

Department of Earth and Environmental Sciences

Department Leadership Team Meeting

Minutes

Date: Wednesday 11th November 2021

Part 1 Attendees; Mike Burton (Head of Department)

Ann Webb (Deputy Head of Department)

Helena Gittins (Deputy School Operations Manager)

Cathy Walton (Chair of EDIA committee)

Katie Joy (Chair of Widening Participation committee)

Bart Van Dongen (Discipline Head of Education)

Gemma McCabe (PS Teaching and Learning Manager)

Gordon McFiggans (Discipline Head of Research)

David Polya (Line Manager)

Mads Huuse (Line Manager)

David Schultz (Line Manager)

Jon Pittman (PGR director)

Rhian Jones (Admissions)

Luis Garcia-Carreras (Employability)

Carl Jackson (PS Safety)

Rob Sansom (Forum Chair)

Russell Garwood (IT Director)

Scott Heath (Line Manager)

Lisa Jameson (PS Technical)

David Topping (Line Manager)

Apologies; received from Rob Gardham and Scott Heath.

Summary Actions

ACTION: Include in budget: Departmental equipment for WP students for fieldtrips (HG).
Evaluate the possibility of having correct equipment for students to comply with health and safety requirements. HG to collate figures and assess viability.

ACTION: Discuss with Jon Fellowes about capacity issue & where we are up to with PPMS (MB)
ongoing and HG to follow up.

ACTION: Confirm process for how to track spend on discretionary funding (HG) ongoing.

ACTION: Define Terms of Reference for EES Advisory Board and compile list of people to approach
(MB) ongoing

ACTION: Reach out to Scott Heath with questions about PGR structure (MB). Ongoing, MB to follow
up.

ACTION: Replace Sonya's details throughout the building with emergency contact information (CJ). Stickers have been added to signage with Carl's details and an email will follow with his contact details.

ACTION: Discuss DAS role (MB/GM)

ACTION: Create a job description for PDRA (MB/GM) and contact Cassandra Kenny

ACTION: Draft new EDIA job description (CW/MB)

ACTION: Arrange an interview committee for Data Science lecturer and discuss the two Data Science roles with HR (MB)

ACTION: MB to email MH and CW on opportunities for collaboration.

ACTION: CW to forward EDIA pre-meeting information to BVD.

ACTION: Contact staff with health and safety guidelines (CJ).

Matters Arising

The minutes from the previous meeting were confirmed.

HoD Introduction and report

Mike Burton (MB)

Departmental roles

Interviews were held for Deputy PGR Director, with the role offered to Margaret Hardy. The DAS role was discussed and whether this could be combined between a PS and an academic job. It was agreed that Margaret could help in discussions with Gemma McCabe and Steve Boulton.

ACTION: Discuss DAS role (MB/GM).

A meeting was held on 10 Nov to discuss PDRAs and the importance of mentoring, with a view to helping with development and career opportunities. Gordon McFiggans (GM) to draft a job description with MB.

ACTION: Create a job description (MB/GM) and contact Cassandra Kenny.

Cathy Walton is due leave her EDIA role and will send a draft job description to MB. There will be a takeover period and the new appointment should begin on 1 March 2022.

ACTION: CW to draft new job description and forward to MB.

A new role of Data Science lecturer has been advertised and an interview committee to be convened. Two further Data Science posts are to be advertised and a consultation is needed with HR to discuss a possible joint appointment process.

ACTION: Arrange an interview committee and discuss the two Data Science roles with HR (MB).

Student Experience

There is a proposal to move to school-based assessment in March 2022 and heads of PS Management and heads of Academic Management are involved.

Faculty contribution model

All staff will have access to their workload planner and will be able to view teaching contributions. Allocated jobs by Faculty will be included and managed in a fair way, with research time self-driven. This should help productivity and the management of growing student numbers. MB reported on the introduction of group projects which will help staff workload and improve student happiness. PGR group projects will commence in Summer 2023.

Sabbaticals will occur on average every seven to eight years, equating to seven sabbaticals a year. There are currently 12 applications, will should result in five or six sabbaticals - depending on the goodwill of colleagues for substitutions. There will be a review of teaching in January 2022.

Reports – please refer to grouped report handout

Business Engagement update

The Business Engagement presentation will now be presented at the Forum.

Recruitment & Admissions update

Rhian Jones (RJ)

Report submitted

Interviewers are being finalised and their access to UCAS is easy to install. There will be 30 interviewees w/c 15 November and offer holder days will be held on site next semester. On 8 December, Chris Jackson will lead the presentation and this date has been advertised.

