

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 10 January 2018 at 2.15 pm
Venue: 2 East 3.4

Present:

Prof. Gary Hawley (Chair)	Dean
Dr Chris Clarke	Dept. of Electronic & Electrical Eng.
Dr Sally Clift	Director of Doctoral Studies
Dr Andrew Cookson	Dept. of Mechanical Engineering
Dr Alex Copping	Dept. of Architecture & Civil Engineering
Dr Jos Darling	Dept. of Mechanical Engineering
Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
Dr Adrian Evans	Dept of Electronic & Electrical Engineering
Dr Vaggelis Giannikas	School of Management
Dr Pejman Iravani	Dept. of Mechanical Engineering
Prof. Gary Lock	Dept. of Mechanical Engineering
Prof Tim Mays	Dept. of Chemical Engineering
Ms Chloe Page	Students' Union Officer
Mr Robert Tyrrell	UG Student Rep (IMEE)
Mr David Stacey	Library

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Florin Bisset, Dr Kirill Cherednichenko, Dr John Chew, Dr Marianne Ellis, Dr Mark Evernden, Dr Jeff Gavin, Prof. Davide Mattia, Dr Marcelle McManus, and Dr Mike Wilson.

ACTION

1449 APOLOGIES

Apologies as detailed above were noted.

1450 MINUTES OF THE PREVIOUS MEETING (FE2017-18/061)

The unreserved minutes of the meeting of the Board of Studies held on 15 November 2017 were approved as a correct record of the proceedings. There were no matters arising.

1451 DEAN'S BUSINESS

The Dean had no items of business to report

1452 **ANNUAL REPORT: OPERATION OF BOARDS OF EXAMINERS 2016–17 (FE2017-18/064)**

The Board considered the annual report on the Operation of Boards of Examiners in the Faculty and the reports received from Independent Observers (IOs) (Paper FE2017-18/064). Fourteen Boards of Examiners had been observed during the 2016-17 academic cycle and all IO reports had been received. The Board noted that a new 'risk-based approach' for the observation of Exam Boards had been agreed by ULTQC and that the Dean and Assistant Registrar would draw up a schedule for 2017-18, based on the ULTQC advice.

1453 **BOARDS OF EXAMINERS 2017-18 (FE2017-18/065)**

The Board received the membership of Boards of Examiners for Units (BEUs) and Boards of Examiners for Programmes (BEPs) for 2017/18 as detailed in paper FE2017-18/065. The Board noted that BEP arrangements for the MSc in Mechatronics BEP remained to be agreed between the Departments of Electronic & Electrical and Mechanical Engineering.

EE/ME

NOTED: Boards of Examiners for Units (BEUs)

APPROVED: Boards of Examiners for Programmes (BEPs) as detailed below;

- i. Department of Architecture & Civil Engineering
- ii. Department of Chemical Engineering
- iii. Department of Electronic & Electrical Engineering
- iv. Department of Mechanical Engineering

1454 **ANNUAL REPORT: MONITORING OF STANDARDS (SCALING) (FE2017-18/066)**

The Board received the annual monitoring report on units considered by Boards of Examiners for Units (BEUs) during 2016-17, which had mean marks in the atypical range and/or had been scaled. The Board noted that ten units had been adjusted by Boards of Examiners which was similar to 2015-16. The Board noted that at the most recent meeting of FLTQC student representatives had queried whether the Faculty had an agreed policy to inform students where a decision has been taken by the BEU to scale marks. Dr Darling commented that the Dept. Mechanical Engineering has for some time (five years) emailed students when scaling has been applied; a similar approach is also in place in the Dept. of Electronic & Electrical Engineering. Student representative Robert Tyrell commented that in the interests of transparency students would like all Departments to inform students when marks have been adjusted including details of the extent of any adjustment applied. The Chair advised that there's currently no expectation or requirement within the University's Assessment Framework or Code of Practice for students to be formally informed of the decision of a BEU to scale a unit, other than via the annual report to the Board of Studies. The Faculty would be happy to consider proposals for increased transparency, such as the adoption of a cross Faculty, institution-wide approach but would not wish to act unilaterally. The Chair suggested that student reps raise the matter with the PVC for Learning & Teaching via Council/Senate/Students' Union Committee. The Board noted that in

