



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
 Place Council Chamber
 Date and Time Wednesday 22 February 2017 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Professor A D Burrows	Department of Chemistry
	Miss C Dangerfield	Vice Chancellor's Office (for minute 2572)
	Dr C Edmead	Department of Pharmacy and Pharmacology
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Mrs S Ibbitson	Academic Registry
	Mr H Jackson	Undergraduate Representative (Department of Mathematical Sciences)
	Dr A C Jeffries	Department of Biology and Biochemistry
	Mr D Jones	Undergraduate Representative (Department of Physics)
	Dr F Laughton	Department of Physics
	Dr A J Power	Department of Computer Science
	Dr P J Rogers	Department of Pharmacy and Pharmacology
	Dr P Snow	Head of Natural Sciences
	Dr C M Todd	Department of Biology and Biochemistry
	Dr J White	Department of Mathematical Sciences
In attendance	Mrs H Dennis	Undergraduate Manager
	Mr S Gane	Graduate School Manager
	Mrs C Haines	Student Experience Officer
	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Dr F Bisset	Head of Learning Partnerships
	Professor G Burton	Department of Mathematical Sciences
	Dr N Haddington	Department of Pharmacy and Pharmacology
	Mr M Humberstone	Students' Union Sabbatical Officer (Community)
	Dr F Nemetz	Department of Computer Science
	Professor S Wonnacott	Associate Dean (Graduate Studies)

2572 ONLINE UNIT EVALUATION (OUE) PROJECT

Action

Miss Caroline Dangerfield, Executive Officer in the Vice Chancellor's Office, briefed the Committee on a project she is leading to review OUE and consider practice across the sector. The scope of the project is broad and will include reviewing the OUE questions themselves, the length of the OUE completion period, the timeframe and mechanisms for responding to OUE feedback, how feedback from OUE should be utilised and ways to reduce unconscious bias. Miss Dangerfield reported that a staff survey on OUE would be issued shortly, following which focussed workshops will be held, students will be consulted and good practice across the sector will be considered alongside a literature review.

Miss Dangerfield acknowledged that the Committee had already raised concerns regarding OUE in its 2015/16 Undergraduate AMR Summary, e.g. the suggestion that it would be helpful for Unit Convenors to respond in detail to OUE after they had reviewed their unit results, in comparison with other units, at a Board of Examiners for Units (BEU).

The Committee reiterated concerns about OUE response rates continuing to be poor, despite changes in the way in which OUE are carried out and enhanced promotion in 2015/16, leading to low confidence in the results. The Committee highlighted the need to reduce the number of questions in OUE in order to improve the response rate, and thereby increase the statistical significance of the data obtained, enabling meaningful conclusions to be drawn. The Student Representatives agreed that OUE contained too many generic questions from the centre, making each form too long for many to bother completing, especially for units with multiple lecturers.

The Committee suggested conducting analysis of the OUE questions to establish the extent to which they are independent and therefore valuable. The Committee also expressed a need to review the elements deemed to define the quality of teaching. There is often a disconnect between the scores awarded by students for individual OUE questions and the overall question on quality of teaching. The Committee highlighted the pitfalls of the current OUE being based on a likert scale and particularly one in which 1 is defined as poor, 5 is defined as exceptional but there are no definitions for the numbers/ratings in between. The Committee also highlighted issues associated with using means instead of medians, anonymity and team teaching and OUE scores being reviewed as part of probation.

The Committee agreed that student satisfaction does not necessarily correlate with student performance; a unit may attract high OUE scores yet result in poor student academic performance. The current OUE can sometimes represent little more than a popularity contest. The Committee suggested identifying a unit that had remained relatively stable over a number of years (e.g. in terms of lecturers, unit change, student performance) and examining how the OUE scores have varied over time.