RJ highlighted the importance of Student Ambassadors and asked the team to encourage students to take up the role. Recruitment will begin at the end of this semester.

Employability Update

Luis Garcia-Carreras (LGC)

A meeting on 10 November was held to discuss a School strategy for ensuring research activities are accurately reflected and a draft school department strategy will be submitted by December 2021.

Fellowships were discussed and Dave Topping will contact MB about opportunities for collaboration.

ACTION: MB to email MH and CW on opportunities for collaboration.

T&L Update

Bart Van Dongen (BVD)

Report submitted

BVD advised that external examiners need to be recruited and asked for people to contact him with any suggestions.

Now that fieldtrips are now going ahead, BVD is assessing future visa requirements after one student was unable to travel.

There is a new QAA statement, and we have until early December to respond. BVD asked for any comments on this to be sent to him.

BVD reported that the attendance monitoring system is starting to help with monitoring student engagement. Proving to be of real importance to students' wellbeing and so it is vital that we monitor this.

BVD confirmed that the exam timeline for the second semester is short and graduation will take place in the mid semester break. Following an assessment meeting on 10 November, Peter Green and Martin Schroder have been contacted with concerns.

PGR update

Jon Pittman (JP)

Report submitted

There is a new admissions system, which has led to a few integration problems with applications from the old system.

A small no of PhD students lost IT their access and this has been escalated to Faculty level. Some PGRs have had problems with access to facilities and office desk access.

A meeting w/c 8 November discussed NERC DTP bids and there has also been a meeting this week with PGR Director in SEED.

An action plan for University PRES service response is being sent through to Faculty, which will feed into the Faculty and University action plan.

Research Update

Gordon McFiggins (GM)

Report submitted

EDIA report

Catherine Walton (CW)

Report submitted

CW, BVD and Vicky Coker have met with Jil Yeow to discuss running a Faculty pilot on tagging our units in the Environmental Science UG pathways to SDG goals. We have requested staff resources and await a response.

CW reported that the first draft is complete on the ATHENA SWAN application, with a comprehensive action plan for the School.

EDIA pre-meetings before trips will become mandatory. CW to send information to BVD before December, for inclusion to the Teaching and Learning meeting agenda.

ACTION: Forward EDIA pre-meeting information to BVD (CW)

IT Report

There were no comments.

12.PS Update

Helena Gittins (HG)

School travel updates were issued to all staff on 10 November.

There are ongoing problems with the service level provided by Key Travel. HG will send a further update to staff and asked the DLT to contact the Ops Team if advice is needed. Key Travel are not using as many airlines since Covid, which has caused difficulties. The team can use a credit card to book flights directly but are experiencing delays due to the departmental credit card limits. HG asked for all travel bookings to be requested in a timely manner, so as to give the Ops Team adequate time to complete bookings.

Carl Jackson (CJ)

CJ asked the group to contact him with any questions.

There was a recent incident where equipment was planned to be left running overnight. For instances such as this, a permit must be arranged and the activity risk assessed. CJ will email EES Ac and EES staff with the procedure.

ACTION: Contact staff with safety guidelines (CJ).

Lisa Jameson (LJ)

LJ is moving to a faculty-based role yet will still be involved in some EES projects. There will be a period of handover. MB thanked LJ for her hard work and the DLT wished LJ well.

Gemma McCabe (GM)

GM voiced concerns regarding timeframes for semester two, highlighted earlier in the meeting.

AOB

There were no comments.

Date of next meeting

Wednesday 8th December 2021, 2pm, via Zoom.

DLT Grouped Reports November 2021

5. Recruitment and Admissions

2022 Entry, Undergraduate (UG) Recruitment

Current application numbers are very similar to the numbers at the same time last year.

UCAS interviews: All interviews will be held on zoom. They will be run on Tuesdays and Thursdays, with two events before Christmas and four (or five if required) in Semester 2. We are working on the basis of 300 interviews, similar to last year. A large number of academics have already signed up to do interviews (thanks to all). The first UCAS day will be 18th November. The day initially planned for 30th November has been moved to 14th December so that we can invite a larger number of applicants. Academic staff can access the UCAS applications of their interviewees through Campus Solutions.

Offer-holder days: We will be planning offer-holder events, to be held on campus, at the Department level. We propose to hold one in February and one in April. Dates are still to be finalised, but they will likely be held on Wednesdays. We will plan events that include a taster-style introduction to our degrees.

