



Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 16 January at 12.15 pm
Venue: 2 East 3.4

Present: Prof Gary Hawley Dean (*Chair*)
Dr Sally Clift Dept. of Mechanical Engineering
Dr Andrew Cookson Dept. of Mechanical Engineering
Dr Jos Darling Dept. of Mechanical Engineering
Prof. Stephen Emmitt Dept. of Architecture & Civil Engineering
Dr Adrian Evans Dept. of Electronic & Electrical Engineering
Mr Jack Kitchen Students' Union Education Officer
Prof. Gary Lock Dept. of Mechanical Engineering
Prof Tim Mays Dept. of Chemical Engineering
Dr Francis Robinson Dept. of Electronic & Electrical Engineering
Mr David Stacey Library
Mr Daniel Wong Dept. of Architecture & Civil Engineering
Dr Mike Wilson Dept. of Mechanical Engineering

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 Jeff Gavin, Dr Vaggelis Giannikas, Mr Raj Haria, Prof. Davide Mattia, & Dr Maria Valero.

ACTION

1600 APOLOGIES

Apologies as detailed above were noted.

1601 MINUTES OF THE PREVIOUS MEETING (FE2018-19/063)

The unreserved minutes of the meeting of the Board of Studies held on 22 November 2018 were approved as a correct record of the proceedings.

1602 DEAN'S BUSINESS/ CHAIR'S REPORT

There were no items of business to report.

1603 OPERATION OF BOARDS OF EXAMINERS – ANNUAL REPORT 2017-18 (FE2018-19/066)

The Board received the Annual Report on the Operation of Boards of Examiners for 2017/18, which included reports received from Independent Observers (IOs); no major issues had been flagged up. The Board agreed that, in consultation with the Dean, the Assistant Registrar should draw up a schedule of Boards of Examiners to be observed in 2018/19.

1604 BOARDS OF EXAMINERS MEMBERSHIP (FE2018-19/067)

The Board received the membership of Boards of Examiners for Units (BEUs) and Boards of Examiners for Programmes (BEPs) for 2018/19 as detailed in paper FE2018-19/067. The Board noted that the composition and membership of the Architecture & Civil Engineering PGT exam boards were not yet finalised and would be approved by the Dean on behalf of the Board in due course.

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

1605 MONITORING OF STANDARDS – ANNUAL REPORT 2017-18 (FE2018-19/068)

The Board received the annual monitoring report on units considered by Boards of Examiners for Units (BEUs) during 2017-18, which had mean marks in the atypical range and/or had been scaled. The Board noted that there had been an increase in the overall number of units with mean marks in the atypical range compared to 2016/17 – up from 17 to 31, of which 22 units had been scaled. The Dean queried the increase in the Dept. of Electronic & Electrical Engineering, which had gone up from 2 units in 16/17 to 13 in 17/18. Dr Evans explained that a number of units in the atypical range were part of the department's new MSc programme(s) (e.g. EE50233, EE50227 & EE50229) and had been delivered for the first time in 2017/18. The Board of Examiners had felt that the assessment and marking of these units was out of line with normal expectations and in some cases had adjusted marks upwards. Dr. Evans commented that in all cases where the unit contributed to finals assessment, the programmes' external examiners had been consulted and had agreed with the Board's recommendation. The Board of Studies noted that it would be helpful if the report could provide additional analysis e.g. the number of units in the atypical range as a percentage of the total number of units assessed in the Faculty during the academic cycle. The Secretary agreed to look into this for the 2018/19 report.

1606 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Prof Mays (HoD Chemical Engineering) reported that two new academic staff had recently joined the Department - Dr David Hassell started as Senior Teaching Fellow in December and Dr Sandyha Moise (Lecturer) in January. The Department continues to press the Office of Policy & Planning for office accommodation for academic staff. Shortlisting is underway for a further academic position, Lecturer in Environmental Chemical Engineering, with interviews likely to be held in early February. The Department has recently been

awarded a 2019/20 Commonwealth Shared Scholarship for the MSc in Sustainable Chemical Engineering and Professor Mays was pleased to report that undergraduate student Leah White had recently been awarded a 2018 BP Citizen Award. It was with great sadness that Professor Mays reported that final year undergraduate student Phoebe Ablorde had passed away before Christmas following a short illness; he and Dr Arnot had attended her funeral in early January with many of her student friends from the Department. In other matters, Professor Mays reported positive feedback from the semester one Online Unit Evaluation (OUE) process. As reported at the last meeting of the Board, UG applications for 2019 entry continue to be a matter of concern for the Department.

