

**Faculty of Engineering & Design**

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**Meeting:** FACULTY BOARD OF STUDIES  
**Date and Time:** Wednesday 11 January 2017 at 2.15 pm  
**Venue:** 2 East 3.4

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Present:	Dr Sally Clift (Acting Chair)	Associate Dean, Graduate Studies
	Dr Ivan Astin	Dept of Electronic & Electrical Engineering
	Dr Kirill Cherednichenko	Dept. of Mathematics, Faculty of Science
Engineering	Dr Chris Clarke	Dept. of Electronic & Electrical
	Dr Alex Copping	Dept. of Architecture & Civil Engineering
	Mr Ben Davies	SU Education Officer, Students' Union
	Dr Marianne Ellis	Associate Dean, Learning & Teaching
	Professor Stephen Emmitt	Dept. of Architecture & Civil Engineering
Engineering	Dr Adrian Evans	Dept. of Electronic & Electrical
	Dr Marco Formentini	School of Management
	Mr Paramesh (Max) Hutachinda	Student Rep (PGT) Dept. Arch & Civil Eng.
	Dr Nigel Johnston	Dept. of Mechanical Engineering
	Professor Gary Lock	Dept. of Mechanical Engineering
	Professor Tim Mays	Dept. of Chemical Engineering
	Dr Marcelle McManus	Dept. of Mechanical Engineering
	Mr David Stacey	Faculty Librarian
	Dr Mike Wilson	Dept. of Mechanical Engineering
In Attendance:	Mrs Rachel Summers	Faculty Assistant Registrar (Secretary)
Apologies:	Apologies for absence were received from Ms Ruth Burdett, Dr John Chew, Dr Jeff Gavin, Prof Tim Ibell, Dr Pejman Iravani, Ms Nicola Morris, Mrs Jane Phippen, Mr Carl Tholin-Chittenden and Mr Daniel Wong.	

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**ACTION**

**1271 WELCOME & APOLOGIES**

Apologies as detailed above were noted.

**1272 MINUTES OF THE PREVIOUS MEETING (FE2016-17/062)**

The unreserved minutes of the meeting of the Board of Studies held on 23 November 2016 were approved as a correct record of the proceedings with a minor correction to minute 1255.

**1273 DEAN'S BUSINESS**

The Acting Chair reported that there were no items to report from the Dean.

**1274 ANNUAL REPORT: OPERATION OF BOARDS OF EXAMINERS 2015-16 (FE2016-17/064)**

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 FE2016-17/064). Seventeen Boards of Examiners had been observed during the 2015-16 academic cycle and all IO reports had been received. The Board noted that by the end of the current academic cycle (2016/17) all Exam Boards within the Faculty will have been observed. Few issues had been raised via the IO reports and overall the Faculty's Boards of Examiners were considered to be operating effectively and in accordance with the Assessment Regulatory framework. The Board fully supported the recommendation for a 'risk based approach' for the observation of Boards to be adopted from 2017 (to go forward to University Learning Teaching & Quality Committee).

**1275 BOARDS OF EXAMINERS 2016-2017 (FE2016-17/065)**

The Board received the membership of Boards of Examiners for Units (BEUs) and Boards of Examiners for Programmes (BEPs) 2016/17 for PGT programmes as detailed in paper FE2016-17/065.

**NOTED:** Boards of Examiners for Units (BEUs)

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

- i. Department of Architecture & Civil Engineering (*PGT programmes in Conservation of Historic Buildings, Architectural Engineering: Environmental Design/ Façade Engineering, International Construction Management, Modern Building Design*)
- ii. Department of Chemical Engineering (*PGT programmes in Integrated Environmental Management*)
- iii. Department of Electronic & Electrical Engineering (*PGT programmes in Electrical Power Systems*)

