Present: Dr Julie Lloyd (Chair), Dr Gareth Jones, Dr Phil Reeves, Dr Tom Cameron, Pablo Barton (1st year BCH), Loretta Frimpong (1st year BCH), Georgia Peacock (1st year Genetics), Madeleine Kissi (1st year BMS), Emily Urban (2nd year BCH), Sara Barreto (2nd year Genetics), Mawufemor Fudzi (2nd year BMS), Dilshara Peries (2nd year BMS), Jade Seguin (2nd year MB), Eleanor Wilder (3rd year BS), Clementina Olaniyi (3rd year BCH), Igors Pupko (3rd year Genetics), David Adebiyi (2nd year BMS), Jessica Wright (3rd year MB)

Apologies: Dr, Louise Beard, Dr Leanne Appleby Hepburn,

Absent: Maxine Hendy, Ana-Maria Bichir, Sarah-Louise Dudley, Bhagyashree Thakore, David Adebiyi.

In attendance: Miss Angela Chan, Ms Mel Wiltshire, Dr Paul Dobbin, Dr Jonathan Worral, Dr Jordi Paps, Dr Antonio Marco

Minutes

1/17 The minutes of the last meeting held on 8 March were approved as a correct record.

Matters Arising

4/16 The extra maths sessions run by the Talent and Development Centre (TDC) were well received by students.

6/16 A redesigned BS141 statistics section of the module was due to start next term. The suggestion to split students into groups by course was favourable as students agreed that tests used for field course data would differ greatly to lab based data. The school welcomed feedback from students on how well changes had worked at the next meeting.

Action: 1st year students

9/16 Timeliness of the BS237 feedback was addressed with the Module Supervisor.

12/16 The concerns regarding BS317 were raised with staff. Julie Lloyd considered all feedback to be useful and reassured students that despite their concerns, the stats on the module showed no negative effects on the marks which had actually improved from the previous year.

13/16 With differences in teaching style being a contributing factor to perceived consistency of teaching, Julie reassured students that any large discrepancies in the marks for BS312 would be picked up and, if necessary, reviewed at the Exam Board.

14/16 Project allocation meetings for 2nd year students had been arranged.

15/16 Although deadlines for draft project results were already published in module handbooks, it was agreed that Module Supervisors for BS831 & BS832 would send additional reminder emails.

Action: PR, TC
The new marking scheme and feedback grid for the BS304 Ethics essay would hopefully clarify the guidelines for students undertaking the work.

**Annual Review of Courses**

2/17 A brief overview and explanation of the draft Annual Review of Courses report was given. Student representatives were encouraged to read through the review and contact Julie Lloyd if they had any comments.

**Curriculum Review**

3/17 A brief overview and explanation of the Curriculum Review was given. Reps were informed that regular meetings were held by Course Directors to discuss curriculum changes, etc. Julie Lloyd welcomed suggestions from students on ways to adapt the curriculum and added that the School’s aim to deliver a varied and relevant choice of modules was an ongoing process. Reps were invited to email her with their opinions and the opinions of their peers.

**Action:** Reps

**External Examiners Report**

4/17 Student representatives were invited to comment on the 2015-16 External Examiner reports for their course. No comments were offered but students were welcome to contact Julie Lloyd with any further feedback.

**National Student and Student Satisfaction Survey**

5/17 A brief overview and explanation of the NSS and SSS were given. The overall scores for the NSS had decreased by 1% compared to last year but the more detailed breakdown by course indicated that one course area declined in most categories while all others improved or maintained their scores. A programme of student engagement to address areas of concern would soon be in place. Students were encouraged to participate when the surveys opened in the Spring term.

**Student Assessment of Modules and Teaching**

6/17 A summary report of the Student Assessment of Modules would be emailed to students for comment.

**Action:** JCL

**First Year Business**

7/17 Students, especially those travelling in from off campus, felt practical start times were too early and that it was often dark travelling home, particularly in winter. The School had tried to alleviate late finishes as much as possible this year when finalizing the timetable but emphasised the difficulties with scheduling teaching for a large School. All morning practicals, except two for BS113 starting at 9am, had a 10am start time.

