



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**  
 Place Council Chamber  
 Date and Time Wednesday 24 January 2018 at 14:15

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

**Action**

**2677 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous FLTQC meeting held on 13 December 2017 (Paper 64).

**2678 MATTERS ARISING**

**M2656 PRESENTATION FROM THE HEAD OF LEARNING AND TEACHING**

The Committee noted that Dr Pitchford had been provided with details of suggested speakers. The Committee requested an update on progress by the Centre for Learning and Teaching (CLT) in arranging a University-wide event at which external speakers share their experience of curriculum transformation.

**CLT**

**M2659 CHAIR'S BUSINESS**

The Committee noted that the presentation from Dr Chris Bonfield, Technology Enhanced Learning Manager, and Keith Brown, Faculty Learning Technologist, CLT, on the Moodle Baseline and its implementation had been postponed, to take place at the next FLTQC meeting on 21 February.

The Committee considered a matters arising update paper (Paper 65) which reported the following:

### **M2660 UNIT/PROGRAMME CHANGES**

The Committee noted that members had provided feedback on proposed changes as requested, proposals had been amended in response and Chair's action had been taken to approve the changes for 2018/19. However, technical problems in CMIS had meant that not all Departments' proposals had been approved in the system yet.

## **2679 CHAIR'S BUSINESS**

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

- Sam Gyimah (former prisons minister) has replaced Jo Johnson as universities minister in the UK's Cabinet reshuffle.
- The Higher Education Academy (HEA) is to merge with the Equality Challenge Unit and the Leadership Foundation for Higher Education. There will be a three-month consultation period starting in February which will inform the offer and structure of the new organisation for a 'go live' date of 1 August 2018. It is expected that the HEA National Teaching Fellowship Scheme (NTFS) and Fellowship scheme aligned to the Professional Standards Framework will continue in the new agency. Professor Stephanie Marshall, HEA CEO, has resigned from the HEA and the future consortium.
- In relation to NSS 2018 (due to open on 5 February) the following has been agreed by the Chair of ULTQC:

Additional question banks (maximum of 6, out of a total of 17) to be used:

- Bank 5: Work Placements
- Bank 7: Course Delivery
- Bank 10: Workload
- Bank 11: Assessment
- Bank 12: Learning Community

The Committee noted that the wording of the above questions remained unchanged from last year.

- Bank 15: Employability and skills (new).

Additional qualitative question to be used:

*Which features of your learning and teaching experience at the University of Bath have been particularly inspirational or have best facilitated your intellectual curiosity?*

The Committee requested that the Secretary find out when CLT will be distributing publicity materials for NSS 2018 to Departments, to aid Departments in encouraging students to complete the Survey.

**Secretary**

- In relation to the HEA surveys (UKES, PTES, PRES), stakeholders have been requested to review questions with the aim to reduce the number of institution-specific questions by at least 50%. Collated responses will be presented to the appropriate PVC in January.
- The Chair invited members to raise any curriculum transformation issues they wished to be fed back to the Pro-Vice-Chancellor (Learning and Teaching) for consideration. The Chair noted (under matters arising above) the Committee's previously raised request for a University-wide event to which external speakers would be invited by CLT to share their experience of curriculum transformation.

The Committee requested:

- i) clarification of future credit structures, i.e. multiples of 10 or 6.  
The Committee noted that it seemed likely, based on general rhetoric and models already adopted by vanguards, that the University would move to a credit structure based on multiples of 10, despite some rising opposition to this. The Committee agreed it was unlikely a mixed economy would be permitted. The Committee

acknowledged that unit size should not drive curriculum transformation and that institutional reticence to stipulate a credit structure may be a deliberate step to discourage simple restructuring based on conversion of existing units into the new structure, e.g. from 6 to 10 credits. The Committee accepted the value of 'top-down' curriculum design, starting by reviewing graduate attributes (bearing in mind the limitations on this created by accreditation), but agreed there is a need to know from the outset the structure to work towards. The Committee agreed that, until an institutional position on credit structures had been reached, curriculum transformation would need to progress with 'small', 'medium' and 'large' units in mind, to which credit values would be added afterwards.

- ii) clarification of deadlines for development.
  - iii) circulation of ULTQC papers to FLTQC members by the FLTQC Secretary, in advance of ULTQC meetings, so that feedback can be given to Faculty representatives on ULTQC, to inform ULTQC discussions.
  - iv) CLT facilitation of curriculum transformation meetings, taking place outside of the Faculty Curriculum Transformation Working Group (CTWG). The Committee was informed that the Heads of the Departments (HoDs) of Mathematical Sciences, Computer Science, Physics, Natural Sciences and Economics (together with other representatives from these Departments, including the Chair) had met on 23 January to discuss the implications of curriculum transformation for jointly taught degree programmes.
- The Higher Education Statistics Agency (HESA) is due to implement, from 2019/20, Higher Education Classification of Subjects (HECoS), a classification system for subjects, to replace JACS, for which the primary use will be in categorising the subject contents of a course. This will have implications for the Faculty, in particular Natural Sciences may be allocated its own code. The Committee therefore agreed that it wished to be consulted on HECoS plans for the University.
  - QA33 Personal Tutoring will be updated to reflect the changes agreed by ULTQC at its November meeting, possibly for 2017/18 Semester 2. Use of the new Personal Tutoring Student Notes system in SAMIS will be mandatory from 2018/19 Semester 1.
  - The Committee noted the Faculty Learning and Teaching Fund 2017/18 approved bids (Paper 66).