Student Ambassadors (SAs): SA recruitment is now being handled centrally by Bee Mistry-Bhudia. We are hiring several Ambassadors for EES. There will be a further call later in the semester.

Explore Your Planet (EYP): Katherine Harrison is leading on the EYP programme for the coming academic year. This is aimed at showing Year 12 students (first year of A levels) how various science A levels are used in Earth and Environmental Sciences. We plan to hold two virtual events that are followed up with an on-campus event in June. We will have a structured format, and tie content more closely to the A level curricula than we have done in the past. The first event is planned for 8th December.

2+2 programmes: Dave Topping has started conversations regarding a visit to NUIST.

An FSE International Student Diversification Strategy task-and-finish group is meeting this semester, chaired by Wayne Keating. Rhian Jones and Dave Polya are on this group. The first meeting (8th Oct) was a discussion of how to handle the Chinese market for UG and PGT students. The second meeting (5th November) discussed strategies for diversification.

2022 entry, Post-graduate Taught (PGT) Recruitment

We had a virtual exhibition booth at the Geological Society's Virtual Careers Days, 13-15th October. This was aimed at PGT courses and PGR. We had quite a few discussions with potential students.

There was a PGT Virtual Open Week, the week of 18th October. Two EES sessions were presented on 21st October, one for MPEC / MESPO and one for Energy MSc courses (Petroleum Geoscience, and Geoscience for Sustainable Energy.) Attendance was very low: only one student came to the MPEC session and none to the Energy session.

Rhian Jones, Admissions Tutor

6. Employability Update

No updates.

7. T&L Update

Discipline head of education report for DLT meeting Nov 2021

Resit exams, start of year and timetabling. Mitigation meeting and resit exam board have taken place and all is handled. PGT final exam board had to be postponed but took place on the 20th October 2021 and there are no major issues to report.

Welcome week went well and it was good to see so many students back in the building. However, there were major issues with failing IT systems, eduroam, timetabling, and urgently needed updates to all kind of systems (campus solutions, time tabling software etc), and meaning that the start of teaching was not as smoothly as was hoped. Earth support has been doing whatever they can to

maintain the level of support required through this period and I thank them for their input/effort. The majority of the problems seem to have been solved.

External examiners. We are still looking for new external examiner for the UG Environmental Science, MPEC and MSc Pet Geo programmes. If you know somebody who we could approach for any of these roles please let me know asap. We acknowledge that there is a gender balance of our external examiners so we are particularly looking for female academics that we could approach.

Assessment commitments 2021-22. Though we are gradually returning to a greater degree of normality, the university has recognised that the pandemic is not over. To continue supporting our students, the University is making a series of “assessment commitments” for the 2021-22 academic year. For your information the 5 major points are:

1. Moderation and scaling - we will continue with robust moderation and scaling processes at course unit level, to ensure that the marks for whole year cohorts are not out of line with those from recent prior (non-COVID-19) years.
2. Degree classification – we will continue to extend ‘boundary zones’ for Examination Board consideration of a higher classification by 1%. In addition, PGT students will be able to achieve a distinction even if they require a re-sit or compensated mark.
3. Resit fees - we will stop charging resit fees.
4. Faculty and University Examination Boards – these additional opportunities for internal and external scrutiny of outcomes will take place in 2021-22. These boards are being scheduled to minimise any necessary delays to the release of results and graduation.
5. Mitigating circumstances – we will implement the following measures, to ensure that our mitigating circumstances processes are effective and appropriate during the pandemic.
 - We won't require a letter from a GP or healthcare provider for medical conditions or a death certificate in cases of bereavement. Instead, students can provide a variety of alternative evidence to support their request;
 - Where a student's claim is for a long-term or recurring medical or mental health condition, we'll only ask for medical evidence once (unless there are accreditation or fitness-to-practice requirements). We'll also automatically carry these claims forward from the first application through to your final examination board;
 - Students will be able to seek mitigating circumstances for assessments impacted by IT failure;
 - Students can seek mitigating circumstances for elite sporting commitments;
 - We'll normally process assessment deadline extension requests within five working days.

Fieldtrips. The replacement fieldtrip for the second year students on the Earth and Planetary Science programmes (led by Steve CC), the second year fieldtrip (led by Julian/Ian) and the MSc fieldtrip (led by Jonathan) have been a success. The first overseas fieldtrip to Spain for the 4th year MEarthSci students (led by Stefan and Rhodri) has just finished.

