

**Meeting:** FACULTY LEARNING, TEACHING & QUALITY COMMITTEE  
**Date and Time:** Wednesday 4 February 2015, 1.15pm  
**Venue:** 2 East 3.5

---

**Present:**

Dr Andrew Heath (Chair)	Associate Dean (Learning & Teaching)
Dr Tom Arnot	Dept of Chemical Engineering
Dr Sally Clift	Associate Dean (Graduate Studies)
Dr Jos Darling	Dept of Mechanical Engineering
Dr Marion Harney	Dept of Architecture & Civil Engineering
Mr Mike Paterson	Undergraduate Student Representative
Ms Charlotte Russell	Undergraduate Student Representative
Dr Peter Shepherd	Dept of Electronic and Electrical Engineering

**In Attendance:** Mrs Selina Jobson Assistant Registrar (Secretary)

**Apologies:** Ms Ruth Burdett, Mr Paul Goodstadt, Mr Shaun McGall, Mrs Jane Phippen

**ACTION**

**1315 MINUTES OF THE PREVIOUS MEETING (LTQ2014-15/073)**

The open minutes of the meeting of the Committee held on 17 December 2014 were considered and approved.

**1316 CHAIR'S ACTION (LTQ2014-15/074)**

The Committee noted that the Chair had taken action on behalf of the Committee to recommend approval of a proposal to change the title of the MEng/BEng Automotive Engineering programme to 'Mechanical with Automotive Engineering' for the 2016/17 intake onwards. It was noted that PAPAC had subsequently approved this change of programme title.

**1317 CHAIR'S BUSINESS**

(1) Assessment offences

The Chair reported on discussion at the University Learning, Teaching and Quality Committee of the annual review of assessment offences across the

University. It had been noted that a number of departments, including Chemical Engineering, had identified no assessment offences during 2013/14. It had been observed that all work submitted via Moodle should be put through Turnitin to check for plagiarised text and that staff were responsible for checking for possible plagiarism in assessments where Turnitin identified high levels of similarity.

(2) Mandatory Extra Work (MEW)

The Chair reported that consideration was being given to whether using Mandatory Extra Work (MEW) was a rigorous and appropriate method of reassessment in all cases. MEW involved students reworking an examination paper that they had failed in their own time and achieving at least 70% to pass. It was reported that MEW was used as the method of reassessment for units in the postgraduate taught programmes in Mechanical Engineering so that students could retake assessment before they started their dissertation. It was reported that it was common for all students on a unit to pass reassessment when set as MEW. It was observed that MEW might be open to assessment offences with students able to seek additional help when completing examination papers in their own time. The Chair noted that the future use of MEW might be affected by current discussions on the shape of the academic year, where the first semester examination period might be removed.

Additionally it was noted that the reassessment period for 2014/15 would be earlier than usual, starting on 19 August 2015.

(3) Director of Teaching

The Chair reported that the Faculty Executive Committee had agreed in principle to the creation of the role of Director of Teaching in each department in the Faculty. The Faculty's Associate Deans for Learning and Teaching and for Graduate Studies and the current Director of Teaching in the Department of Mechanical Engineering would meet to draft a job description for the role. The role would cover both undergraduate and postgraduate taught issues, current programmes and the development of new programmes.

(4) Surveys

The Chair reported that the National Student Survey was now live for undergraduate final year students to complete. The Postgraduate Taught Experience Survey and the Postgraduate Research Experience Survey would open in March 2015.

(5) Examinations

The Chair reported on a recent trial within the University where 260 students had sat an examination at the same time, delivered via Moodle.

(6) Teaching Development Funds

The Committee was reminded that staff had until the 11 February 2015 to submit applications to the Faculty's Teaching Development Fund and until 28 February 2015 to submit applications to the University's Teaching Development Fund.

(7) Timetabling

The Chair reported that all Associate Deans (Learning and Teaching) had met with the Pro Vice-Chancellor (Learning and Teaching) regarding timetabling issues. Currently the timetable was created taking into account students who had been allowed to take Director of Studies approved units. This put additional pressure on the timetable. It was proposed that in future the timetable would be created to accommodate compulsory and optional units and

students would be allowed to take Director of Studies units only if they fitted in with the rest of their timetable. It was observed that within the Faculty of Engineering and Design there were only limited opportunities for taking Director of Studies approved units.

### **1318 STUDENT BUSINESS**

The Chair noted that 'Student Business' was being trialled as an item on the FLTQC agenda, reporting that the Faculty of Science had found it useful to include such an item at their FLTQC.

It was reported that a Student Representative in the Faculty of Science was looking at how decisions regarding the scaling of units were communicated to students. The Committee noted that only a small number of units required scaling across the Faculty of Engineering and Design; on average approximately five units were scaled each year. Scaling was undertaken in line with Faculty and University guidelines, taking into account the average unit mark and comparing student marks with their marks on other units. Dr Darling reported that in Mechanical Engineering all students were emailed when a unit had been scaled, with details of why scaling had occurred and what alteration to marks had been made. It was reported that only one or two units a year were scaled in Chemical Engineering and that students were not currently informed of scaling decisions.

It was noted that Dr Darling had been contacted by and had provided information to the Student Representative looking into the communication of scaling decisions. Other staff were happy to provide further information on departmental scaling practices if requested.

### **1319 MINOR UNIT CHANGES**

The Committee noted that the following minor unit changes had been approved by the relevant departmental LTQCs:

- (a) AR50432 Professional development through the design process, Dept of Architecture and Civil Engineering
- (b) All undergraduate units, Dept of Chemical Engineering
- (c) MA10192 and MA10193 Mathematics 1 & 2, Dept of Chemical Engineering
- (d) ME20015 Thermal Power and Heat Transfer, Dept of Mechanical Engineering
- (e) ME50325 TRIZ-based innovation, Dept of Mechanical Engineering
- (f) ME40220 Aerospace Structures, Dept of Mechanical Engineering

The Committee discussed the level of assessment detail required on a unit description. Recent feedback from PAPAC had indicated that a breakdown of the assessment tasks was required. Variable practice within the Faculty was noted, with some unit descriptions indicating just the overall ratio of assessment, e.g. 60% coursework, 40% examination, whilst details of assessment tasks was provided on some unit descriptions. It was noted that adding more detail to the assessment description would take time and that these details would need amending and approving by departmental Learning, Teaching and Quality Committees when individual assessment tasks were changed. It was noted that the assessment details recorded in SAMIS were not taken from the unit description and that assessment information from SAMIS was now being used to populate the assessment details provided on the online unit catalogue.

Associate  
Deans  
(L&T, Grad

It was agreed that the Faculty Associate Deans (Learning & Teaching and Graduate Studies) and the Assistant Registrar would meet to discuss this issue.

Studies.  
AR)

**1320 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, 9 December 2014 (LTQ2014-15/104)
- b) Dept of Chemical Engineering, 28 November 2014 (LTQ2014-15/105)

---

The Committee moved on to consider FoIA business.

---