

DRAFT

Department of Earth and Environmental Sciences

Teaching and Learning Committee

Minutes of 3 November 2021

Present: Prof B van Dongen (BvD) (Chair); Dr R Brunt (RB), Prof M Burton (MB), Dr V Coker (VC), Prof P Connolly (PC), Mrs E Edwards (ME), Dr T Gilman (TG), Prof J Gilmour (JG), Dr M Hartley (MH), Dr G Holland (GH), Prof D Johnson (DJ), Dr R Jones (RJ), Dr A Lowe (AL), Prof G McFiggans (GM), Dr N Mitchell (NM), DR B O'Driscoll (BOD), Ms S Panda (SP), Dr A Pawley (AP), Dr R Samson (RS), Dr C Walton (CW), Mr M Turner (MT) (Secretary).

Apologies

Noted: Ms G McCabe, Dr R Jerrett, Dr S Schroeder, Dr S Covey Crump.

2. Matters Arising

2.1 Noted: (5.8 from previous minutes) – this has been done, will be covered in EART11300

2.2 Noted: (5.9) – Discuss at next meeting

2.3 Noted: (6.3) – Programme to be discussed with Geography. We have one student under project supervision in Geography this year.

2.4 (8.2) Discuss at next meeting

2.5 (9.2) – this is ongoing.

3 Terms of reference

3.1 Noted: The committee agreed to invite a representative of the EDIA committee (currently Dr C Walton).

4 Reports and updates

4.1 Noted: BvD informed the committee all examination boards have concluded in the department. Results will be released to students after the Faculty Exam Board on 29 November. There has been wide spread IT issues effecting the timetabling software, wifi, and student records systems.

The department acknowledges the gender imbalance in External Examiners and are looking at progress towards an even balance with new appointments.

Field course have restarted, visiting Scotland, Wales and Spain. There has been a visa issue with one student so field leaders should be aware of this in advance. This includes visa requirements for overseas.

4.2 Action: RJ to report on visa / vaccination requirements

4.3 Noted: CW reemphasised the need for students to be prepared with appropriate clothing. Discussing the culture of the field venue – issues that people may face. Student behaviour and professionalism. The need for students to talk with staff before departure with concerns, which may then be able to be included in risk assessments.

4.4 Action: BOD and TG to ensure pre-field course meetings are scheduled. If there is not an option for face to face, online video may be used. Meetings to be compulsory.

4.5 Noted: VC suggested a check list to go through in the meetings.

4.6 **Action:** ME to consider introduction to field work in welcome week for first year students.

4.7 **Action:** CW to produce check list for EDIA content.

4.8 Noted: The strategic departmental teaching planning document has been presented at the latest departmental board. All staff will be invited to contribute in January.

4.9 Noted: The department needs volunteers for the fieldtrip carbon footprint group.

4.10 Noted: The University has renewed its membership of the QAA. There is a benchmark for our subject areas.

4.11 Noted: the Student / Staff Liaison Committee met on 27 October – positive feedback.

4.12 Noted: The committee discussed a proposed bursary for field clothing for WP (widening participation) students. The committee welcomed the proposal, however, there were suggestions this should be made available to other students, with WP the minimum. MB suggested purchasing a bulk load of waterproofs (140?). The committee also discussed whether students should be expected to fund any of the clothing if they have not already own some.

4.13 Action: To discuss again at next committee, we have until January 2022 to make the proposed budget request.

4.14: Noted: LGC reported students not engaging with careers sessions.

4.15 Action: LGC to discuss at next SSLC (1 December)

4.16 Noted: LGC presented “Extracting employability from EES modules” – including KASE framework. The committee welcomed the presentation, and to include students in the process. ME informed that first year students produce a *onenote* file, which ideally should be carried on through the proceeding years of study. JG commented an overhaul of the unit specification would capture this, and other points, however the current specification could be viewed as too rigid to do. The committee are supportive of LGC pursuing the process, which is ultimately included in the unit specification.

4.17 Action: DJ to send reminder to staff about the academic malpractice reporting process.

4.18 Noted: MH requested that a number of tasks within the role of Disability Tutor could be the responsibility of PS staff in the department that. The committee was supportive of this.

4.19 Noted: PC reported on latest academic advisement meetings – generally a very good take up, although it seems 40% of third year students may not have been offered a meeting yet.

4.20 Noted: MB informed the committee that the forthcoming SEP changes will focus on themes, not departments – big changes to come. BvD noted there is not a “Plan B” for possible serious challenges.

4.21 Noted: The department has one student on each of the “with” programmes of research, industry and year abroad this year. GH and TG have run information sessions about these programmes.

4.22 Action: TG & GH to produce documents for credit based assessment for students in Industry / Research (March 2022).

4.23 Noted: The department has a new field document which has amalgamated three previous documents, which is now “live”. Acknowledgement should be paid to S Kewley, former Health and Safety Advisor for the department. All field courses should use this document.

4.24 Noted: VC reported on [the UN] sustainable development goals integrated into teaching and unit descriptions. The department is considered a pilot scheme for the School.

4.25 Noted: JM reported seven exam papers not submitted for review as of today, also the need for new External Examiners to review the papers. FSE is the only Faculty to run invigilated examinations on campus this semester. The department has reduced the number of invigilated, online exams from seven to four. The department does not support moving S1 examinations to S2. Plan B is online exams.

4.26 Noted: BvD asked Unit Coordinators to publish examples of questions and/or past papers on Blackboard for student revision.

5 PS Support update

5.1 Noted: MT reported that the student support team are using the new attendance system, which has proven unstable and unreliable at times this semester due to connectivity issues. Some 183 students have been contacted through email, with 8 declaring mental health challenges. A number of EES staff have been assisting with other departments.

6 Response to External Examiner reports

6.1 Noted: to carry over to next meeting

7 3rd year Geoscience project

7.1 Noted: The mapping project, 40 credits, could not be completed this year by students. A 30 credit project has replaced this. The committee approved this, with the assumption that the Geological Society are aware and agree with this temporary change.

7.2 Action: BOD to discuss with GeoSoc.

8 Changes to course units for 2022/23

8.1 Noted: None received, staff reminded to present at semester 2 committee.

9 Date of next meeting

15 December 2-4pm, on zoom.

End of meeting.

