



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place Council Chamber  
Date and Time Wednesday 23 January 2019 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Dr M Jones	Department of Chemistry
	Dr F R Laughton	Department of Physics
	Dr P Mitchell	Department of Pharmacy and Pharmacology (alternate for Dr P J Rogers)
	Mr M Saddighani	Postgraduate Taught Representative (Department of Biology and Biochemistry)
	Dr P Snow	Natural Sciences programmes
In attendance	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 S Paine	Programmes Manager (Operations) (Observer)
Apologies	Dr F Bisset	Head of Learning Partnerships
	Ms S Gnanenthiran	Undergraduate Representative (Department of Chemistry)
	Mrs C Haines	Student Experience Officer
	Ms A Lobo	Students' Union (SU) Sabbatical Officer (Community)
	Dr J Power	Department of Computer Science
	Ms E Rimmer	Undergraduate Representative (Natural Sciences)
Dr P J Rogers	Department of Pharmacy and Pharmacology	

**Action**

**2791 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 11 December 2018 (Paper 55).

**2792 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 56) which reported the following:

**M2772 CHAIR'S BUSINESS**

The Committee noted that the issue of the deadline for publishing the supplementary examination timetable not being adhered to this year, with it being released only one week before the examinations, had been raised with Registry. Registry had agreed a need for greater consistency in timeframes in that Rule 2 states "The final examination schedule shall normally be circulated not less than one week before the start of the examination period" whereas another University webpage states that for the supplementary assessment period students will have access to their personal examination timetable via SAMIS approximately two weeks before the assessment period begins. Similarly, the

deadline for the publication of the supplementary exam schedule is listed in the academic administration calendar as being two weeks in advance of the supplementary assessment period.

The Committee noted that the issue of trailing students not being tracked in SAMIS, with Departments having to keep track manually thereby leaving room for error, had been raised with Registry. Registry had advised that complexity outweighed benefit in terms of establishing an automated system, given the relatively small volume of trailing students. It may be possible to run a report from SAMIS on trailing students but this would still rely on Programme Administrators adding a flag manually in SAMIS, and then removing the flag once the trailed assessment had been completed.

#### **Students' business:**

The Committee noted that Registry had considered its suggestion of including on examination rubrics further advice to students on what they should do if they suspect an examination paper contains an error. Registry advised that efforts should instead be concentrated on eliminating exam paper errors and that such a caveat could cause unnecessary anxiety among candidates. Registry had also highlighted that reducing the overall number of examinations as part of curriculum transformation, and possibly moving to more online exams, may help to reduce the volume of errors in future.

The Committee also noted that the Programmes Manager (Operations) was currently liaising with DoTs to compile a paper on Departments' processes for assessment moderation and a draft set of principles to guide how Departments address errors in examination papers, for review by the Committee at its next meeting in February.

#### **M2773 UNIT/PROGRAMME CHANGES**

##### **Department of Chemistry**

The Committee noted that CH40166 would be withdrawn from 2019/20 following approval by CPAC on 23 January of the proposed new 15 credit unit.

**Chemistry  
DoT**

##### **Natural Sciences**

The Committee noted that Dr Snow had liaised with Helen Buick to reflect the changes in SAMIS / online unit and programme catalogue, and with the Head of Undergraduate Admissions and Marketing to ensure appropriate communication of the changes.

##### **Department of Physics**

The Committee noted that changes to the content of PH20018 would be made in due course.

**Physics DoT**

#### **2793 CHAIR'S BUSINESS**

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

- Welcome of new Programmes Manager (Operations), Sarah Paine.
- Consultation on proposals for an institutional policy on information for students about scaling is ongoing.
- The University will not participate in PTES 2019 subject to acceptance of the bid to participate in the Office for Students' pilot PGT (NSS) survey.
- The Academic Framework for Curriculum Transformation (considered by ULTQC on 15 January) will be discussed by the Curriculum Transformation Working Group (CTWG) on 28 January.

The Chair highlighted that a main aim of the Framework is to provide simplification and clarity. The Committee noted that exemptions / exceptions would be possible based on pedagogic and/or accreditation grounds.

The Committee requested that the Secretary establish possible means for the CTWG to provide feedback on the Framework to inform Senate consideration of the Framework on 6 February.

*Secretary's note: Immediately following the meeting it was established that an updated Academic Framework, in light of ULTQC discussions, would be circulated to Senate members by the end of the week (i.e. by 25 January). This would be forwarded to the CTWG for discussion at its meeting on 28 January. Faculty reps on Senate would then be able to draw on CTWG discussion to inform consultation workshops held for Senate members only, in advance of Senate.*

- Teaching Excellence and Student Outcomes Framework (TEF): Subject Level TEF pilot and Department TEF Champions.