I have asked Rhodri to look into the (current) requirements for overseas fieldtrips to the EU for around the Easter period (Germany, Italy and Spain) in relation Covid/vaccinations/quarantine. This since it is very likely that students and staff need to be vaccinated (with the correct/approved vaccine) to avoid having to go into quarantine when they get into the country. It is important to raise awareness among the student cohorts to make sure they get organised.

First semester exams. We will have invigilated on-campus exams in January 2022. Please note the other faculties will not do this, so this only applies for EART units. Considering we have not done any of these exams in last 2 years we need to (i) make sure that there is enough practice available for all units that have such an exam and (ii) that all students are informed what is going to happen. We are currently working on a set emails/instructions for unit coordinators and students to explain what is going to happen. In short it will mean that all unit coordinators will have to:

- put (detailed) information on the unit blackboard site of what kind of exam it will be (expectations, number of questions, style/type of questions etc.). It also advised to discuss this briefly during one the synchronous sessions.
- provide enough exam practice via the blackboard site, which could be by making a previous exam available. However, considering that there are quite a large number of new units these may not always be available. As a minimum it is expected that there is at least 1 typical exam style question available (+an indication of how long it should take to do this question) for the students to practice. It is also expected that feedback needs to be supplied, which can for instance be done by making a model answer available or holding a question and answer session.

As part of the agreement that allows us to hold on-campus invigilated exams during the pandemic, the faculty need to show that there is an alternative process planned out, e.g. Plan B. This has now been developed and rolled out (see attachment). As part of this plan the discipline was asked to identify those exams that under plan B should be delayed until semester 2. Upon analyses we have reported that none of the EART exams should be delayed. This means that if Plan B is activated all exams will be moved online using the guidelines in the attached document. We have identified resources required to set up online exams if needed and submitted these requirement to faculty.

Strategic departmental teaching planning document. No update this month

Quality Assurance Agency (QAA) draft subject benchmark statement. The QAA for higher education has published the draft subject Benchmark statement for Earth Sciences, Environmental Sciences and Environmental Studies for consultation on the first of November ago and wish to gather feedback from the higher education community and stakeholders in order to further shape the drafts prior to their final publication in spring 2022. For your information this benchmark will be used to review the UG programme level ILOs on both programmes in the near future. We have until midday on Thursday 9 December to submit our response and will discuss this on the next T&L meeting on Wednesday the 1st of December.

Student staff liaison committee (SSLC) meeting. We had a SSLC 2 weeks ago, with some useful discussions and feedback from the students. Some general points to feedback to staff from our students include:

- Unit plans -students have requested that all units have unit plans on blackboard. Please have these at the front of your Blackboard pages with details of what is synchronous and asynchronous and a guide for how long students should spend on each activity. For note each student should spend ~6 hours a week on each unit (including contact time) and students informed us that they like the ones with a bit more detail, rather than just a list of topics of what will be discussed in what week.
- Videos and online material – There has been a request from the students that videos are not uploaded to blackboard in isolation but have some context with them such as (weekly/video specific) Intended Learning Outcomes (ILOs)/quizzes/guidance on what is important.

- Exams/tests -students requested guidance on what material is relevant to exams and tests and also that example practice questions/past papers are uploaded onto Blackboard. Please remember that most students have not done an invigilated exam in a long time and they need practice in the type of questions that will be asked.
- Technical language – a request that staff using technical terms have them written down or write them on the board so that students can look them up. Students found they couldn't always spell a word which made it difficult to find out about after the fact. Defining technical language either at the start or during a lecture was also appreciated.
- Podcast– Please remember that there is a (DASS) requirement to make sure that all lectures are podcasted. If you are not in a centrally timetabled room then there likely will not be automatic podcasting therefore please make sure to collect a recorder from the earthsupport office to record a session if/when required or use podcast studio (see <https://podcast.its.manchester.ac.uk/PodcastStudio/studio.html>).
- Attendance monitoring – a request from students to remind them at the start of a session to fill in their attendance. There have been some teething problems with the system, mostly to do with the wider IT/wifi issues that the uni has had, but many of them are being ironed out. The attendance monitoring is to be used to catch students before they have more serious wellbeing issues and in advisor meetings therefore good/reliable data is required for it to be useful. Vicky has adjusted a powerpoint to show at the start of lectures and included the COVID message that Bart sent around earlier for ease, and forwarded this to all last week to be shown to students at the start of every session.

