

Annual General Meeting

15th September 2022, Virtual Meeting, 2-3 pm

Minutes

Present: Jenny Burnham (JB), Adrian Wright (AW), Antonio Laganà (AL), Claire McDonnell (CMD), Dan Cornwell (DC), David Palomas (DP), Dylan Williams (DW), Gareth Price (GP), Giorgio Chianello (GC), Hanno Kossen (HK), Alison Hill (AH), James Redman (JR), Malcolm Stewart (MS), Milan Antonijevic (MA), Sweta Ladwa (SL), Daniela Plana (DPI), James Harvey (JH), Stephen Doughty (SD), Simon Lancaster (SLa), JL Kiappes (JLK)

AGM22/00 Moment of Reflection

On behalf of our members, our Board of Trustees and all of our colleagues around the world, the Royal Society of Chemistry offers its condolences to His Majesty the King and bereaved members of the Royal Family at this time of sorrow and sadness.

Her Majesty Queen Elizabeth II was patron of the RSC for almost seven decades and had a close association with our community. In this period of national mourning, as a sign of respect and in sympathy with members of Her Majesty's family, we will observe a moment of reflection at the start of the RSC-HEG AGM.

AGM22/01 Apologies (JL)

Apologies received from: Anna Roffey (AR), Fiona Dickinson (FD), Roy Lowry (RL), Julie Hyde (JHy).

AGM22/02 Minutes of the 2021 AGM (JB)

Website update

FD is the lead for the HEG website. Winners of the VICEPHEC poster prizes to have their posters shared on the website. Ongoing call for contributions of practice to be shared on the website.

Minutes accepted

AGM22/03 Summary of HEG activities over the previous year (JB):

a. New Mission Statement

“The Royal Society of Chemistry Higher Education Group (RSC HEG) represents those with interest in chemistry in higher education. Our community provides a supportive network promoting collaboration, innovation, and dissemination of effective learning and teaching practice throughout the chemical sciences.”

b. Augmented Reality Escape Rooms workshop Daniel Elford UEA Norwich

HEG facilitated the event by promotion and raising awareness with our members.

c. EDI officer on committee appointed: DW

HEG is the first interest group with an EDI officer. Since March, DW has been working with RSC on provision of training that would benefit the interest group and committee. This is currently in development by the RSC.

At the summer committee meeting, there was discussion about how EDI fits in with the HEG vision and new mission statement. Work by RSC will inform and influence what we do going forward. There will be opportunities for group members to become involved in EDI-themed activities.

One part of RSC poster conference on twitter will focus on EDI in Education. The RSC makes funding available to support EDI. DW has a grant in Birmingham and will share the outcomes next year. Becky Butler is pursuing a bid as well. DW agreed to prepare case studies as examples with easy transferable practice. Please contact DW with any ideas, contributions, or feedback. **[Action: ALL]**

d. Representation at the RSC Education Division Council/Education Community Council

The RSC is restructuring, and divisions are becoming communities. FD represented HEG at the meeting about transition to communities. RL was appointed at the Committee meeting in July to sit as permanent HEG seat on that council and feedback to HEG committee. We look forward to seeing exactly what the changes from division to communities will be over the longer term.

e. Inequalities In Chemistry Education Meeting

Two years ago there was a solicitation of interest for sessions addressing Inequalities in Chemistry. In 2021, there was a Decolonisation of Curriculum session organised by Katherine Haxton. In March 2022, Lizzie Wheeldon and Julia Sarju from York organised a HEG-supported meeting that discussed inequality from a student perspective, including a disability strand. The meeting was felt to be very successful. JB and HEG extend sincere thanks to Julia and Lizzie. HEG funded accessibility in advance of meeting. DW noted the RSC will have an EDI roundtable in October, where the main theme is disability. Proactive work that is needed to be done to make chemistry open to all, and the committee is encouraged to discuss this further with DW if interested.

f. RSC HE Chemistry Teaching Network summer meeting

Jamie Wright from Surrey organised this session which was a satellite to VicEPHEC. The theme was ‘Finding your Focus.’ Jamie recruited ‘later-on early career’ members of our community to share

how they found their focus. It was an inspiring and diverse meeting. Set of slides and write-up of the meeting will be available on the HEG website [**Action: FD**]. The committee thanks Jamie and the speakers. Members of the interest group are invited to submit ideas for interest for future Chemistry Teaching Network group meetings.

