



Meeting: FACULTY LEARNING, TEACHING & QUALITY COMMITTEE

Date and Time: Wednesday 11 December 2013 at 1.15pm

Venue: WH3.36

Present:

Dr Andrew Heath (Chair)	Associate Dean (Learning & Teaching)
Dr Mike Bird	Dept of Chemical Engineering
Ms Charlotte Cook	Undergraduate Student Representative
Dr Jos Darling	Dept of Mechanical Engineering
Mr Peter Hachfeld	Students' Union Education Officer
Professor Tim Ibell	Associate Dean (Graduate Studies) (<i>arrived at 2.15pm</i>)
Mr Shaun McGall	Student Engagement & Quality Enhancement Officer, LTEO
Dr Paul McCombie	Dept of Architecture & Civil Engineering
Dr Emma Patterson	Dept of Chemical Engineering (<i>arrived at 1.40pm</i>)
Dr Peter Shepherd	Dept of Electronic and Electrical Engineering
Mr Manoj Yaji	Postgraduate Student Representative

In Attendance:

Mrs Selina Jobson	Faculty Assistant Registrar (Secretary)
Ms Kate Norris	Head of Student Learning Experience and Quality
Mrs Jane Phippen	Undergraduate Manager (<i>arrived at 2.15pm</i>)

Observing:

Ms Emma Cox	Dept of Architecture & Civil Engineering
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Apologies:

Ms Martine Woodward	
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ACTION

1186 WELCOME

The Chair welcomed Mr Manoj Yaji (Postgraduate Student Representative) as a new member of the Committee.

1187 MINUTES OF THE PREVIOUS MEETING (LTQ2013-14/031)

The open minutes of the meeting of the Committee held on 23 October 2013 were approved.

1188 **MATTERS ARISING**

(1) Minute 1172 Moderation of Marking: Review of Faculty Processes

The Head of Student Learning Experience and Quality reported that there hadn't been an audit of the outcomes of the moderation process, and that such a review would be difficult to undertake. She stated that QA16 Assessment, Marking and Feedback had last been reviewed in 2010/11, when additional advice had been included on aspects of the moderation process. It was confirmed that there was no current intention to review this QA statement which was considered to be in line with national expectations.

Dr Darling reported that he would be raising the issue of moderation at a future Director of Studies Forum.

DoT Mech
Eng

(2) Minute 1173 Online Unit Evaluation: Faculty Questions

The Chair reported that standard opening and closing dates for Online Unit Evaluations (OUEs) had been introduced across the Faculty. Additional questions had also been removed leaving the ten standard University questions. It was hoped that making OUEs shorter would lead to an increase in the number of students completing the OUEs. It was noted that staff should ensure that students were aware that the number of questions in OUEs had been reduced.

1189 **CHAIRS ACTION AND BUSINESS**

(1) Chair's Action (LTQ2013-14/033)

The Committee noted a paper outlining action taken by the Chair since the last meeting of the Committee.

(2) Chair's Business

The Chair reported that the Pro-Vice-Chancellor (Learning and Teaching) was undertaking a review exploring the possibility of removing examinations from the end of Semester 1. The review was being undertaken as a response to suggestions that the University might be over-assessing students. The Head of Student Learning Experience and Quality noted that it was useful for the University as a whole to reflect on assessment practices.

It was noted that the Associate Dean (Learning and Teaching) would be responding to the review on behalf of the Faculty.

AD (L&T)

1190 **MINUTES OF DEPARTMENTAL LEARNING, TEACHING AND QUALITY COMMITTEES**

The minutes of the following Departmental Learning and Teaching Quality Committees were received:

- a) Dept of Architecture and Civil Engineering 2 October 2013 (LTQ2013-14/058)
- b) Dept of Chemical Engineering 10 October 2013 (LTQ2013-14/059)
- c) Dept of Electrical Engineering 7 October 2013 (LTQ2013-14/060)
- d) Dept of Mechanical Engineering 16 October 2013 (LTQ2013-14/061)

The Committee moved on to consider FoIA business.