8/17 A request for wider use of the BS101 Mastering Biology programme in other modules was put forward. Plans to change the main 1st year text were already being discussed. Julie Lloyd agreed to add this as an agenda item for the next review.

**Action:** JCL
9/17 Reps reported concerns from International Students with minimal knowledge of the basic skills required for practical work, e.g. graph plotting, error bars, etc. Students were reassured that work set in the 1st year had been designed to build up these skills in preparation for work in the 2nd and 3rd year. The School was currently putting together a basic online package of links to tutorials for BS141 on relevant topics such as basic excel. Julie Lloyd agreed to approach the Module Supervisor and suggest emailing out links to Lynda.com as an additional resource. Students were also directed to the TDC for extra support. Subsequently IC reported that error bars will be covered in the spring term. Scheduling of BS141 also to be reviewed to establish whether it is possible to provide more lectures near the start of term.

**Action: JCL: Ian Colbeck was contacted**

10/17 There was some confusion regarding whether the BS141 group posters should be submitted by just one member of the group or by everyone. Gareth Jones agreed to send an email to clarify.

**Action: GDJ**

### Second Year Business

11/17 BS222 students reported a lack of communication during the PC lab session and felt they would have benefitted from either more staff running the practical or smaller groups. Antonio Marco explained that this was a new practical with a lot of content and unfortunately there had been some problems with memory allocation in the computer lab. Although the School did not have many members of staff specializing in Genomics, the staffing issue could be addressed with additional GLAs. He agreed to discuss all feedback with the Module Supervisor.

**Action: AM**

12/17 Students reported that they did not find the pdf style lecture notes for BS222 very useful. Some lecturers utilised the extra notes section on their powerpoint slides which students felt gave them more information on aspects they may not have fully understood during the lecture. Antonio Marco felt that this was very much a question of lecturer style however did acknowledge the feedback and offered to provide an additional document with more information to accompany the pdf notes. AM will also request that LS provide pdf versions of slides rather than embedded HTML slideshows in Moodle. Further to this, students were encouraged to use Listen Again which had been greatly improved and updated.

**Action: AM**

13/17 BS251 students reported a delay in receiving results from the practical and felt that the time they were given to process the data before the presentation was insufficient considering the work was weighted at 60%. Tom Cameron agreed to address this with the Module Supervisor.

*Unfortunately, the scheduling of the presentations was determined by a clash with an MSc Exam Board the Module Supervisor was involved in. Estimated time for analysis of the data was three hours and extra guidance was provided both on Moodle and by email. The Module Supervisor did not feel the shorter time had any effect on the marks obtained by students and did not foresee this situation reoccurring in the future.*

### Third Year Business

14/17 BS346 Conservation students felt that the first practical coursework deadline could have been set much earlier to avoid bunching with deadlines for other modules later in the term. They also felt the one week turnaround for hand in on the second piece of work was insufficient. Julie Lloyd agreed to take this up with the Module Supervisor and look into moving the Management Plan deadline into the start of next term.
The deadline for this work has been extended by three weeks.

Action: JCL

15/17 Teaching of statistics was addressed earlier on in the meeting. Further suggestions included allowing 10 minutes after data collection to talk through the appropriate tests and a scheduled revision session for 3rd years. Although not necessarily helpful for 3rd years, some changes had been made to teaching on the 1st year however it was pointed out that voluntary sessions organised in the past had not always been very well attended. Students were encouraged to ask their Project Supervisors who could offer help on statistics. Students were grateful to know the help was readily available.

A tutorial style event for BS832 was already in effect. Students receive immediate feedback on their analysis approach ideas which they can then discuss further with their Project Supervisor. In addition, a lot of preparatory work takes place analysing data on the BS215 and BS307 field courses. Tom Cameron and Alex Dumbrell would be providing summary information on the BS832 Moodle page.

16/17 Marine Biology students taking BS303 asked if it would be possible to give more guidance on writing an Environmental Impact Assessment (EIA) report and provide some examples as they had never written one before. Tom Cameron agreed to look into this.

A module review is already being undertaken to resolve the issues raised. The introduction of an EIA taster session to the 2nd year would be discussed at the next DCT.

Next meeting

17/17 The date and time of the next meeting would be confirmed in due course.