

BIOLOGY OUTREACH COMMITTEE

Minutes of the meeting: Friday 17th November 2006 - (Room M049)

Present: John Pillmoor (Chair and Strategy Board Link)
Jo Brighton (Secretary)
Nicola Charlton (Technical Representative)
Adrian Harrison (Departmental Outreach Organiser)
Ottoline Leyser (Research Committee + Academic staff Representative)
Thorunn Helgason (Academic Representative)
Richard Horler (Postgraduate Representative)
Caroline Calvert (CNAP)

Guests: Lisa Garforth (Knowing Project – Leeds University)
Buzz Palmer
Sean Sweeney

Apologies for absence:
Lauren Crawley (Undergraduate Student Rep)

	Action
06/16	Knowing Project – Lisa Garforth Lisa gave a short introduction into the work she does and thanked the committee for allowing her to observe the meeting.
06/17	BA Festival of Science - York 2007 - Update Sean Sweeney, the academic representative for the biology department reported to the committee on the progress to date. There are 6 events which have so far been arranged: <ul style="list-style-type: none">• HYMS x 2 events (1 Pathology event taking place in the City and 1 debate session on Campus)• “DNA to solve murder mystery” event (Stuart Priest)• “Green Solution” event (CNAP - to be held in City)• “Bioarchaeology Project” (Matthew Collins)• PopNet event (Matt Walker) The committee felt that it would be worth considering a Science Display in the Atrium to showcase some of the work of the Department. This could include visual displays and approx 6 – 7 stands. A number of academics could be asked to help as well as student volunteers. Suggestions were: <ul style="list-style-type: none">• HMOL on the willow project• TH on ecology and climate change, possible with Phil Ineson• Paul Genever• Cancer groups• CNAP

SS agreed to explore this further.

SS

Buzz Palmer informed the committee that he is working on the City section of the festival and has contact with Sarah Mitchell in the Communications Office and will put Sean Sweeney in contact with her as she may be able to give Sean more information.

BP

It was agreed that SS should continue to attend the Outreach Committee meetings. However, as these are only once per term, JBP suggested arranging a brainstorming meeting in the new year to sort out any outstanding items.

SS/JBP

As discussed later, the Committee agreed to allocate £1,500 to help fund the Biology activities.

06/18 Biology Matters Newsletter

Buzz Palmer attended the meeting to request extra funding for the Biology Matters Newsletter which has proved to be a big success. Good feedback on the first edition had been received from Schools, NSLC, YSIS etc and many requests for future editions have been made. Buzz would now like to create 2 to 3 editions of the newsletter a year, each with a print run of 4,000 copies.

The committee felt that the newsletter had been a great success and congratulated BP on this. It was agreed to fund the production of the next edition at a cost of £457 with the expectation of funding the second edition as well. BP should arrange this through ABH. However, BP was requested to explore external funding as well and it was felt that Yorkshire Forward would be a particularly good body to approach.

BP

Other issues regarding the newsletter were:

- That the newsletter should be available to view through the outreach webpage in a PDF format. **JB**
- That before being sent to print, a draft is sent to JBP + ABH for a final editorial check. **BP**
- The target area should be expanded to include East + West Yorkshire. **BP**
- It was suggested that BP explores the Chemistry-Physics Review to see if there were any synergies. ABH will provide the contact details. **ABH**

06/19 Minutes of previous meeting (Thurs 17th May 2006) and matters arising

The minutes of the previous meeting were approved by the committee.

06/10

1) 06/01ii – Introduction to Postgraduate students

The committee heard how Dr Hilary Jones (Biology skills development co-ordinator) has taken this on and has already successfully given an introduction session.

v) 06/02 - Discovery days

The plant structure material which has been produced has proved to be of interest to NSCL. ABH will provide the contact details to Sally Ward.

ABH

06/20 Science Education Advisory Group (SEAG) meeting

ABH informed the committee that SEAG has been set up by the University to improve links with the Science Education and other departments. The group meets 2 times a year in term time. It was agreed that this should be kept on future Agenda's as a routine item.

ABH

06/21 Events Update

i - Outreach Log – Only a small number of people are submitting items for the outreach log. The committee discussed sending monthly or quarterly emails to remind people to submit an events form and of the advantages of doing this (green points) Another suggestion was to bring this matter up on the agenda at the next Board of Studies meeting.

**ABH/
JBP**

06/22 Next Major Events

i – STEM Fair – HMOL working with NYBEP to help host STEM fair. There has been a large volume of requests from STEM and it was agreed that all contact should now go through our Schools Liaison Office. It was also commented upon that NYBEP could be more co-ordinated in their approach to this event and that the department has not always been given appropriate acknowledgement for helping in previous events. A letter from the committee should be sent to Paul Murphy at NYBEP. JBP to draft a letter. It was also suggested that the committee should request a list of proposed events so as to be able to plan our inputs more effectively. It was noted that the recent request from Malton School for input to their '21st Century Science – How science works' was also a NYBEP sponsored event and there was some concern that we will be inundated with similar requests.

JBP

ii – York College Science Club - This event includes the Biology, Chemistry and Physics department and is been co-ordinated by the Careers office. Green points are available for those taking part.

ABH

iii - Others –

- a) NAGTY 2007** will be taking place in the first 2 weeks of August. ABH to ask for volunteers to help during the event.
- Science Trail 2007** – This event for children age 14 + is to take place 21st March 2007. To include 4 different events. In view of the current budget difficulties with this event, it was agreed to contribute £200 from the Outreach budget.
- Discover and Explore** – Taking place February 2007 at the National Centre for Early Music, York. The theme will be 'ENERGY'

06/23 Budget

The budget stands at £2,820.

The NAGTY event will add £1,790.

ABH

The committee agreed the following:

- Up to £1,000 towards the Biology Matters newsletter,
- £200 towards the Science Trail event
- £1,500 towards the BA festival event.

06/24 Student Representatives

Both student representatives have indicated that they will now need to step down from the committee in the near future. JBP thanked both for their inputs. It was therefore agreed to elect two new student representatives as soon as possible to allow hand-over at the spring term meeting.

JB to email all 1st and 2nd yr undergraduates and postgraduates requesting applications for the positions and will pass on to JBP to look over. Again, one post grad student and one undergrad student. It is hoped that by the end of the Autumn term, the new reps will be in place.

**JB/
JBP**

06/25 Website

i – New Format - There is now a new format for the Biology webpages. Since the outreach webpages have been converted to this new style, several of the links no longer work. JB has now taken over maintaining this webpage and will correct any problems and make any updates needed. Everyone was requested to have a look at the new style pages and provide any comment to JB.

JB

All

ii – Update of recent activities - This page is designed to give visitors to the outreach site a brief insight into the type of inputs we can make. The committee discussed updating these items on the page for ones which are more relevant and agreed to include: Holy trinity junior school event, Queen Margaret's science club, Forensics at Archbishops school, Pocklington Canal visit. JB to confirm with JBP.

**JB/
JBP**

06/26 Any other Business

None

06/27 Date of next meeting

JB

TBA – spring term 2007