

BIOLOGY OUTREACH COMMITTEE

Minutes of the meeting: Tuesday 26th October 2004 (K227)

Present: Jo Brighton (Secretary), Caroline Calvert (CNAP), Adrian Harrison (Departmental Outreach Organiser), Peter Humpherson (Technical staff representative), Julie Lord, Ottoline Leyser (Research Committee and Academic staff representative) and John Pillmoor (Chair and Strategy Board Link).

Apologies for absence: None

	Action
04/008 <u>Minutes of previous meeting (12 September 2004) and matters arising:</u>	
	The minutes of this meeting were approved with the following matters arising:
(i) <u>Terms of Reference:</u> John Pillmoor confirmed that the Terms of Reference had been approved by Strategy Group;	
(ii) <u>Academic Staff Contribution:</u> John Pillmoor confirmed that Strategy Group agreed with the principle of Academic staff being expected to contribute 1-2 days per year and including their input on the teaching load spreadsheet. Adrian Harrison noted that he had also agreed this and the number of points with Peter Hogarth as Chair of Board of Studies. Inclusion of points will be approved by Adrian Harrison and Jenny White will be informed.	AH
(iii) <u>Graduate Points Scheme:</u> It was confirmed that the Graduate School Board had approved the inclusion of points for outreach work in the green card system. Adrian Harrison has also agreed the number of points with Richard Waites. The inclusion of points for these activities will be approved and signed off by Adrian Harrison.	
(iv) <u>Student Representatives:</u> The Committee noted the names of the students who had expressed an interest in joining the Committee. It was agreed that all of these students would be asked to send in a statement (half page A4), stating their experience and reasons for wanting to join the Committee. Jo Brighton agreed to contact the students and clarify their proposed role on the Committee (to sell outreach opportunities to other students, bring ideas etc). It was agreed that their tenure would be for one year.	JB
(v) <u>WEB-based database:</u> Paul Waites has agreed to help with the production of an Outreach Web database, but has requested that the Committee define the structure of the database. Adrian Harrison and John Pillmoor will discuss before going back to Paul Waites.	AH/JP

04/009 **BSRC Local Co-ordinators meeting:**

The Committee noted the minutes from this meeting, specifically schemes that they were not previously aware of (i.e. CREST and the Duke of Edinburgh Award for Science). Adrian Harrison agreed to pursue the BBSRC work experience scheme. Julie Lord agreed to contact Andrea Johnson to find out how many students come into the Department for work experience and obtain copies of the paperwork that we currently produce for them.

AH
JL

04/010 **Science and Engineering Ambassadors (SEAs) / STEM programme:**

The Committee discussed encouraging staff involvement in these schemes, noting that NYBEP would carry out the training of staff and complete CRV checks on behalf of interested staff. Caroline Calvert noted that the feedback from staff who had been involved in the SEA scheme was that it could be time consuming. The Committee agreed that these schemes would be publicised to staff in the Department once the Outreach database was completed, but that staff would be given guidance on the numbers of hours / days per term they would be expected to commit to this work.

PH

The committee agreed it could be useful to build a pool of people who would be able to take part in any fairs/festivals/workshops and also regularly attend schools to give talks and be involved in tutoring/mentoring.

AH

04/011 **CPD Feedback:**

The Committee noted that John Pillmoor has minutes of this meeting and if anyone is interested in having a copy to contact him. It was noted that a key objective of the forum is to increase income from sources other than HEFCE and the Research Councils and lobby for infrastructure improvements on Campus.

04/012 **Skills Festival:**

Caroline Calvert informed the Committee that CNAP will be attending the Festival taking place in December. Adrian Harrison informed the Committee that the 'Biology Department' would not have separate representation as there had not been a large enough response to his call for volunteers.

The Committee agreed that it would be useful develop a core set of workshops / projects / practicals that could be 'pulled off the shelf' and used at these events, which would relieve the time pressure of constantly developing new ideas which is one of the main constraints on staff involvement. It was also noted that dates for these events that fell during the University term time were often difficult for staff with high teaching loads. Adrian Harrison currently has projects on

DNA finger printing; fibre typing; measuring pollutants in water and looking at insects. Adrian Harrison and Caroline Calvert agreed to liaise to discuss the various ideas they currently have and it was agreed that, where appropriate, either CNAP or Biology would attend these events, but not both. It was suggested that if equipment needed to be purchased it would be sensible to buy in the same equipment that is used in the Departmental teaching laboratories.

AH/CC

04/013 **Any Other Business:**

- (i) The minutes of the Science and Society meeting were noted.
- (ii) Communication about the activities of the Biology Outreach Committee need to be considered, preferably once the web site is in place.

AH/JP

04/013 **Date of Next Meeting:**

TBA – last week of Jan/First week of Feb 2005.

JB

Jo Brighton
13/12/04