**Secretary**

**Academic Registry**

**Chair's actions:**

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

- Approval of an amendment to an existing Special Programme of Study (approved 22 January 2018) (Reserved business).
- Approval of a change in assessment to CM20252 for 2018/19 (approved 9 January 2018).
- Approval of General Pharmaceutical Council (GPhC) accreditation submission for the new 5-year MPharm variant (approved 19 December 2017).
- Acting Chair approval of British Computer Society (BCS) reaccreditation submission (approved 11 January 2018).
- Approval of MSc Data Science placement variant for 2018/19 (approved 17 January 2018).

**Students' business:**

There was none.

**Directors of Studies' business:**

Concerns were raised regarding completing the QA51 Unit Evaluation Report template in response to student feedback received through Online Unit Evaluation (OUE), particularly where there are contrasting student views. The Committee discussed the difficulties

associated with responding to views expressed by a minority, and agreed that this was compounded by the often relatively low OUE response rates. The Committee agreed that it would be beneficial to receive guidance / training on responding to such consumer feedback and requested that a member of CLT be invited to a future meeting to speak on this matter.

CLT

The Committee agreed the need to identify ways to increase OUE response rates to obtain more representative feedback, particularly qualitative comments. The Committee noted that response rates were higher under the paper-based system in which students were asked to complete unit evaluation as part of a lecture. It was suggested that this could be replicated under the online system by asking students to complete OUE on their mobile devices as part of a lecture (or equivalent).

The student representatives commented that it was not safe to assume that non-responses indicate satisfaction with the unit; frequently cited reasons for non-response include time constraints and a perception that little will be done in response to feedback provided.

## 2680 UNIT/PROGRAMME CHANGES

The Committee considered for approval the following unit/programme changes from the following Departments for 2018/19:

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

[https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests\\_FLTQC.aspx?Dept=Biology and Biochemistry](https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Biology%20and%20Biochemistry)

The Committee noted that the proposed change to the BSc (Hons) Biomedical Sciences programmes was designed to align the programmes with the Department's other BSc programmes, in terms of restricting the number of units assessed wholly by coursework that students can select in their final year. The Committee approved the change and requested that the need for these units to be assessed wholly by coursework be reviewed as part of future curriculum transformation. The Committee also agreed that FLTQC Chair's action could be taken outside of the meeting to approve the addition of a further two PA units to the programme, currently offered as part of the Department's other BSc programmes.

DoT &  
Chair

### **Department of Physics**

[https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests\\_FLTQC.aspx?Dept=Physics](https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Physics)

The Committee noted that the proposed change to the MSci Mathematics and Physics programmes and MPhys Physics programmes would make available to students on these programmes, in their final year, two new units being rolled out for the first time in 2018/19 as part of the MPhys Physics with Astrophysics programmes. For MPhys this would mean making four compulsory units (out of a current total of five) optional (and adding the two new units to this group of optional units from which students must select four). The DoT confirmed that this change would still enable the programme learning outcomes to be met.

The Committee noted that the proposed new Self-Directed Learning (NS Y1) unit would provide a more suitable alternative, to the existing PH20106 unit, for Natural Sciences students transferring into Physics programmes at the end of Year 1 (Natural Sciences students transferring into Physics programmes at the end of Year 2 would continue to take PH20106). The new unit would be taken in Semester 1 of Year 3 as a DoS approved unit, as is PH20106.

The Committee noted that the Self-Directed Learning units are designed to enable students to catch-up on core content (e.g. lab work) missed in Year 1 or Years 1 and 2 (depending on transfer point). The Committee commented on the large gap for Natural Sciences students transferring at the end of Year 1 between transfer point and completion

of the catch-up unit at the beginning of Year 3. The DoT explained that this is because there is no room in Year 2 of the Physics programmes to include a catch-up unit. The Committee noted that in the Department of Chemistry students transferring in from other programmes are required to complete the necessary pre-requisite units over the summer.

**2681 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC)  
MINUTES**

The Committee noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 6 December 2017 (Paper 75).

**Department of Chemistry:** 5 December 2017 (Paper 76).

**Department of Computer Science:** 5 December 2017 (Paper 77).

**Department of Mathematical Sciences:** 1 November 2017 (Paper 78).

**Department of Pharmacy and Pharmacology:** 22 November 2017 (Paper 79A) and 10 January 2018 (Paper 79B).

**Department of Physics:** 21 November 2017 (Paper 80).

**2682 ANY OTHER BUSINESS**

There was none.