ACTION

1149. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on the 20th February 2013 (paper 166) were agreed to be an accurate record of the meeting, subject to the following correction:
• Minute 1142 (3) i: correction to ‘e-learning’.
• Minute 1147 (1) ii: clarification through the addition of the text in bold: ‘... is intended to address the fact that currently few BSc Sport and Exercise Science students progress to Masters level study at the University of Bath.’

1150. MATTERS ARISING

(1) Minute 1142 (1) i: Annual Monitoring Report: MSc Economics, MSc Economics (Development) and MSc International Money and Banking
The Committee noted that a revised report has been approved by Chair’s action.

(2) Minute 1142 (1) ii: Annual Monitoring Report: MSc Economics and Finance
The Committee noted that a report has been submitted and approved by Chair’s action.

(3) Minute 1142 (4) i: Annual Monitoring Report: MA Interpreting and Translating and MA Translation and Professional Language Skills
The Committee noted that this report has not yet been resubmitted for consideration by Chair’s action.

The Committee noted that a revised report has been approved by Chair’s action.

(5) Minute 1142 (6) ii: Annual Monitoring Report: MSc Business and Community
The Committee noted that a revised report has been approved by Chair’s action.

(6) Minute 1143 (2) i: New unit
The Committee noted that a revision to the unit description for PL3XXXX Gender in Contemporary Spain has been approved by Chair’s action.

(7) Minute 1143 (2) ii: Amendments to English Language Centre Units
The Committee noted that revisions to the unit descriptions were approved by Chair’s action.

(8) Minute 1143 (3) ii: Amendments to Postgraduate Units
The Committee noted that the final proposed changes to units were approved by Chair’s action.

1151. CHAIR’S BUSINESS

(1) Feedback Policy Reviews
The Chair reminded members that that all Departments are expected to submit a report on the review of their current feedback policies for consideration at the 12th June meeting of the Committee. He suggested that the reports submitted in 2012 provided a good example to follow in terms of structure and content.

(2) Peer Review of Teaching
The Committee noted the requirement in paragraph 4.4 of QA9 that all Departments are expected to submit a report on peer review of teaching
activities every two years. It was agreed that a report would therefore next be expected from all Departments at the end of Semester 1 of 2014/15. The Committee noted that it is important to ensure that those members of staff who do not generally teach in Semester 1 are involved in peer review of teaching activities during Semester 2 of the previous year.

(3) **Update on Examination Feedback**
The Committee noted that all undergraduate students in the Faculty have the opportunity to seek individual feedback on examinations. It was noted, however, that currently this may not be the case for postgraduate students. It was suggested that in those departments where postgraduate students sit formal written examinations they should also be given the opportunity for individual feedback.

(4) **The remit of the Committee**
The Committee discussed the tensions which exist between QA management and the enhancement of learning and teaching roles of the Committee, noting that the previous two meetings had been heavily skewed towards QA matters, concentrating on Annual Monitoring Reports and unit and programme changes for the following year. The Committee recognised that this was inevitable but also noted that the Committee had introduced a number of Faculty-wide procedures and practices which have resulted in the enhancement of learning and teaching. Members agreed that it was important to ensure that the Committee had the opportunity to discuss agenda items relating to the enhancement of learning and teaching and the sharing of good practice. The Chair invited members to let him have any ideas for future agenda discussion items. It was also agreed that members would be reminded in advance of each meeting of this as part of the general call for agenda items.

The Committee noted that it continues to spend too much time discussing errors or omissions in proposal documents which should be dealt with at Department level. In an attempt to improve this, it was agreed that the Secretary might circulate a list of the most common issues.

(5) **Guidance on Moderation**
In response to a request for more detailed guidance on what would be an appropriate selection for moderation the Committee approved the suggested minimum guidelines which will now be added to Faculty Guidance Note 8.

(6) **Institutional Review**
The Chair reported that the first meetings with the QA IR Panel had taken place. The Panel will return at the end of April and colleagues in LTEO are currently considering the constitution of groups of staff and students with whom the Panel have indicated they would like to meet.

(7) **NSS**
The Committee noted that the University’s response rate to the 2013 NSS is up on this time last year. Mr McGall thanked colleagues for their contribution to the encouragement of students to respond to the survey. He reported that after the Easter holiday students would be contacted to urge them to respond to the Postgraduate Taught Experience and Postgraduate Research Experience Surveys.
Placement Fees
The Committee noted that the Government had made recent decisions in relation to the level of fees which can be charged in the future for placements. Members expressed concern that while the University is expecting enhanced support for students on placement the fees to be charged are to be reduced.

MOOCs
The Chair reported that the University of Bath has become a member of a consortium of UK HEIs which will provide Massive On-Line Courses with effect from August 2013. The consortium is to be managed by Future Learn, which is a spin-off of the Open University. Future Learn is developing a new platform to enable world-wide access to the MOOCs. The Committee noted that the courses, which could be undergraduate or postgraduate, will be delivered by Distance Learning, will be open to all, will not be credit-weighted and will have no fees attached to them. MOOCs are already offered by US institutions and are seen as an important marketing tool and a means to improve the world-standing of the University. The University intends providing a small number of MOOCs in the first instance. Heads of Department have been invited to discuss with their colleagues and to make suggestions of areas which they feel would be suitable and for which there is a conscientious member of staff who would be interested in working with e-Learning colleagues to develop the course.