The TEF champions for each Department, to oversee the production of subject level documentation for this year's pilot, are as follows:

Department of Biology and Biochemistry: Dr Alex Jeffries

Department of Chemistry: Dr Matthew Jones

Department of Computer Science: Dr Alan Hayes

Department of Mathematical Sciences: Dr Jane White

Natural Sciences: Dr Paul Snow

Department of Pharmacy and Pharmacology: Dr Julie Letchford

Department of Physics: Dr Frances Laughton

The Committee noted that it is expected that a template (approx. 5 pages per subject) for the required narrative will be issued in March, with the final submission due in July.

Subject classifications are based on JACS codes. Dr Snow highlighted that clarity was required regarding Natural Sciences since it does not have a JACS code. The full TEF (subject and institutional) will take place in Easter next year, the methodology for which is yet to be finalised. It was suggested that a 'Deputy TEF Champion' be appointed for each Department to avoid single points of failure.

- Natural Sciences and DoS approved units.

The Chair highlighted that some Natural Sciences students are finding it difficult to enrol on DoS approved units. The Chair therefore requested that DoSs remind Unit Convenors of the need to ensure parity in the treatment of Natural Sciences and 'Home' (to the Department) students. The Committee requested that the Head of Natural Sciences review current processes to ensure that Unit Convenors are provided with appropriate confirmation that a) students have the necessary prerequisites, and b) there are no timetable clashes.

**Head of Natural  
Sciences**

- NSS: 3-5 'We said, you did' examples for promotional material.

The Departments of Computer Science, Mathematical Sciences, Pharmacy and Pharmacology, and Physics, are yet to provide Mrs C Haines, Student Experience Officer, with examples. The Chair reminded that NSS opens on 4 February so timescales are tight. The Chair highlighted that this year a prize of £500 will be awarded to the student cohort in the Department with the highest percentage completion; the students will determine for themselves how to spend the money, e.g. buy equipment for future students.

**DoT/Ss**

**Students' business:**

There was none.

**Directors of Studies' (DoS') business:**

There was none.

## 2794 UNIT/PROGRAMME CHANGES

The Committee approved unit/programme changes in CMIS from the following Departments for 2019/20:

### **Department of Biology and Biochemistry**

The Committee approved the changes subject to:

- i) a programme change being requested in CMIS for BSc (Hons) Biology (with and without placement) indicating the change to the optional unit selection rules required alongside withdrawal of compulsory unit BB20152 (bespoke to the programme). The Committee noted that students would be required to select an additional optional unit from the current list.
- ii) review of the single aim of the new 6 credit Pathology unit, with a view to providing a set of aims. The Committee noted that the intention had been that a single aim would provide flexibility.

**Programme  
Administrator**

**BMS DoS**

The Committee commented that the number of lectures for the new 6 credit Pathology unit appear fairly light. The DoT explained that this reflected the need for students to undertake private study for the relatively broad range of sub-topics within the unit.

### **Department of Mathematical Sciences**

The Committee approved the changes.

The DoT explained that the Department wished to simplify programme routes by no longer allowing BSc (Hons) Mathematical Sciences with Study Year Abroad (SYA) students to recover back to MMath (Hons) Mathematics with SYA; this recovery route is too complicated given that the MMath SYA contributes (34%) towards the final award classification and the compulsory year-long project in the final year of the MMath. With regard to the changes proposed to transferring from joint programmes, the DoT confirmed that the changes would apply only to entrants starting in 2019/20; current Year 1 students would be strongly encouraged to transfer in to BSc (Hons) Mathematical Sciences.

### **Natural Sciences**

The Committee considered proposed changes to the Year 3 Chemistry block (Paper 57), i.e. to include CH30230 in Organic Chemistry block C3.1. The Committee noted that this change would enable students to choose two units from three. The Committee approved the change, but flagged the need to be mindful of the institutional drive to restrict optional unit choice through curriculum transformation.

## 2795 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 13 December 2018 (Paper 64).

**Department of Chemistry:** 10 December 2018 (Paper 65).

**Department of Computer Science:** 4 December 2018 (Paper 66).

**Learning Partnerships Office:** 20 November 2018 (Programme and Partner Management Committee minutes, Bath College, International Foundation Year) (Paper 67).

**Department of Mathematical Sciences:** 28 November 2018 (Paper 68).

**Natural Sciences:** 18 December 2018 (Paper 69).

**Department of Pharmacy and Pharmacology:** 14 November 2018 (Paper 70).

## 2796 ANY OTHER BUSINESS

There was none.