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## Annual General Meeting

9<sup>th</sup> September 2021, Virtual Meeting

### Minutes

The meeting commenced at 14:00.

#### Present:

|                                    |   |  |
|------------------------------------|---|--|
| Jenny Burnham (JB <b>Chair</b> )   | Richard Blackburn (RB <b>Membership</b> ) | Fiona Dickinson (FD <b>Communication</b> ) |
| Anna Roffey (AR <b>Secretary</b> ) | Claire McDonnell (CMD <b>Treasurer</b> )  | Julie Hyde (JH <b>SaFE Rep</b> )           |
| JL Kiappes (JLK)                   | Hanno Kossen (HK)                         | Adrian Wright (AW)                         |
| Malcolm Stewart (MS)               | Gan Shermer (GS)                          | Kevin Morgan (KM)                          |
| R Mapiste (RM)                     | Wenqian Chen (WC)                         | Stephen Doughty (SD)                       |
| Andrew McKinley (AMK)              | June McCombie (JMC)                       | Shane Lo Fan Hin (SH)                      |
| Simon Lancaster (SL)               | Chris Adams (CA)                          | Dylan Williams (DW)                        |
| Anthony Guiseppi-Elie (AG)         | Anna Bertram (AB)                         | Becky Butler (BB)                          |
| Sarah Rawe (SR)                    |   |  |

#### AGM21/01 Apologies (AR)

Roy Lowry

#### AGM21/02 Minutes of the 2020 AGM (JB)

The minutes were review and there were no comments. JB mentioned she was elected Chair of the HEG committee and thanked the membership. The minutes were accepted.

#### AGM21/03 Summary of HEG activities over the previous year (JB):

##### a. RSC HE Chemistry Teaching Network winter and summer meetings

2021 Winter Meeting, 5<sup>th</sup> March 2021: The meeting was run by Linnea Sola and Smita Odedra at University of Glasgow and the theme was Finding the Fun in Higher Education and included lots of active learning and student engagement ideas.

2021 Summer Meeting, 18<sup>th</sup> August 2021: The summer satellite meeting was organised by Stephen Potts at UCL and run by colleagues Tamara Alhilfi and River Riley. The topic was Support for Student Wellbeing including personal tutoring, supporting students and their development.

#### **b. Support for the Decolonising the Chemistry Curriculum workshop**

This time last year the group put out a call for expressions of interest in organising a meeting on the theme of 'Inequalities in learning and teaching chemistry'. Subsequent to this Katherine Haxton hosted, organised, chaired and facilitated the highly successful Decolonising the Chemical Sciences Resource Retreat on 25<sup>th</sup> June 2021.

A future workshop on the subject of Disabilities in Chemistry is being organised by Julia Sarju and Lizzie Wheeldon at University of York, coming later this year.

#### **c. ViCEPHEC – financial support and bursary**

ViCEPHEC21, 16-20 August 2021: HEG provided financial support and committee encouragement to the local organising committee (University of Glasgow) for ViCEPHEC21.

HEG also offered a limited number of bursaries to support participation by members in the virtual conference. HEG would like to congratulate Manoj Ravi (University of Birmingham) for being successfully applying for a bursary and giving a very successful talk. As agreed in advance, Manoj has written a summary of the event for the HEG blog which will be published online shortly. **[Action:FD]**

The group also awarded four poster prizes during the conference and the committee judges were impressed by the inspiring work exhibited by the chemistry and physics community.

#### **d. Proposal for new event**

There has been a proposal for an escape room event. This will take the form of a workshop showcasing an Escape Room activity combined with an Augmented Reality App and is being organised by Daniel Elford and Simon Lancaster of UEA. Date to be confirmed.

#### **e. Representation at the RSC Education Division Council**

JB attended a virtual EDC event in February 2021, updating them on our activities, debates and discussion.

Updates from meeting: the EDC is proudly introducing new education prizes, but the HEG committee believe they appear as an afterthought to the rest of the RSC prizes, partly due to the fact that they come later in the year, and were only advertised with a small segment in the RSC Voice magazine rather than a full page spread as with the other prizes. The HEG committee feel education is often lower priority.

This feedback was passed on by JB to EDC members who countered that the timing of the education prizes is meant to be easier for practitioners to apply. Moving forward the calendar for prizes will be roiling which will hopefully remove any perceived inequality.

This year's prize winners will be announced in November 2021. JB has offered for HEG be involved in an online celebration event in the spring to help promote the awards.

JB noted that the RSC is currently offering an inclusion and diversity bursary of up to £5k and the deadline is Monday 12<sup>th</sup> September 2021.