On-line Unit Evaluations
The Chair urged members to encourage students to complete their Semester 1 on-line unit evaluations. The Committee noted that LTEO are working with BUCS to develop an interface between Moodle and SAMIS for unit evaluations in the future.

University Strategic Plan for Learning and Teaching
The Chair reported that the University is currently considering its next Strategic Plan and that this is likely to include Key Performance Indicators/targets in relation to student satisfaction and the quality of teaching, some of which might be discipline-specific. The Chair agreed to find out how Departments might be consulted in relation to the draft plan.

1152. INDUCTION REVIEW
The Faculty Student Experience Officer attended the meeting for this item. The Committee received a report on the 2012/13 Induction period (paper 167). Miss Hamilton explained that she had attended a wide range of events across the Faculty and the University and had noted many examples of good practice which will be shared in the future. She explained that the review is intended to lead to an enhancement of the induction experience of students in the future. Key areas where improvements are intended include: the inclusion of more interactive sessions for students (to avoid information overload, and to encourage interaction with fellow students), greater use of peer mentoring and the provision of more pre-arrival information. The Committee noted that there will be an induction week briefing session for all staff in early September.

1153. STUDENT EXPERIENCE OFFICER REPORT FOR SEMESTER 1
The Committee received a report (paper 168) and the Faculty Student Experience Officer attended the meeting for this item. Miss Hamilton explained that she has
been involved in the First Year Student Experience Project which is intended to support the transition of students to HE. The Committee noted that there will soon be a new home page for First Year students which will focus on key transition points throughout the first year. Miss Hamilton invited members to contact her if they would like any further information or if they would like any help with student-experience related activities.

The Committee agreed that while the Student Experience Officers had only been in post for a short time they had already made an invaluable impact.

1154. **QA CODE OF PRACTICE**
The Committee considered proposed revisions to QA6 Placement Learning and Study Abroad (paper 181). A number of points were made in the course of the discussion:

- Paragraph 6.1 d) refers to disability as one of a list but the bullet points which follow only apply to disability so it is suggested that the bullet point list is introduced by the addition of: **In relation to disability:**
- The extent to which adjustments could be made in the work environment in response to the disclosure of a disability was questioned.
- Suggested rewording of first bullet point in section 6.1 d) to read: making students aware of the benefits and potential risks of disclosing a disability to their potential provider.
- Suggested additional wording: **enabling students to make an informed choice about whether to disclose their disability to their potential provider.**
- In view of the number of forms which are now proposed for each student to complete, the Committee felt that the suggested requirement for all students to complete a final report was unnecessary. It was noted that students already have the opportunity to complete an on-line evaluation for their placement unit. It was therefore suggested that paragraph 11.1 should be revised to read: On return from placement students should be encouraged to give feedback on their placement, highlighting any areas of concern; this information will then be used to inform decisions on future placement provision.
- Members queried whether the POLO1 form would be pre-populated with the placement aims and learning outcomes. If not, it was suggested that students would need detailed guidance on what is expected.

1155. **UNITS AND PROGRAMMES**

1. **Department of Education**
The Committee approved the proposed amendments to the Programme Aims of the MA Teaching English to Speakers of Other Languages (TESOL), noting that these were being made in response to the recommendations of the recent Degree Scheme Review and in recognition of the fact that the programme is increasingly more attractive to pre-experience, rather than post-experience, teachers of English to Speakers of Other Languages (paper 171). The Committee also approved the proposal to raise the IELTS intake requirement from 6.5 to 7.0.

2. **Department of Politics, Languages and International Studies**
The Committee approved a proposed amendment to the assessment of PL50586 Précis Writing for the United Nations (paper 172).
(3) Department of Psychology
i The Committee approved proposed amendments to the Marking Scheme for the MSc Health Psychology (paper 173).

ii The Committee approved proposed changes to the structure of the MSc Health Psychology and a request for partial exemption from the NFAAR:PGT (paper 174) to allow students to undertake supplementary assessment for failed units before the normal September supplementary period and before starting their placement in May. It was noted, however, that further consideration needed to be given to whether the taught units should all be designated as Stage Required Units.

(4) Department of Economics
The Committee considered a late request for proposed changes to postgraduate units (paper 180). It was agreed, however, that the proposals must first be considered by the Department Learning, Teaching and Quality Committee. It was also agreed that proposed changes must be highlighted via tracked changes on the unit descriptions, that there must be student consultation and the implications of including units on the MRes Global Political Economy and students not having completed the normal pre-requisites considered.

1156. UNIT AND PROGRAMME MATTERS
The Committee noted details of unit and programme changes which have been approved by Chair’s action (paper 175).

1157. FACULTY COMMITTEES
The Committee noted the minutes of the following committees:
- Department of Social and Policy Sciences Learning, Teaching and Quality Committee, 23.11.12 and 30.1.13 (paper 176).
- Department of Psychology Learning, Teaching and Quality Committee, 13.2.13 (paper 177).