

BIOLOGY OUTREACH COMMITTEE

Minutes of the meeting: **2nd December 2005 (B102)**

Present: John Pillmoor (Chair and Strategy Board Link)
Jo Brighton (Secretary)
Adrian Harrison (Departmental Outreach Organiser)
Sarah Overy (CNAP)
Richard Horler (Postgraduate rep)
Lauren Crawley (Undergraduate rep)

Apologies for absence:

Peter Humpherson (Technical staff representative)
Caroline Calvert (CNAP)
Ottoline Leyser (Research Committee and Academic staff representative)

JBP welcomed Richard Horler and Lauren Crawley as the new Postgraduate and Undergraduate representatives respectively

	Action
05/015 Minutes of previous meeting (11th May 2005) and matters arising:	

The minutes of this meeting were approved with the following matters arising:

(i) Number of Work Experience students in the Department:

JB reported that, last year, the Biology department had only a small number of work placement students. The department has no more than 5 placement students a year as it is quite difficult to find work for them (although we do receive many requests). The committee felt that it would be a good idea to offer more lab based work if this was possible but recognised the difficulties and time commitment involved.

(ii) Website

There were a number of outstanding items regarding the Outreach website that the committee discussed :

- Blank Calendar of events
- Committee members need to be updated
- Link on membership minutes not working
- Minutes of meetings to be added
- Take events button/link off?

Adrian Harrison and Jo Brighton are to correct the above outstanding items.

ABH/JB

Richard Horler noted that he felt the website should be advertised better. Adrian Harrison noted that the website is mainly there to supply contact details and also further information to those who already are involved in the scheme. Its

main role is not to provide publicity which is handled elsewhere.

(iii) Introduction to new students

The committee discussed when the best time to introduce the Outreach scheme to the students will be.

Undergraduates – The committee thought the best time to introduce Outreach to the undergraduates would be at the beginning of January – Week one. Adrian Harrison said he would look at the timetables and find a lecture (that all biology and biochem students would be attending) to inform the students.

Postgrads – Leaflets are currently been produced for the PhD students. It was agreed that we should introduce outreach during week one of the spring term in collaboration with Hilary Jones, the new skills co-ordinator.

ABH

(iv) Outreach Store Room

ABH

Adrian has found a safe place to store equipment. For the longer term, Adrian noted that there were other options that he will discuss with Nicola Charlton.

ABH

05/016 Events Update

(i) Events to be added to the Outreach Log:

- Adrian informed the committee of a teacher training event that had been held last week (week 7 autumn 05 term) for the Society of General Microbiology from Reading. Two Microbiologists ran the one day event for 16 teachers. The whole day was a success and everyone involved was very tidy.
The Society would like to come back next year and also showed interested in the Technology Facility and said they would be contacting John Pillmoor in the near future. John said he would be very happy to give them a tour of the facility.
- Rules of engagement conference

Adrian agreed to send a reminder email to all staff to check the outreach log on the website and if there is an activity/event that they have taken part in which is not listed, to fill out an events form and send to Jo Brighton.

ABH

(ii) Activities Summary

The events summary is a quick way to view the main Outreach activities that people from the department are involved with.
Jo Brighton to put this on the Outreach Website.

JB

| Sarah Overy to send Jo Brighton the CNAP events log.

SO

05/017 Next Major Events

Science Week 27 February – 3 March 2006

Various activities including:

- **Science Trail on campus** (1st March 2006)– Inviting children from various schools in Yorkshire and put them into groups of up to 16. Have 2 practical sessions lasting approx 40 minutes long. Practical lesson ideas – loading dyes/PCR/finger printing etc.. Simon Denholm will be holding a Bones practical. Adrian to ask for more volunteers so more practicals can be offered. He will also ask Thorunn Helgason and Sarah Overy agreed to ask the CNAP academics.
- **Discover and Explore**. This year's Discover and Explore theme will be COLOUR.

ABH
SO

| James Moir has a Colour and Proteins activity idea planned. The event is to be planned jointly by Chemistry and Physics.

NAGTY

Nagty summer school – 16 children to attend for 2 weeks in August. Adrian Harrison informed the committee that in previous years some of the topics covered were too complicated for them to understand, so this time they will do different practicals that the students will find easier to understand.

ABH

Others

- **Discovery Days** – St John's College – CNAP to organise and Ottoline Leyser is thought also to be involved.
- **Quiz night** – Inviting students from local colleges, to be held at the Science Learning Centre.
- **World beneath feet** – Thorunn Helgason to host this event.

05/018 Proposal to create a student Bioscience newsletter.

Adrian Harrison tabled a proposed from Simon Denholm new outreach activity – Student Bioscience Newsletter, which is designed to raise the profile of biology related research, the Department and the University. Please see attached enclosure 1 for full details of the proposal.

The committee welcomed this initiative and felt it would also be useful for admissions. The committee agreed to provide up to £400 from the Outreach budget to help support production costs. Some concern was expressed regarding the proposed frequency of publication and suggested that a single issue per year, probably early in the summer term.

ABH/JP

JBP to discuss with the Head of Department and then respond to Simon Denholm.

05/019 **Outreach Fair**

The committee discussed holding an Outreach Fair and Coffee morning in the Atrium around the end of Term 2 next year. Various stalls could be set up to advertise the range of activities outreach is involved with. Adrian suggested Holly Cooke from Canon Lee school could attend the event to display the advantages of Outreach in schools. Also Robert Partridge could attend to talk about careers and contacts. The event would be designed to involve academics/ staff/ students etc and to re-familiarise them with outreach and try to encourage them to volunteer/take part in future activities.

Date as yet not decided but everyone agreed a Wednesday would be a good day to hold it on.

All agreed that this would be a good idea and will be progressed.

**ABH/JP/
JB**

05/020 **Outreach Budget Update**

The Outreach budget stands at approx. £2,300.00. Only a small amount has been used by Adrian Harrison, roughly £50.00.

JP/ABH

05/021 **Any Other Business**

- **Peter Humpherson** – Peter has let the committee know that he will not be able to continue his involvement in Outreach. The committee discussed a replacement for Peter and decided to ask Nicola Charlton from the Teaching Labs if she would be interested in joining.
- **More members wanted** – The committee decided that it needs more members, in particular additional academic representatives. Thorunn Helgason and Setareh Chong would be ideal. John Pillmoor and Adrian Harrison are to discuss this further.

ABH

ABH/JP

05/022 **Date of next meeting.**

TBA

JP/JB

Jo Brighton
12/12/2005