



Meeting: FACULTY LEARNING, TEACHING & QUALITY COMMITTEE

Date and Time: Wednesday 19 March 2014 at 2.15pm

Venue: WH3.36

Present:

Dr Andrew Heath (Chair)	Associate Dean (Learning & Teaching)
Dr Mike Bird	Dept of Chemical Engineering
Mr Elliott Campbell	Undergraduate Student Representative
Dr Sally Clift	Associate Dean (Graduate Studies)
Dr Jos Darling	Dept of Mechanical Engineering
Mr Peter Hachfeld	Students' Union Education Officer
Dr Marion Harney	Dept of Architecture & Civil Engineering
Mr Shaun McGall	Student Engagement & Quality Enhancement Officer
Dr Peter Shepherd	Dept of Electronic and Electrical Engineering
Mr Manoj Yaji	Postgraduate Student Representative

In Attendance:

Mrs Selina Jobson	Assistant Registrar (Secretary)
Ms Ruth Burdett	Graduate Office Manager
Mrs Jane Phippen	Undergraduate Manager

Apologies: Ms Charlotte Cook, Dr Emma Patterson, Ms Martine Woodward

ACTION

1217 WELCOME

The Chair welcomed Dr Sally Clift, recently appointed as Associate Dean (Graduate Studies) in the Faculty.

1218 MINUTES OF THE PREVIOUS MEETING (LTQ2013-14/092)

The open minutes of the meeting of the Committee held on 5 February 2014 were considered and approved.

1219 MATTERS ARISING

- (1) Minute 1207(2) Chairs Business PTES Action Plans
The Student Engagement & Quality Enhancement Officer suggested that the PTES Action Plans should have been considered by the Faculty Learning,

Teaching and Quality Committee. The Chair reported that the PTES Action Plans had been reviewed by the Graduate Studies Committee and the Faculty's MSc Task Group and that the Faculty Learning, Teaching and Quality Committee had assured itself at the last meeting that sufficient and appropriate scrutiny had been given to the PTES Action Plans by the Faculty.

- (2) Minute 1206(2) Moderation of Marking: Review of Faculty Processes
Dr Darling reported that procedures for the moderation of marks as set out in QA16 Assessment, Marking and Feedback had been discussed by the University's Director of Studies Forum. Directors of Studies from different departments had outlined their experiences of undertaking internal moderation of marking, with the Forum noting the importance of moderation as a quality assurance mechanism.

Whilst no changes to the moderation processes as set out in QA16 Assessment, Marking and Feedback had been put forward, the Director of Learning and Teaching observed that the guidance on undertaking moderation could be amplified and enhanced.

- (3) Minute 1208 Consultation of Revised Personal Objectives and Learning Outcomes Forms
It was confirmed that proposed changes to the POLO forms had been discussed by departmental SSLCs and the Faculty Placement's Officer had forwarded comments to the Learning and Teaching Enhancement Office.

1220 CHAIRS ACTION AND BUSINESS

- (1) Chair's Action
The Committee noted action taken by the Chair on behalf of the Committee since the last meeting:

(a) Approved minor changes to the following units:

AR10016 Design studio 1.2
AR20012 Detailed design 2
AR20017 Design studio 2.1
AR30019 Design studio 3.1
AR30093 History and theory 3.2: Urban Studies
ME30218 Aircraft propulsion
ME50337 Orthopaedic biomechanics
ME50338 Orthopaedic biomaterials
ME50340 Primary hip replacement
ME50341 Primary knee replacement
LP30315 Advanced CAD/CAM technology in motorsport engineering
LP10501 Mathematics for engineering
LP10608 Applied mathematics for engineering

(b) Second Stage Programme Approval: MSc / PG Diploma in Modern Building Design

Approved revised paperwork for the proposed MSc / PG Diploma in Modern Building Design, in light of FLTQC discussion at its meeting on 5 February 2014 and agreed that the paperwork could be forwarded to PAPAC.

- (2) Chair's Business – Teaching Development Funds (TDF)
The Chair reported that £10,000 worth of Teaching Development Funds had been made available to fund projects within the Faculty. £6,500 worth of

funding had been allocated so far. On completion each project would provide a report to the Faculty Learning Teaching and Quality Committee.

(3) Chair's Business – Errors in Examination Papers

The Chair reported that the University's Examination Office had compiled a report of errors in examination papers that had been submitted to the Examinations Office. It was noted that a number of examination papers submitted by the Faculty had contained errors, although many of these were minor and would not have affected students taking examination papers. However, some errors were of a more significant nature. It was acknowledged that the presence of any errors in examination papers was a matter of concern. It was observed that the Faculty had comprehensive systems in place to ensure that examination papers were checked multiple times. It was acknowledged that it was essential that staff writing or checking examination papers took these responsibilities seriously.

(4) Chair's Business – National Student Survey

The Chair reported that the National Student Survey (NSS) for final year students was underway. Some programmes within the Faculty had not yet achieved the threshold response rate of 10 students or 50% of the programme cohort.

It was noted that staff in all departments should encourage students to complete the NSS.

All

(5) Chair's Business – Potential Marking Boycott

The Chair reported on a University and College Union (UCU) proposal for a marking boycott due to start on 28 April 2014, and the implications this might have for graduating students. Plans were being drawn up at a University level to allow students to graduate even if some elements of assessment had not been marked.

1221 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 21 January 2014 (LTQ2013-14/107)
- b) Dept of Architecture and Civil Engineering 5 March 2014 (LTQ2013-14/108)
- c) Dept of Chemical Engineering 21 January 2014 (LTQ2013-14/109)
- d) Dept of Electronic & Electrical Engineering 27 February 2014 (LTQ2013-14/110)
- e) Dept of Mechanical Engineering 22 January 2014 (LTQ2013-14/111)

The Committee moved on to consider FoIA business.