#### **AGM21/04    Communications update (FD)**

FD, though new to the position, summarised recent communications activity and asked for member content to include on our WordPress website, and ideas on what kind of content our members would like to see. FD encouraged the membership to email her. **[Action: All]**

AMK suggested that we post links on the WordPress site to the VICEPHEC21 talks when they are available. **[Action: FD]**

It was suggested that the website could showcase recommended reading lists for new people to the field of chemistry education – key papers, books, etc. CMD volunteered to be involved with this activity and is can be contacted at the end of October/beginning November. **[Action: FD,CMD]**

SL reported that he chaired a review of the RSC education award portfolio, which was very positive, noting that the RSC want more prizes and are sincere about wanting to promote education.

#### **AGM21/05    Treasurer's Report    (CMD)**

CMD summarised the Treasurer's report (see Appendix A), noting last year had been obviously disrupted by the global Covid-19 pandemic. The last meeting the group supported before the pandemic was the Higher Education Teaching Network Meeting in Oxford, January 2020.

CMD noted that there were few outgoings due to the pandemic – lots of free/cheap online events which we would normally fund when in person.

CMD reported that this year HEG paid out for a delayed Kickstarter funding (delayed due to university merger).

CMD noted that the ViCEPHEC bursary and poster award payments will also produce output for the HEG Wordpress site, as a condition of the awards.

#### **AGM21/06    Membership of the Committee (RB)**

a. Officers:

The term of office is 3 years, with a possible second term.

**The Chair**, Jenny Burnham has completed one year (first term) – *no election required*

**The Treasurer**, Claire McDonnell, has completed one year (second term) – *no election required*

**The Secretary**, Anna Roffey has completed three years (first term) – *an election is required*

**The Membership officer**, Richard Blackburn has completed two years (second term) – *no election required*

**The Communication & Publicity officer**, Fiona Dickinson has completed two years (first term) – *no election required*

**The International Representative**, Jack Barbera has completed two years (first term) – *no election required*

**The SaFE Representative**, Julie Hyde has completed two years (first term) – *no election required*

b. Ordinary Members:

The term of office is 3 years. Current members with years as follows:

- Gan Shermer (*second term ends 2021-22*)
- Shane Lo Fan Hin (*second term ends 2021-22*)
- Malcolm Stewart (*second term ends 2021-22*)
- Rebecca Butler (*first term ends 2021-22*)
- Adrian Wright (*first term ends 2021-22*)
- Dylan Williams (*first term ends 2021-22*)
- Gita Sedghi (*first term ends 2022-23*)
- Roy Lowry (*first term ends 2022-23*)
  
- Currently in the process of electing an ordinary member

RB noted that JB is first term as Chair and requested this be corrected in the minutes.

**[Action:AR]**

RB noted that there has been a recent election for an ordinary member. Seven applications were received by the RSC, who has contacted the membership to vote. The deadline is Monday 13<sup>th</sup> September 2021.

AR has come to the end of her first term, and as a senior officer cannot automatically receive a second term. The role must be advertised and if there are several candidates and election held. This will come up in the next few weeks. RB noted that JB is first term as Chair.

Recent election for an ordinary member. Seven applications which the RSC contacted the membership to vote, have until Monday 13th to vote.

Two candidates were in attendance, JL Kiappes, and Wenqian Chen. Both candidates introduced themselves to those present.

JB noted that there were seven candidates and currently only one position, but there are many ways to contribute to the group and community, e.g. organising events we support.

RB noted that AR has come to the end of her first term. As a senior officer a second term must be advertised and elected. This will come up in the next few weeks. **[Action:RB]**

### **AGM21/07 HEG strategy and future direction (JB)**

JB discussed the future strategy for HEG and invited views from the membership. JB noted she would like HEG to become more future-proofed, so that current enthusiasm and activity doesn't rest with one very active member, but continues into the future.

JB shared a Padlet with the following topics:

- a) Motivations
- b) Mission statement
- c) Draft strategy
- d) Open call: topics to cover in future events, communications, articles, etc.

#### **b. Mission Statement:**

It was noted that 'bringing people together' is missing from the HEG mission statement.

MS noted that ViCEPHEC is largely what HEG does according to the statement, but questioned how much is HEG and how much is VICEPHEC steering group?

GS responded that HEG has three representatives on the steering committee, and we contribute some funds to it. IOP HEG also represented, and past hosts. CMD is good to feeding back between HEG and steering group, we have input but not the overall say.

CMD noted there is a balance between the preferences of the supporting organisations and the people on the ground who are actually organising it. We do our best to feedback the plans and get input from HEG. There's a lot of work that the local organisers do but we're not the sole funders, there are guidelines.

CA organised ViCEPHEC in Bristol in 2019 and he had to start from scratch, without much help from those who had run it before and Matt Merars from Sheffield previous organiser, helped then suggested a steering committee. CA wrote a guidance document. Matt also felt physics needed more representation, and the steering group is supposed to help redress this. CA noted in particular that when initially organising ViCEPHEC19 the local organising

committee struggled for funding. The steering committee made sure that profit was passed forward to next organiser.

