

BEC

BEC outstanding action list

Action Number				
1.	October	Provide standardised approach to project supervision fees across Institute	NA	Ongoing discussion
2.	October	Raise following items at Student Recruitment Meeting: <ul style="list-style-type: none"> - Partnership Scholarships currently in use - Marketing Report for all programmes - January starts 	NA/JG	DONE
3.	October	Add item for Lab Management changes affecting education teaching	NA	DONE