- g. ViCEPHEC 2021 – HEG provided financial support for accessibility, as well as bursaries and poster prizes.

Thanks to Vicky Mason from Kent for organising again online. Some disappointment was expressed that it was once more online, but the committee noted that when the decision on this had to be made, the situation was unclear. Fortunately, COVID is having less of an impact, but at time decision had to be made RSC guidance was that everything had to be online. The conference was well-attended, with a good selection of talks and posters. Importantly, it was an opportunity for the community to come together. At the end of ViCEPHEC, the next host was announced (decided by competitive process) – University of Durham – dates known week before bank holiday (w/c 21st August).

HEG contributed to purchasing Gathertown. Bursaries were offered, but no applications were made. Three poster prizes were awarded; all posters were very high quality. DW: great collection of people celebrating some fantastic work. Thanks to everyone for making it such a great event by being there, engaging with everyone else, and sharing fantastic work. JB echoes and feels energized by ViCEPHEC. Agreement from chat (AH, GC, SL).

AGM22/04 Communications update (JLK)

Responsibility for HEG's communications channels have been split between FD and JLK. FD is the lead for the website; JLK is the lead for social media. Both will submit e-alerts to the RSC. If you want something to be included on an e-alert, please email both of them.

AGM22/05 Treasurer's Report (CMD)

Completed and planned

We can provide support for accessibility in advance of online meeting. For the face-to-face committee meeting in July, travel expenses and catering.

Planned VICE2022 support Gathertown license. Guestimate of award bursaries- more to come later in the meeting.

Chemistry teaching network meetings not included in budget because all online.

AGM22/06 Membership of the Committee (JLK)

a. Officers:

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

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

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

The Secretary, Anna Roffey has completed one year (second term) – *no election required*

The Membership officer, JL Kiappes (*first term ends Summer 2024*)

The Communication & Publicity officer, Fiona Dickinson (*second term ends Spring 2025*) (this role is shared with JL Kiappes)

The SaFE Representative, Julie Hyde (*second term ends Spring 2025*)

b. Ordinary Members:

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

- Shane Lo Fan Hin (*second term ends Spring 2023*)
- Malcolm Stewart (*second term ends Spring 2023*)
- Rebecca Butler (*second term ends Spring 2025*)
- Adrian Wright (*second term ends Spring 2025*)
- Dylan Williams (*second term ends Spring 2025*)
- Gita Sedghi (*first term ends Spring 2023*)
- Roy Lowry (*first term ends Spring 2023*)

New members:

- Sweta Ladwa (*first term ends Summer 2025*)
- Giorgio Chianello (*first term ends Summer 2025*)

c. Note of thanks

We note our thanks to the following committee members for their hard work and service

- Richard Blackburn (*Membership*)
- Gan Shermer (*ViCEPHEC Steering Group*)

Many thanks to the inspiring field of candidates. We are happy to have involvement and promote your work in other capacities. Encourage people to put themselves forward again

AGM22/07 New RSC Higher Education Group Conference Bursary Scheme (JB)

Following on from the success of our ViCEPHEC bursary scheme, HEG will be launching the RSC Higher Education Group Conference Bursary Scheme. We will sponsor a number of bursaries throughout the year which will be available to support participation by RSC HEG members in any conference (online and in-person), to a value of up to £75.

