



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
Place Council Chamber
Date and Time Wednesday 18 April 2018 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Ms M Aspbury	Undergraduate Representative (Natural Sciences)
	Dr F Bisset	Head of Learning Partnerships
	Miss C Chan	Undergraduate Representative (Department of Pharmacy and Pharmacology)
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Dr M Jones	Department of Chemistry
	Dr F R Laughton	Department of Physics
	Dr J Power	Department of Computer Science
	Dr P J Rogers	Department of Pharmacy and Pharmacology
	Dr P Snow	Natural Sciences programmes
Dr C M Todd	Department of Biology and Biochemistry	
Dr J White	Department of Mathematical Sciences	
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
	Mrs H Dennis	Taught Programmes Manager
Apologies	Mr K Brown	Faculty Learning Technologist
	Mrs C Haines	Student Experience Officer
	Mr B Palmer	Students' Union (SU) Sabbatical Officer (Community)
	Miss H Parker	Postgraduate Taught (PGT) Representative (Department of Biology and Biochemistry)

Action

2711 MINUTES

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 21 February 2018 (Paper 94).

2712 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 95) which reported the following:

M2699 CHAIR'S BUSINESS

Students' business:

In response to the Committee's request for the Faculty Student Experience Officer (SEO) to liaise with Student Services to develop an appropriate communication and/or posting online, signposting support services available, to be sent to Final Year and PGT students (e.g. by Personal / Senior Tutor) at agreed points in the academic year, e.g. during induction, and in Semesters 1 and 2, prior to key assessment periods, the Committee noted that all support available was signposted from the Student Services webpage:

<http://www.bath.ac.uk/guides/coping-with-personal-problems/>. This included details of drop-in sessions, self-help resources and workshops, e.g. on managing examination stress. The Faculty SEO had agreed to prompt Senior Tutors in each Department at key points in the academic year to remind Final Year and PGT students about mental health support. The Faculty SEO would also report back to FLTQC on work being undertaken by SEOs and the Wellbeing Team to identify drop-in sessions of most benefit to Final Year students. The Committee noted that it was likely sessions would be offered across Departments to make best use of resources. However, the Faculty SEO would work with individual Departments where need for a specific session had been identified.

In response to the Committee's recommendation to the Centre for Learning and Teaching (CLT) that Online Unit Evaluation (OUE) stay open for longer than three weeks, e.g. until after the Christmas vacation for Semester 1, still closing before the examination period, the Committee noted that OUE would be reviewed early next academic year as requested by Senate in October 2017 to assess continuing viability and appropriateness.

Directors of Studies' business:

In response to the Committee's request to the CLT that library staff be included in the review of new plagiarism training, to replace potentially the current Academic Integrity Training and Test (AITT), and to consider developing broader integrity and ethics training, the Committee noted that the CLT had led a review of the AITT, as highlighted in the SU's 'Top 10' campaign, with support from a group of relevant representatives from Registry, the Library, Academic Skills and the SU. All Directors of Studies and Teaching (DoS/Ts), together with a group of elected student academic representatives, had been invited to view a trial version of the Epigeum 'Avoiding Plagiarism' online tutorial, and to provide feedback on this and a wider range of questions regarding academic integrity training needs. The review group had expressed its thanks to those who took time to provide valuable feedback. The Committee noted that the Library had been represented within the review and that a broader approach to integrity was being considered.