**1276 ANNUAL REPORT: MONITORING OF STANDARDS (SCALING) (FE2016-17/066)**

The Board received the annual monitoring of standards report on units considered by Boards of Examiners for Units (BEUs) during 2015-16, which had mean marks in the atypical range and/or had been scaled. The Chair noted that of the ten units which had been scaled, five were Mathematics units (one in Architecture & Civil Eng, and two each in the Depts of Electronic & Electrical and Mechanical Engineering). Dr Evans explained that prior to 2015/16 all first year students in the two Departments (EE & ME) had been taught together by the Dept. of Mechanical Engineering. The two cohorts had been separated out in 15/16 with each Department teaching its own students. The new Elec. Eng. units had produced mean units results in the atypical range but, as Dr Evans explained, when the first semester BEU looked at the scatter plots, which compared the students' averages over all other taught units, there was no discernible pattern to suggest that the maths unit should be scaled. The Dept. of Elec Eng has reviewed and amended the

format of assessment for their units. Prof Lock commented that the Mechanical Engineering Maths units historically produced high unit means, as evidenced in the report. Members of the Board noted that as external examiners at other Institutions, first year mathematics units commonly produced high unit averages. Dr Ellis commented that the issue was whether the first year mathematics units adequately prepared students for the level of mathematics required in later stages of their programmes and there did not appear to be any concerns on this point. As the first year mathematics units do not contribute to the final degree classification the Board was not unduly concerned. The Chair suggested that both Departments might wish to review the assessment strategies of their first year mathematics units such that the full range of student ability might be more clearly differentiated.

Members of the Board noted that the Assistant Registrar would provide additional support and guidance to Chairs, Directors of Studies and Programme Administrators in order that the discussion and consideration of units which fall into the 'atypical' range is explicitly informed by the requirements of QA35 and that the reporting of Boards of Examiners business (via the minutes) provides a clear record of all scaling decisions.

## 1277 **REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

a) Prof Emmitt (HoD Architecture & Civil Engineering) was pleased to report that Dr Paul Shepherd had recently been promoted to Senior Lecturer. The Department has a number of academic vacancies, including two professorial positions potentially in the pipeline and is currently reviewing its recruitment strategy. In the PGT space the Dept. has four 'core' MSc programmes which have been through a curriculum review and will utilize the same research methods unit from 2017 onwards, with the potential for sharing of some taught units.

b) Professor Lock (HoD Mechanical Eng.) was pleased to report that Dr Charles Courtney had successfully completed probation. Three Lecturers had recently joined the Dept. – Dr Nicola Bailey, Dr Joseph Flynn & Dr Fulvio Pinto – and the Dept. is currently recruiting to Lectureship positions in the areas of mechatronics/robotics and engineering design. In terms of research news the Dept. has seen a number of recent grant application successes – Dr Michael Carley (Principal Investigator) & Dr Charles Courtney had been awarded 350K Euro as part of the AERIALIST collaboration with the University of Rome III, KTH (Sweden), Trinity College Dublin and the University of Bristol; Dr Alborz Chaharsooghi (PI), Prof Steve Newman & Dr Vimal Dhokia had secured a £100K Innovate UK grant; Professors Patrick Keogh (PI) and Glen Mullineux will play a major role leading the Bath spoke of the EPSRC funded Future Manufacturing Hub (based at the University of Huddersfield) which is worth £1.2 million over 7 years to the Dept; Dr's Sam Akehurst, & Richard Burke with Professor's Chris Brace and Jamie Turner have secured approximately £5.75 million funding for the proposed Institute for Advanced Automotive Propulsion Systems (IAAPS). In the PGT space the Dept. is currently exploring a number of new PGT Engineering & Management degrees and the MSc in Automotive Engineering is also under review with a view to bringing forward curriculum changes for 2018.

c) Dr Evans (HoD Electronic & Electrical Eng.) was pleased to report that Dr Maria Valero had recently been appointed to a Teaching Fellow position in support of the new MSc in Electronic Systems Design (ESD) and would be joining the Dept in May. The Dept. currently has four other academic positions to which it is actively recruiting. A joint proposal with the Dept. of Computer Science for a new MSc programme in Autonomous Systems / Robotics was submitted to University