The Committee noted that while 3.5 had become the custom and practice threshold score deemed acceptable (with the acknowledgement that the OUE score must not be considered in isolation), it was not an official University threshold. The Committee agreed that current OUE data needed to be treated with caution, i.e. viewed as providing an initial indication and needing to be placed in the wider context.

2573 MINUTES

The Committee approved the minutes of the meeting held on 25 January 2017 (Paper 115).

2574 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 116) which reported the following:

M2557 CHAIR'S BUSINESS

The Committee noted that the Chair had raised with the Pro-Vice-Chancellor (Learning and Teaching) the need for clear institutional guidance for staff to ensure a consistent approach to NSS promotion, including clarification of the rationale for NSS promotion and the promotional activities and materials to be provided at institutional level. The Committee noted that the rationale for NSS promotion is to obtain useful data to help improve learning and teaching. The results also feed into league tables and the Teaching Excellence Framework and have a clear impact on the thinking of potential students and hence, admissions. The Committee noted that there would be a central

University campaign to promote the NSS. More information about NSS 2017 promotional and marketing activities can be found at:

<http://www.bath.ac.uk/learningandteaching/surveys/national-student-survey/index.html>.

Materials include a PowerPoint presentation to be used or adapted, NSS electronic resources (e.g. video, static and animated banners, apple touch icons) and a timeline for the survey. Departments have also been sent hardcopy flyers and posters. The Student Engagement Team will keep Directors of Studies and other key staff updated with the response rate at the programme, programme grouping and departmental level starting w/c 6 February 2017 until the closing date of 30 April 2017.

M2558 POSTGRADUATE TAUGHT STAFF/STUDENT LIAISON COMMITTEE (SSLC) SUMMARY OF ANNUAL REPORTS 2015/16

The Committee noted that DLTQC Chairs and Secretaries had been reminded of its request that DLTQCs reflect upon the recommendations arising from the SSLC Summary of Annual Reports 2015/16 and report back to FLTQC via the DLTQC minutes.

DLTQCs

M2559 UNIT / PROGRAMME CHANGES

Department of Biology and Biochemistry

The Committee noted that the Unit Descriptions had been amended accordingly, and that the Faculty databank had been updated and SREO notified.

Natural Sciences

The Committee noted that the Head of Natural Sciences was yet to submit the Unit Descriptions for the new Mathematics stream units.

**Head of
Nat Sci**

2575 CHAIR'S BUSINESS

The Chair brought the following matters to the attention of the Committee:

- Nominations (from staff and students) are now open for the University Teaching Awards 2017 which recognise significant contributions by staff to learning and teaching excellence. The deadline is 3 March. Decisions will be announced in early May.
- The following Faculty teaching prizes have been established:
Faculty Teaching Award (open to academic and postdoctoral staff).
Faculty Teaching Assistant Award (open to postgraduate research students).
Faculty Learning Support Award (open to technical and administrative staff).
The deadline for nominations is 7 April.

Chair's actions:

The Committee noted that the Chair had approved the following items of business under delegated powers:

- Change in BB20160 and BB30232 assessment for 2016/17 (Semester 2) (approved 7 and 10 February 2017).
- Change in PH20105 assessment for 2016/17 (approved 20 February 2017).

Students' business (students to bring matters to the table for discussion, if they feel it appropriate):

There was none.

Directors of Studies' business (Directors of Studies to bring matters to the table for discussion, if they feel it appropriate):

- Coursework assessment feedback timing:
Dr Rogers reported that, in the Department of Pharmacy and Pharmacology, small pieces of coursework are normally marked and returned to students within the three week timeframe, before the BEU; the same applies to intermediate pieces of coursework except that marks may be flagged as subject to confirmation by the BEU; marks and feedback for larger pieces of coursework (e.g. dissertation / project)

are not normally returned to students until after the BEU. Dr Rogers highlighted that this can delay feedback to students and enquired as to practice in other departments.