These bursaries will be limited to members with successful abstracts on Chemical Education advances/innovations/research. There will be three calls throughout the year (initially 28th Nov 2022, 27th March 2023 and 26th June 2023) and preference will be given to applicants who are first time speakers.

Proposal by AR. Many people pay out of pocket. Would like to support participation (already carer bursary and would encourage to apply to that separately).

For more information – pay attention to e-alerts. Thanks to AR for suggestion. Hope it will help people to remain active on conference scene

AGM22/08 Looking to the future (JB)

a. ViCEPHEC costing and possible location subsidies

Difficulty of cost differences depending on location of conference. How can HEG subsidise more expensive locations (e.g. London, Dublin)?

CMD- following up with RSC Networks (and IoP) 12000 GBP total subsidy (half from RSC).

SL - LearnScience – could they help subsidise?

Malcolm – having to hear talk (when most people are using it anyway). Support getting sponsorship from companies, but it does come at a cost

CMD – would like to have something in place before bids come in, people organising need to seek sponsors. Amount unlikely- if something occurs afterwards please get in touch

GC – try much bigger company where this amount of money is a small amount of money. Something like Microsoft – hololens? For them 10000 might not be much, not many unis are yet adopting their equipment.

b. Revisiting our international connections: Possible sponsorship of a BCCE 'birds of a feather' session

Glen Hurst keen on this when chair. If international, collaborate internationally, outward facing, please get in touch.

c. RSC Mentoring Scheme

Please consider being a mentor- not many available for early career or mid-career looking to take next step. Came out of an EDI discussion. DW: using existing structure to realise this, so that it won't be necessary to develop ground rules and a structure from scratch. This will provide an opportunity for career growth and development for all members. It would be great to have as broad a spectrum as possible to sign up as potential mentors.

Education awards. First set 12 months ago. Proud of new investments. Winners were very deserving. It was great to see so many of our community represented. Higher education (and schools)

Good luck to those who applied, congratulations again to winners from last year.

AGM22/09 Any other business

MS wanted to discuss Chemistry Teaching in Practice meeting. Invited Zoe Smallwood to speak. This will be an in-person practitioners meeting from around the country, with the focus on higher education. Come to the Chemistry Teaching Laboratory in Oxford to discuss chemistry teaching practice. This opportunity is particularly for people who started during covid and have not had a chance to network in person, as well as experienced practitioners. Exact programme not finalised, but it will take place on 6 Jan 2023 in Oxford. More interactive rather than lecture-style. Drylabs are now a hydrate.

Thank you for interest, efforts, and attending! Look forward to seeing in person soon.

Appendix

1. Treasurer's Summary on Audited Accounts for 2021

Balance on Jan 1st 2021: £5331.23

Income (Annual Grant, March 2021): £844.11

Expenditure:

Kickstart Scheme for Effective Practice and Innovation in Chemistry Higher Education

Technological University Dublin project

£300

Speaker Expenses for Online Decolonising Chemical Sciences event June 25th **£50**

VICEPHEC 2021,

Bursaries (to support participation / improve accessibility for audience)

One application funded for headset:

£53.54

Four poster prizes of £40 each:

£160

Payment for licence for Gathertown software

£231.74

Advance payment for Inequalities in Chemistry Education event (April 2022)

£405

(student speakers, sign language interpreter and captioning on recorded videos)

Balance on Jan 1st 2022: £4974.61

2. Annual Grant and Planned spending for 2022:

Income (Annual Grant, March 2022): £1400.02

Spending to date:

Committee Meeting Birmingham, July 11 th expenses	£252.19 travel
---	----------------

ViCEPHEC 2022

(Bursaries (to support participation / improve accessibility for audience)	
No applications	£0)

Poster Prizes (3 x £50)
£150

Current Balance (September 2022): £5972.44

Planned expenditure:

ViCEPHEC 2022

Support for host institution (towards Gathertown licence)
£511

RSC Higher Education Group Conference Bursaries

£75 bursary to support participation x 4
£300