Planning Team (UPT) in December and feedback on the proposal is awaited. Dr Evans advised that during the inter semester week the Faculty would be hosting approximately 150 year 12 (A level) students who will be based in the labs and workshops carrying out Industrially led projects, as the culmination of the Engineering Development Trust's Engineering Education Scheme.

d) Dr Marianne Ellis (Associate Dean L&T) reported on the following areas

- *Online Unit Evaluation (OUE)*. Colleagues were reminded of the need to provide feedback to students on the outcomes of the semester one OUE process via the unit evaluation report template (QA51). The OUE system is shortly to be reviewed with the aim of introducing a 'new' revised process for 17/18. Prof Mays sought reassurance that any new system would still provide data which could be used to inform probation and promotion decisions.
- *Generic feedback on exams*. Colleagues were reminded for the requirement to provide generic feedback to students on their semester one examinations.
- *TEF*. All staff involved in teaching are expected to have a recognised teaching qualification within the the next 18 months.

e) Dr Tim Mays (HoD Chemical Eng.) reported that two new technical staff had recently joined the Dept. The Dept. has secured £140k infrastructure investment to support the installation of a new Absorption Column in 9 West. In the PGT space the Dept. is working hard on recruitment to the new MSc in Sustainable Chemical Technology (intake target of 10 for 2017) and is also developing a new MSc programme in the area of 'water'.

f) Dr Sally Clift (Associate Dean, Graduate Studies) reported on the current PGT recruitment cycle – offers were up 50% compared to the same point in the cycle last year; the challenge is now to convert these applicants. The first round of the PGR studentship awards process has been completed with eleven awards having been made. The remaining 'pot' (approximately 50%) will be allocated in the second round (in March). Dr Clift confirmed that early career researchers who've not previously had an award are prioritised – three had been awarded studentships in the first round.

## 1278 LIBRARY MATTERS

Mr Stacey reported that over the winter break a range of minor works had been carried out in the Library including an electrical upgrade, carpeting and plumbing enhancements. As in previous years, the Library subject floors are temporarily silent study during the revision/assessment period. Usually they are designated 'quiet', except for L5 which is always silent. Additional rooms have been opened for revision e.g. L4 meeting room. Prof Mays queried whether there was a single online source of information on the availability of study spaces across the campus, which students could easily access? Mr Davies advised that the Students' Union has identified this as one of its Top ten issues for 2016-17 and the SU was actively engaged in moving this issue forward. Mr Stacey advised that the Lynda.com subscription is now in its second year. It's an online learning platform with over 5,000 detailed video courses led by industry experts which cover a huge range of software (e.g. CAD, Matlab, GIS, etc), business and marketing skills, IT, programming and web design, photography/video, professional development and more. The subscription is paid from the Library's materials budget for ACE and there are 1,000 accounts on a partial campus license. It was limited to ACE undergraduates initially but has now been expanded to all students in the Faculty (UG and PG). The Subject Librarians have got the message out to students in the

Faculty and any staff interested in an account should contact him. Libqual, the Library survey which is run every two years is being launched again (in mid February); it is the only University-wide survey covering Library services and facilities.

**1279 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2016-17/68 & 70)**

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 19 October and 16 November 2016 were received and noted.

**1280 FACULTY RESEARCH STUDENTS COMMITTEE MINUTES (FE2016-17/074)**

The unreserved minutes of the Faculty Research Students Committee meeting held on 2 November 2016 were received and noted.

**1281 STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2016-17/075-76)**

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

- (i) Faculty SSLC for PGT students meeting of 7 December 2016 – Dr Clift noted that historically the Faculty has found it difficult to engage PGT students with the SSLC but that in no small part to the efforts of Louise Lynes (Faculty Postgraduate Student Experience Officer) so far this year the SSLC had seen much greater participation.
- (ii) Faculty SSLC for PGR students meeting of 8 November 2016

**1282 ANY OTHER BUSINESS**

There were no other items of business