some instances the reporting (via the minutes) of Boards of Examiners' consideration of units with 'atypical' unit averages provided insufficient detail of the Board's discussion and decision making processes e.g. lack of explicit reference to the statistical data presented to the BEU for consideration. The Chair reminded the Board that QA35 6.6.6 requires that '*The reasons for the scaling, the statistical data and other information taken into account in the BEU in reaching its decision should be fully recorded in the minutes of the Board, together with the view of the External Examiner.*' The Assistant Registrar will provide additional advice to Heads of Department and Programme Administrators in advance of the semester one unit Boards.

1455 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Prof Tim Mays (HoD Chemical Engineering) advised that the Department had recently appointed Angela Santamaria to the technical team (as maternity cover for Vio Sebestyen). The Dept. had received 43 applications for the two lectureship positions recently advertised however there had been a poor response to the latest round of Prize Fellow posts and none of the applications submitted were considered appointable. Professor Mays was pleased to report that Professor Davide Mattia & Dr Janet Scott had been awarded a £55k Impact Acceleration Account (IAA) grant. Recent graduate of the Department, Annabel O'Fee was selected for a prestigious Salter's Graduate Award.
- b) Prof Stephen Emmitt (HoD Architecture & Civil Engineering) was pleased to report that Professor Tim Ibell would be re-joining the Department in September of this year. The Dept. is currently shortlisting applicants for two Prize Fellow positions. Prof Emmitt advised that the Dept. had held its first meeting to discuss and plan for Curriculum Transformation and intends to review both the UG & PGT curricula together rather than adopting a phased approach.
- c) Professor Gary Lock (HoD Mechanical Engineering) reported that in mid-November the Dept. had hosted the IMechE, IET and a number of other PRSBs as part of the Accreditation Panel visit – in total 20 external reviewers participated in the Panel visit. The accreditation report was received just before Christmas and the Dept.'s undergraduate provision (plus the MSc in Mechatronics) had been accredited for a further 5 years. The report contained four recommendations requiring action, none of which were 'game changers'. He was pleased to report that Dr Tonci Grubic would be joining the Dept. in May from Liverpool Hope University. Interviews for the position of Professor in Practice will be held in mid-January; the Dept. is also currently advertising three Prize Fellow positions. In research news Prof. Lock was pleased to report that Dr Joe Flynn (PI) and Dr Vimal Dhokia had been awarded a £115k IAA grant and they were also part of the team led by Prof. Steve Newman which had been awarded £585k as part of a £6.4 million project funded by ATi IUK in the area of additive manufacturing; Dr Olly Pountney (Prize Fellow) had secured his first EPSRC grant. In other news, Dr Mike Wilson will be taking over the role of Director of Teaching from Dr Jos Darling and will in due course be handing over the role of Director of UG Studies to Dr Rod Valentine. Dr Valentine has also recently been awarded FHEA status through the experiential essay method. Prof. Richie Gill is standing down as the Head of Group for SM/Materials and Prof. Richard Butler will take on this role. Congratulations were passed to Colin Copeland (Reader), David Cleaver (SL) and Pejman Iravani (SL) who were promoted at the beginning of

December and also to Dr Francesco Ciampa who has successfully passed probation. Professor Lock was pleased to report that MEng Mechanical Engineering student Martins Zalman was named the winner of the prestigious 2017 Autosport Williams Engineer of the Future Award. Semester one Online Unit Evaluation data has been reviewed by the Dept. and it was pleasing to note an increase in the average score awarded, 4.2 compared to 3.8 last year, with fewer poor scores (<3).