CMD mentioned that we now have funding from HEG which can be available well in advance to help with this.

There followed a discussion on the content of ViCEPHEC and purpose of the conference. Some members felt that the content has become too research-focussed, and no longer contains enough practitioner show-and-tell work which can be adapted by attendees into their own practice. The difference between CERG (the RSC Chemical Education Research Group) and HEG was discussed. CMD agreed to pass this feedback on to the steering committee. **[Action: CMD]**

JB summarised the discussion and noted activities in our mission statement should be a bit broader and maybe there's an issue with ViCEPHEC. AdvanceHE have pulled back from their community provision (which is now very expensive), ViCEPHEC should only be a part of what HEG do.

#### **c. Draft Strategy:**

JB presented a draft strategy (see appendix B)

SL described it as a great plan, but he did a similar thing with TEG and found it hard to get critical mass of membership support for extra events. He suggested that he found more success when good ideas and enthusiasm come from outside of HEG, and they come to us for support.

#### **d. Open call: topics to cover in future events, communications, articles, etc.:**

JB asked for input from those present at the AGM on activities and outputs from the group, noting one suggestion from above on collating resources and articles on how to do chemical education.

It was noted the communication officer had not yet received the output report from the 2019 Higher Education Teaching Network Lab Skills event from MS. **[Action: MS]**

Other ideas for activities included:

Funding opportunities being listed on the website

A meeting of admissions tutors – to enable some coordination in the sector to try to encourage more students into chemistry.

Website content on ideas on how to facilitate learning, examples of how people teach.

External teaching observations – can we network with colleagues elsewhere to observe their teaching?

**AGM21/08    Any other business**

JB thanked Anna for her first term as Secretary.

## Appendix A – Treasurer’s Report



### 1. Treasurer’s Summary on Audited Accounts for 2020

Balance on Jan 1<sup>st</sup> 2020: £4,704.45

Income (Annual Grant, March 2020): £1,122.78

#### Expenditure:

##### Higher Education Teaching Network

Meeting in Oxford Jan 2020:

**£191**

##### VICEPHEC 2020,

Bursaries (up to £50 to support participation / improve accessibility for audience)

One application funded for conference registration (cheque number 68): **£5**

##### Kickstart Scheme for Effective Practice and Innovation in Chemistry Higher Education

University of Bath project

**£300**

**Balance on Jan 1<sup>st</sup> 2021: £5331.23**



## **2. Annual Grant and Planned spending for 2021:**

Income (Annual Grant, March 2021):           **£844.11**

### **Spending to date:**

#### **Kickstart Scheme for Effective Practice and Innovation in Chemistry Higher Education**

Technological University Dublin project

**£300**

#### **Decolonising Chemical Sciences event**

Online, Keele University (keynote), July:

**£50**

#### **ViCEPHEC 2021,**

Bursaries (to support participation / improve accessibility for audience)

**£53.54**

Poster Prizes (4 x £40)

**£160**

**Current Balance (September 2021): £5611.35**

### **Planned Spending**

Barriers and inequalities in Chemistry Education meeting (focus on disabilities).

**£405**

April 2022 online, University of York.

speaker expenses, captions corrections after the event and BSL interpreter.

## Appendix B – HEG Strategy (Draft)

|                        | MEMBERSHIP   | EVENTS   | COMMUNICATIONS   | FINANCE  |
|------------------------|--|--|--|--|
| <b>Members</b>         | Comprises people who are working in Chemistry Higher Education or who have interests in Chemistry Higher Education<br>Different subgroups                      | Networking at meetings<br>Presenting at/hosting meetings<br>Representing members at RSC  | Through email<br>In social media<br>Using allies/champions<br>Various RSC publications and interest groups   | Source of money  |
| <b>Learning stuff</b>  | Who is who<br>Learning from others<br>Sharing of information   | National conference(s)<br>Themed meetings<br>Network events  | Communications<br>Website repository   | Source of information on funding   |
| <b>Support</b>         | Meeting members needs  | Sponsorship<br>Publicity<br>Audience for events  | Representing members<br>Listening to members   | Bursaries<br>Prize money<br>Event funding<br>Initiative funding  |
| <b>3 year strategy</b> | Define subgroups and explore recruitment methods<br>Characterise needs of different groups<br>Explore benefits of diversity within group<br>Monitor engagement | Review events programme<br>Agree criteria for supporting external events<br>Identify gaps in provision and develop new events to fill them<br>Evaluate | Review communication strategy (how, who, how often)<br>Regular communication to members<br>Additions to website content<br>Receiving communication from membership | Review funding strategy<br>Agree plan for regular spend<br>Develop criteria for exceptional/non-regular spend<br>Deploy funds to good use in support of HEG activities |

## Appendix B – HEG Strategy (Draft)