The Committee was informed that the Department of Physics adopts similar practice, with marks that are delayed until after the BEU being released prior to marks being published on SAMIS. In the Department of Chemistry students may be provided with feedback in the absence of marks until marks have been confirmed by the BEU; it was acknowledged however that this can prove unpopular with students.

The Student Representatives agreed that students are normally responsive to receiving provisional marks subject to BEU confirmation. The Committee agreed that it is best practice to try to ensure that the BEU falls within the three week timeframe, to notify students in advance wherever it is not possible for coursework marks to be returned within three weeks, and to remind students/staff that the three week turnaround period is normally defined as feedback within a maximum of three semester weeks (i.e. including revision and examination weeks).

- NFAAR-UG (Appendix 27, Section B):
The Committee expressed concern that staff and students may not be aware that this year (i.e. 2016/17), finalists, who started or restarted Year 1 of their programme in 2014/15, may, according to conditions set out in NFAAR-UG (e.g. failing more than 18 credits, up to a maximum of 30 credits), be required to undertake supplementary assessment in failed units, other than DEUs. The Committee noted however that these revisions to NFAAR were in place when the cohort that started in 2014/15 registered. Students are made aware of the requirements of NFAAR through their programme handbook. For these students, the requirements of NFAAR for final year assessment should not represent a change as they should not have been informed of any other arrangements. The Committee agreed that these revisions would need to be considered carefully by Boards of Examiners to ensure that they are applied appropriately to the relevant cohorts.
- Mandatory Extra Work (MEW) arrangements:
The Committee noted that MEW arrangements for this year (i.e. 2016/17) had not yet been finalised, but that it had been agreed that all MEW would be replaced with alternative supplementary assessment from 2017/18.
- Centre for Learning and Teaching (CLT) resource hub:
The Committee noted that a central webpage would be made available from September 2017 to share good practice, contacts, resources, events and blogs. The CLT will invite staff to provide information for this website and will also use repositories of contacts obtained from Teaching Development Fund projects, LITEbox initiatives and Exchange events. The Committee noted that a University Technology Enhanced Learning (TEL) operational plan had been approved by VCG, which includes consideration of introducing baseline standards for Moodle.

2576 UNIT/PROGRAMME CHANGES

The Committee approved the following unit/programme changes from the **Department of Pharmacy and Pharmacology** for April 2017:

New unit PA50XXX Improving Care for Older People: QA4 Form 1 (Paper 118A) and Unit Description (Paper 118B).

The Committee was informed that the Department plans to address the matter raised by the External Examiner regarding overassessment of this and other units by trialling a reduction in the amount of assessment on a rolling basis in the primary care variant of the diploma (since student feedback from the primary care cohort relating to assessment burden has been most closely aligned to the External Examiner's

comments). This trial will be evaluated to determine whether the learning outcomes of the programme units can be effectively met with a reduced and changed assessment profile (that also incorporates a different range of real-time skills assessments, which it may be possible to conduct during workshops).

Differences are anticipated between primary and secondary care student experience of assessment burden given the relative lack of peer support that primary care students receive compared to secondary care students; the latter may be able to study more efficiently due to the mature network of local mentor, peer and organisational support available to them.

Alongside the changes to the primary care variant, the Department will conduct a sampling exercise within secondary care to determine how assessment maps to student study time over the course of a unit. Once both exercises have been undertaken and evaluated, the Department will be in a position to make informed decisions on changes to assessment burden.

The Committee noted that a similar unit PA50341 'Providing better care for the older person' is available to Prescribing and Therapeutics and Advanced and Specialist Healthcare students but the Department did not, at this stage, wish to make this unit a forbidden combination with the proposed new unit since the Department was due to undertake a wider review of forbidden combinations / content overlap in due course in which this matter would be considered.

The Committee requested that the timetabling information in the Unit Description be reviewed to total 120 (as opposed to 100) study hours.

**AP3T
DoS**

2577 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meeting held on:
Department of Chemistry: 31 January 2017 (Paper 121).

2578 ANY OTHER BUSINESS

There was none.