2713 CHAIR'S BUSINESS

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

- Changes to induction for this September:
The Chair reminded the Committee of changes to induction, details of which had been sent by the Chair to DoSs. For example, Departmental welcome events will replace the large Founders Hall welcome, allowing students to engage with their Departments earlier in the week. The changes are designed to enable Departments to deliver departmentally relevant information to new students during Welcome Week by removing the central activities which have traditionally taken place. This should ensure that information is more consistent and relevant, delivered at more useful times, and that duplication is minimised. The Induction Operations Group, which has representation from Departments and central services, will be working in the coming weeks to support these changes. Questions about the changes should be directed to Rob Heyes (Wellbeing Promotion and Induction Team Leader).
- Teaching awards 2018:
 - ❖ Dr Peter Sloan, Department of Physics, won the Innovation in Learning and Teaching award.
 - ❖ Mr Alessio Santamaria (PhD student), Department of Computer Science, was named University Postgraduate Teacher of the Year.
 - ❖ Mr John Benardis (PhD student and now Teaching Fellow), Department of Computer Science, and Ms Marianne Aspbury and Miss Helen Mylne, Undergraduate (UG) Representatives (Natural Sciences), won Excellence in Academic Representation awards.

- ❖ Ms Marianne Aspbury, Faculty of Science, also won the Excellence in Faculty Representation award.
- ❖ Mr Adam Hughes, Natural Sciences, won Staff Student Liaison Committee (SSLC) Chair of the Year 2018.
- ❖ Dr Paul Snow, Department of Physics and Natural Sciences, won Personal Tutor of the Year 2018, in particular with reference to his work with Natural Sciences.
- ❖ Ms Paula Gabriel, UG Programmes Administrator for Natural Sciences, won Support Staff Member of the Year 2018.
- ❖ Miss Celine Allen, MPharm Year 3 student, has been nominated by Tab UK for the Top 100 Women to Watch 2018 for her work on starting a new mental health service and branch of the Students for Global Health Charity at Bath.
- Subject-level Teaching Excellence Framework (TEF) pilot update:
Two methodologies are being applied to a group of 16 pilot institutions: a) institution rating applied to Departments and b) individual subjects / Departments are rated and an amalgamation of these ratings is applied to the institution. If the two methods bring consistent outcomes it is likely method a) will be rolled out because it is least burdensome. The Chair reported that using data provided to the University as part of the consultation, Departments assessed against the current metrics ranked Silver, or on the Silver/Gold borderline, with one Department ranking Gold. It is expected that if method a) is applied, Departments on the Silver/Gold borderline will be ranked Gold. Departments could examine non benchmarked TEF data now using the current metrics (NSS, employability and retention). Teaching intensity (contact hours), degree outcomes, teaching qualifications and quality of content (e.g. accreditation) are unlikely to form metrics under the auspices of the current trial. Subject / institutional TEF will take place in 2020. The subject rating is JACS based, i.e. is not course specific.

Chair's actions:

- Approval of Special Programmes of Study / Assessment Arrangements (see Reserved business).

Students' business:

- The Student Representatives highlighted a lack of Lesbian, Gay, Bisexual and Transgender plus (LGBT+) visibility in STEM leading to a perceived lack of inclusion. In order to increase the visibility of equality and diversity support available to both current and visiting (prospective) students, the Student Representatives requested that Departments post LGBT+ cards on public display boards. The Student Representatives reported that SU Marketing sumarketing@bath.ac.uk would provide related advice and support information for prospective student packs.

Directors of Studies' (DoS') business:

- QA53 in relation to jointly taught programmes:
Reminder that if a member of staff suspects that an examination or assessment offence has been committed s/he shall inform the Unit Convenor and *DoS responsible for the programme for which the student is registered*. This will enable the DoS to write to the student with a clear statement of the allegation and to discuss the matter with the student in a timely manner.
- Natural Sciences will use its own Higher Education Classification of Subjects (HECoS) code (replacement for JACS) from 2019/20. This means that future NSS results for Natural Sciences will be separated from those of other Departments.

2714 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Chemistry: 23 January (Paper 106A) and 6 March (Paper 106B) 2018.
Department of Computer Science: 20 February (Paper 107A) and 13 March (Paper 107B) 2018.
Natural Sciences: 7 March 2018 (Paper 108).
Department of Physics: 9 January 2018 (Paper 109).

2715 ANY OTHER BUSINESS

There was none.