Attendance monitoring. The use of the attendance monitoring system is primarily for improving the wellbeing of students by catching them before they fall. To update you, the system is being used in tandem with Blackboard sign-in information and reports are generated the give a 14 day rolling average that can highlight students with potential issues. Mike T has contacted a number of students with low engagement across year groups and had 7 students report wellbeing difficulties that can now be picked up, and might not otherwise, which is a positive result. However, some students that were contacted did report that they simply forgot or had wifi issues and we have anecdotal evidence that a portion of students are misusing the system and signing in from home.

Therefore to improve the quality of the data from the attendance monitoring system there are several things that can be done.

- Reminders in Teaching Sessions: Renewed communication at the start of each lecture, see outcome of SSLC above
- Spot checks: Offer of spot checks to unit coordinators from earth support office. These would reinforce the requirement for students to only check in if they are present in the teaching session.
- Self Spot checks: These are entirely optional. However, if you have the inclination and time in your session you could do a 'staff check-in' through the attendance monitoring system.
- Student comms: there is also communication to students about the system through the Monday Must-read and the staff student liaison committee. Some points made here are that it is ok for a student to be absent if there was a good reason (such as self-isolation/illness) and this should be reported to the office and can then be labelled an authorised absence on the system (a self-

check in should not be used in this instance), otherwise attendance in person is mandatory for all students.

8. PGR Update

Admissions and recruitment:

The new admissions cycle opened w/c 18th October 2021 (with a slight delay due to Campus Solutions problems, and with the new PGR Evaluations system going live) and we will begin reporting admissions numbers for subsequent meetings.

Total number of PGRs who have registered since January 2021 were 51 (28 Home, 23 Overseas; 17 were from Jan – July; 34 from Sept) which is an increase of 17 compared to the same period in 2020. The majority of the PGR recruitment has been into the Atmospheric Science and Ecology & Evolution groups. There were some delays with ATAS applications for some Overseas PGRs that has delayed starts but these seem to be resolved now and are expecting some additional registrations before the 1st December deadline.

The department has two allocated STFC DTP studentships (although final confirmation of numbers is pending) and one allocated EPSRC DTP studentship. The department also has access to one of seven EPSRC DTP CASE studentships across the Faculty available on a first-come-first served basis. Calls for project proposals will be announced shortly.

The calls for the University of Manchester-Chinese Scholarship Council (CSC) studentships and the President's Doctoral Studentships (PDS) are now open with deadlines for the CSC scheme in mid-January 2022 (14 Jan application deadline, 21 Jan supervisor nomination deadline, 28 Jan department nomination to Faculty deadline) and for the President's Doctoral Scholarship scheme in late January 2022 (31 Jan supervisor nomination deadline, 11 Feb department nomination to Faculty deadline). The department can nominate up to 6 CSC studentships and up to 3 PDS studentships. Other current open call is the Synthetic Biology Manchester-Tsinghua Dual award PhD Programme (15 November deadline for proposals). Details of all schemes have been circulated to all staff.

We are still awaiting details of revisions to the PGR fee structures.

I gave an EES PGR presentation during the PGR Virtual Open Week on 3rd November to promote our programmes and research – there was a small number of attendees live online and the presentation was recorded for potential applicants to view subsequently.

IT/email account and eProg disruption for some PGRs:

We have been aware that over the last couple of months some PGRs have lost IT account access including email. Although this only seems to be affecting small numbers of individuals, it is extremely disruptive and frustrating for those affected. Some of the issues have been due to deadline/graduation date changes due to extensions to programme not feeding through to all online records systems, but some other issues are still unclear. We are speaking with IT services and students records to attempt to solve these problems but some still seem to be on-going.

We are also aware of problems with eProg records for some PGRs no longer being accessible or 'disappearing' and this appears to be a systems integration issue that IT services are investigating.

Any PGR having any IT related problems should make Claire Erskine aware as well as raising a request with IT services.

PGR working arrangements:

We have been made aware that some PGRs have concerns with regard to delayed or restricted access to departmental facilities, time delays with regard to approval of risk assessments/COSHH forms and some other concerns, and we had a meeting to discuss this with one of the PGR reps, and followed this up with a broader discussion at this week's PGR Committee. A number of suggested actions and solutions were proposed and are being worked through with the involvement of Mike Burton, Lisa Jameson and Carl Jackson.

There has also been some concerns raised with regard to PGR office/desk spaces within Williamson including with regard to the poor state of some office areas, in some cases due to PGRs not clearing desks/offices before leaving, and other issues that make desk allocation challenging. Many of these issues will be looked by the PGR/PDRA/Fellow office space review committee.