- b) Prof Emmitt (HoD Architecture & Civil Engineering) reported that shortlisting is currently in hand for three academic civil. The Department has submitted its Athena Swan Silver plan and awaits the outcome (due in April). Prof Emmitt was pleased to report that Architecture student Justin Bean had been awarded the Bronze President's Medal by the RIBA for his Part 1 Project (2018).
- c) Prof Lock (HoD of Mechanical Engineering) reported that Dr Elise Pegg had successfully passed probation. Professor Glen Mullineux will shortly be retiring and the Department intends to replace the vacancy with a Lecturer in Aero Engineering, which is currently being advertised Ms Catherine Jones has recently joined the Dept. as a part time Teaching Fellow. Congratulations were passed on to Dr Jon Du Bois and Dr David Cleaver who had recently been awarded a £250k EPSRC grant and to Dr Colin Copeland and co-authors for their paper *Experimental Investigation of an Inverted Brayton Cycle for Exhaust Gas Energy Recovery* which was chosen as one of the Best Papers at the 2018 Turbo Expo in Lillestrom. Similarly Dr Carl Sangan and co-authors' paper *Influence of leakage flow on hot gas ingress* was also chosen as one of the Best Papers at the 2018 Turbo Expo in Lillestrom (by the Heat Transfer Committee). In other news Bath alumna, Lt Col Anne McLain (NASA) is currently a member of the crew aboard the International Space Station (ISS) – Ms McLain graduated with an MPhil in Aerospace Engineering in 2004.
- d) Dr Adrian Evans (HoD Electronic & Electrical Eng.) was pleased to report that Dr Ali Mohammadi had been notified of an EPSRC new investigator award just before Christmas. The department is currently shortlisting from a very strong field of applicants for a Senior / Teaching Fellow position to lead on design activities and is also recruiting to a Reader / SL / Lecturer position in Power Electronics. The UCAS deadline for undergraduate applications for 2019 entry recently closed and the Department is pleased to see that home applications for the IMEE degree are particularly strong, and overall the Department's position is looking very positive.
- e) The Chair reported on behalf of Dr Ellis (Associate Dean Learning & Teaching) that the NSS 2019 will officially launch at the University on Monday 4th February, closing at midnight on 30 April. Departments were reminded that they are expected to take the lead in promoting the survey – the Faculty's Learning Teaching & Quality Committee will also be discussing departmental activities in support of NSS with a view to sharing ideas.

1607 LIBRARY MATTERS

Mr Stacey commented that the Library would also be promoting NSS via the library blog. During the Christmas vacation some of the library's most heavily used spaces were upgraded to provide additional study/seating, extra power sockets and to refresh the look and feel of the library. Since 2014, 25% extra seating spaces have been created so that now there are 1591 seats in the library compared to 1271 in 2014. Quiet study rooms have been made available now for students to prepare for their semester one

assessments. During the inter semester break the Library will again be running a Research Services Week providing a series of training and drop-in sessions and promoting the range of services in support of research provided by the Library team. Mr Stacey commented that he is liaising with Jo Hatt (Curriculum Development Officer) regarding the CT programme and is keen to contribute to the process once departments have identified the library input they require.

1608 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2018-19/069 &071)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 21 November and 5 December 2018 were received and noted.

1609 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2018-19/075-76)

The unreserved minutes of the Faculty Doctoral Studies Committee meetings held on 21 & 28 November 2018 were received and noted.

1610 BOARD OF STUDIES (DOCTORAL) MINUTES (FE2018-18/077-080)

The unreserved minutes of the Board of Studies (Doctoral) meetings held on 3 & 31 October, 22 November and 5 December 2018 were received and noted.

1611 DEPARTMENTAL SSLC MINUTES (FE2018-19/081-082)

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

- (i) Chemical Eng. UG SSLC 18 October & 9 November 2018

1612 ANY OTHER BUSINESS

1. Dr Cliff reported that the first deadline for the University's PhD studentships had passed without any ECR eligible students being nominated. The next deadline is at the end of January. At this stage PGT applications are at a similar level to last year. Applications to the new Robotics & Engineering & Business Management programmes are strong and mask declining numbers in other areas. She noted that there are still a large number of MSc applications awaiting decisions (approximately 200 compared to 80 this time last year). Conditional Firm decisions are down overall by 20%.
2. Mr Kitchen flagged up that the Students' Union has been liaising with the PVC L&T and BUCS to try and block essay mills from directly contacting students via their University email address. The SU may also be running a campaign to alert students to the dangers of using Essay Mill services in semester two.

There were no other items of business