- d) Dr Adrian Evans (HoD Electronic & Electrical Eng.) reported that the Dept. had received a poor response to recent job adverts (Reader and Senior Teaching Fellow, both in support of the Dept.'s new robotics programmes). Applications to the Prize Fellow positions were in the process of being evaluated/ sifted.
- e) Dr Sally Clift (Faculty Director of Doctoral Studies) reported that the first allocation round of the Faculty's share of University Research Studentships (URS) had been completed; 23 applications had been submitted of which six had been recommended for offers (five were for the priority group, Early Career Researchers, who had not previously been awarded a URS). Dr Clift commented that relatively few applicants were from Bath or indeed 'home' students but she anticipated there were likely to be more in the second round. Members of the Board asked what might be done to promote the scholarships to our own final year students who tend to go elsewhere once they've graduated. Dr Clift agreed that it was problematic and particularly hard to fill studentships with 'home' students.

1456 LIBRARY MATTERS

David Stacey reported that an additional 36 seats/ study spaces had been created on Library level 5 (on the same floor as engineering materials). The Library had undertaken a major journal rationalisation project last year resulting in space being made available on level 1 – the University has committed funds to refurbish this space and create additional study areas. Members of the Board queried whether there was an online tool by which students can identify available self-study space anywhere on campus at any given time. Mr Stacey explained that the library had undertaken some work in pulling together information about the availability of study spaces but as far as he was aware, the management of this information did not come under the Library's remit. Chloe Page advised there is a webpage <http://www.bath.ac.uk/campaigns/where-you-can-study-on-and-off-campus/> but it is not an interactive tool. Members of the Board queried whether the 'learning commons' brand was clearly understood by students and agreed that there was a pressing need to provide 'live' information to students so that they can easily find free study space. The Chair suggested the matter be raised with the PVC L&T. Mr Stacey advised that Hilary Cooksley (subject librarian) will shortly be returning to her role and will be in contact with the EE and ME departments – thanks went to Tom Rogers, who has been covering Hilary's role whilst she was on maternity leave. All staff should have received an email to check their research profiles on the new research portal – anyone with queries or questions should please contact the Library team.

PVC L&T

1457 STAFF STUDENT LIAISON COMMITTEES – MEMBERSHIP & TERMS OF REFERENCE (FE2017-18/067)

APPROVED: The terms of reference and membership of the Faculty's Staff Student Liaison Committees for 2017-18 as detailed below;

- a) Department of Architecture & Civil Engineering

Meetings scheduled for 1 November, 6 December, 7 March & 25 April 2018

- b) Department of Chemical Engineering
Meetings scheduled for 20 October, 10 November, 23 February, 16 March & 20 April 2018
- c) Department of Electronic & Electrical Engineering
Meetings scheduled for 25 October, 29 November, 21 February & 11 April 2018

1458 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2017-18/068)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 8 November 2017 were received and noted.

1459 BOARD OF STUDIES (DOCTORAL) MINUTES (FE2017-18/072-75)

The unreserved minutes of the Board of Studies (Doctoral) meetings held on 5 October, 2 and 21 November, and 6 December 2017 were received and noted.

1460 DEPARTMENTAL STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2017-18/076-081)

The Board received the minutes of the Staff Student Liaison Committee (SSLC) meetings as detailed below,

- (i) Arch & Civil SSLC minutes of 1 November 17 – The Board noted that BSc Architecture final year students had reported widespread dissatisfaction and the Department had indicated that an open meeting would be held to discuss their concerns. Prof Emmitt advised that a very positive meeting with the final year cohort and been held at which their issues had been resolved.
- (ii) Chemical Eng. SSLC minutes of 20 October & 10 Nov 2017
- (iii) Electronic & Elec Eng. SSLC minutes of 25 October 2017
- (iv) Mechanical Engineering SSLC meeting of 14 November & 5 Dec 2017

The Board noted that there appeared to be a common theme across SSLCs regarding the 'patchy' and inconsistent approach to recording of lectures using Panopto. Members of the Board commented that not all GTA rooms had the right equipment e.g. cameras and it was therefore difficult to guarantee that all lectures would be recorded. Some staff were reluctant to record their lectures, which then led to students using their phones to record, and share lectures, which was a concern. Dr Clarke commented that, where a lecturer might wish to involve students in aspects of a lecture – e.g. through inviting them to the front – written permission was required from students to consent to being filmed, which also discouraged staff from recording their lectures.

1461 ANY OTHER BUSINESS

There were no other items of business

