

The Learning and Teaching Support Network (LTSN) Centre for Bioscience promotes and facilitates good teaching practice in higher education throughout the UK. Our subject coverage includes the life, biomedical, food and agricultural sciences. LTSN Bioscience supports Special Interest Groups to encourage discussion of particular learning teaching and assessment (LT&A) issues from a bioscience perspective. SIG participants should have the opportunity to exchange experiences and ideas, and identify and develop good practices that will be beneficial to the wider bioscience community as well as to themselves. Each SIG will have Co-ordinator whose task it will be to **initiate, lead, facilitate and co-ordinate** activities carried out by the Group and disseminate the outcomes to the wider bioscience community.

LTSN Bioscience will provide administrative, technical and financial support for SIG related activities. In addition, the SIG Co-ordinator will be eligible to receive financial support of up to £750 to be spent at their discretion, eg. to attend a conference of their choice or to support other training or professional development.

As a SIG Co-ordinator you will be responsible for **initiating, leading and developing** a number of activities:

Activities

- **Produce a statement of the aims and outcomes of the SIG**
- **Plan and coordinate activities required to achieve aims and outcomes of the SIG**

The initial appointment of the SIG Coordinator is for one year and hence it is expected that the outcomes will be deliverable within 12 months of the agreed starting date.

LTSN Bioscience will provide administrative, technical and financial support for SIG related activities. We would expect you to **initiate, lead, facilitate and co-ordinate** activities carried out by the Group.

- **Form and maintain a network of interested colleagues to participate in the activities of the SIG**

Successful methods of reaching potential discipline network members have included using Learned Societies, targeted mailings and journal articles as well as advertising to existing LTSN Bioscience networks. Maintaining communication and discussion within networks can be achieved via email discussion lists, web bulletin boards or short newsletters. There are many ways of achieving active networks and how you build and maintain your network is your choice.

LTSN Bioscience will provide administrative and technical support i.e. maintain email discussion lists, send out letters on your behalf. We would expect you to **initiate, lead, facilitate and co-ordinate** your network and include any person who expresses an interest in the SIG in the network.

- **Disseminate current SIG activities and outcomes of the SIG activities**

The Special Interest Group Co-ordinator will disseminate information about the opportunities, activities and the outcomes of the SIG by:

- **Establishing a section of the LTSN Bioscience website dedicated to the area of interest of the SIG**

The web pages will include the aims and outcomes of the SIG, a current summary of what is under discussion with previous reports archived and details of how to become involved. The web pages might include links to useful resources, details of the SIG's contribution to Centre activities (see below) including events & networks which are useful to the community

We would expect you to gather, organise and write the content. LTSN Bioscience will format the material and maintain the webpages.

- **Contribute to the LTSN Bioscience events programme**

Face to face discussion is invaluable in stimulating discussion and sharing ideas. Events are useful early in the lifetime of the SIG to gather together enthusiasts in the area of interest and well as later on to share good practice and ideas collected by the SIG.

We will arrange with you an official SIG launch at an LTSN Bioscience event. For events LTSN Bioscience will organise the venue, publicity, delegate registration and refreshments. We would expect you to liaise with us to plan the programme and speakers.

- **Contribute to LTSN Bioscience publications**

The outcomes of the SIG should be disseminated via publications (electronic or hardcopy) i.e. reports, briefing papers, special edition of the LTSN Bioscience Bulletin.

LTSN Bioscience will provide administrative and technical support for SIG publications. We would expect you to write/edit the content. We would expect at least one article in the LTSN Bioscience Bulletin introducing the SIG and inviting interested colleagues contribute and a second article summarising the outcomes of the SIG.

- **Promote the SIG and LTSN Bioscience through existing networks, particularly Learned Societies.**

This could be via society newsletters, presentations at learning and teaching events or representation on committees.

- **Write brief quarterly reports of the SIG activity and identify any emerging issues**

Pro-formas are used to standardise reporting and make the process less onerous. Your reports will be made available on the Centre website and fed into the Centre's Annual Report. The quarterly reports will include:

- evidence that you are undertaking the SIG Co-ordinator core activities outlined above
- a summary of discussions within the SIG and issues emerging from that discussion

- **Write a comprehensive end of year report**

The end of year report will include:

- the current position/status of the issues with which the SIG is involved including recent developments
- an evaluation of the work of the SIG and the extent to which the SIG outcomes have been met
- a list of SIG contributors
- future issues for discussion and any case for continuation of the SIG
- an article for LTSN Bioscience Bulletin summarizing the outcomes of the SIG
- the work completed by you on behalf of LTSN Bioscience (which will be a compilation of your quarterly reports)

All reports will be published on the SIG webpages and possibly as hard copy. It is intended that they will be a useful resource to the bioscience community and will feed into the LTSN Bioscience annual report.

Closing date for application: **Friday 22 November 2002**