NERC DTP bid update:

I have met with the PGR Director for SBS to briefly discuss potential interactions within biological sciences. I am also meeting with PGR Director for SEED this week for similar discussions. I intend to arrange another RG rep meeting to update on outcomes from wider discussions before the end of the year.

PRES 2021 responses and actions:

Following consideration of comments and responses from the PRES 2021 survey, a department response and action plan has been produced in consultation with the PGR Committee and PGR reps. The action plan can be found [here](#).

Jon Pittman

9. Research Update**DHoR Report Nov 2021; 11/11/21 Gordon McFiggans**

School Research Strategy: 1st research ½-awayday on 10th November with all HoD, HoPGR, HoR and all RGLs to come up with a 6 page SoNS Research Strategy – 1 page for School, 1 page for each Dept. The overarching DEES strategy to see us through the next decade or two – i.e. the longer term view of what and who we are; in particular focusing on what we should stop doing. Comments solicited from all RGLs – input received from Basins, Ancient Life and MES. The SoNS research priorities have been stated as:

- i) Sustainable futures and net zero
- ii) Integration of natural sciences with healthcare including environment
- iii) Modelling and the broad area of digital data science

We have been asked for a similar DEES-focussed set of research priorities.

Fellowships: next round the UKRI FLF applications will focus on i) Sustainability and ii) Advanced Materials. The DKO applications will focus on i) Net zero and sustainable systems, including carbon storage and hydrogen, ii) Engineering for health, iii) Engineering biology, iv) Environmental Bio Tech, interface with medicine and healthcare, v) Data science, AI, machine learning, autonomous systems, robotics, vi) Engineering materials, Quantum 2.0 and nano- and meta-materials, vii) Digital engineering and manufacturing, viii) Metallurgy, composites and sustainable materials, ix) Energy, including fusion.

Influence on these priorities to follow through a clear Dept. / School / FSE strategy. Presuming these will be conveyed via SLT .

PGR Growth Strategy: actual Departmental allocations within the SoNS PGR strategy still to be decided. For 20/21, on top of the 34.3 EPSRC DTP studentships (of which DEES will get 1), those in the School control are i) Super GTAs, ii) STFC DTP studentships and iii) Faculty-funded PGRs. Proposed to allocate match-funded studentships from the School pot, a strategic Modelling / AI / Big Data cohort and the Super GTA cohort.

PS challenges: following up on last month's item, starting to collate a rank ordered list of particular challenges in research-related areas of PS support for escalation by Emma Reilly as offered at SoNS research catchups on 1st Wednesday of each month.

Awards and Applications: to follow...

10. EDIA

1. Bart Van Dongen, Vicky Coker and Cathy Walton met with Jill Yeow to discuss DEES running a Faculty pilot on tagging our units in our units in the Environmental Science UG pathways to SDG goals. In order to go ahead with this we have requested some resources from the Faculty level including IT support, graphic design support and admin support. We are waiting to find out what support there may be.

2. The EDIA Team met to gather and give some feedback into the draft Athena Swan application and associated Action Plan for the School (largely written by Giles Johnson). The draft was reviewed by a University Committee and their opinion is that it is most likely that we will get a bronze at School level rather than a silver. This is probably not surprising given the difficulty of reporting back on how the diverse actions of different departmental action plans have been implemented at a School level. Regardless of whether it is silver or bronze, there is a very comprehensive action plan that will be the basis for future EDIA processes. Some of the past EDIA initiatives we have had in DEES have been taken forward e.g. advertising of all departmental positions (rather than tap on shoulder), fixed duration of departmental positions, and a modification of the EDIA observer in interview scheme.

3. Fieldwork inclusivity. Following discussions at both the Teaching and Learning Committee and the BAME/WP Committee agreements were made to: i. put £4000(?) onto next year's budget for field clothing (waterproofs) for new UG students who are not able to provide these for themselves (particularly aimed at WP students). ii. That pre-field course meetings with UG students should be mandatory (possibly these already always take place – but to be sure that they do they will be mandatory). The EDIA Team will detail the list of topics that should be covered in such meetings with UG students. The overall aim here is to better prepare students for field courses and ensure these are as inclusive as possible by getting students to consider risks related to personal characteristics (e.g. LGBTQ+, ethnicity) as well as ensuring they respect local cultural norms in their field course destination.

11. IT Report

No updates.