

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 20 May 2020 at 2.15 pm
Venue: Via TEAMS

Present: Professor Gary Hawley Dean (*Chair*)
Dr Kirill Cherednichenko Faculty of Science
Professor John Chew Dept. of Chemical Engineering
Dr Sally Clift Dept. of Mechanical Engineering
Dr Andrew Cookson Dept. of Mechanical Engineering
Dr Jos Darling Dept. of Mechanical Engineering
Dr Marianne Ellis Dept. of Chemical Engineering
Prof. Stephen Emmitt Dept. of Arch & Civil Engineering
Dr Adrian Evans Dept. of Electronic & Electrical Engineering
Dr Jeff Gavin Faculty of Humanities & Social Sciences
Dr Sabina Gheduzzi Dept. of Mechanical Engineering
Dr Vaggelis Giannikas School of Management
Professor Tim Ibell Associate Dean Learning & Teaching
Prof. Gary Lock Dept. of Mechanical Engineering
Prof. Davide Mattia Associate Dean Research
Dr Francis Robinson Dept. of Electronic & Electrical Engineering
Mr David Stacey Library Representative
Mr Archie Walker Student Representative
Ms Leah White Student Representative
Dr Mike Wilson Dept. of Mechanical Engineering

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar
Mrs Ruth Burdett Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr Mark Evernden & Dr Carmelo Herdes Moreno.

ACTION**1797 WELCOME & APOLOGIES**

Apologies as detailed above were noted.

1798 MINUTES OF THE PREVIOUS MEETING (FE2019-20/108)

The unreserved minutes of the meeting of the Board of Studies held on 26 February 2020 were approved as a correct record of the proceedings.

1799 MATTERS ARISING

There were no matters arising.

1800 CHAIR'S BUSINESS & ACTIONS (FE2019-20/107)

The Board noted Chair's Actions taken on behalf of the Board as detailed in paper FE2019-20/107. The Chair updated the Board on the outstanding work of colleagues operating out of the Faculty's workshop spaces, in producing PPE for local hospitals, GP surgeries, pharmacies and care homes. To date over 50,000 items of PPE have been produced and distributed. Colleagues from across the Faculty, including technical staff furloughed from their normal roles, have volunteered to make the PPE and their work and tremendous efforts have been recognised locally and nationally. The Lord Lieutenant of Somerset, Annie Maw, had written to the University expressing her thanks and congratulations 'for the momentous task you are performing with such brilliance'.

The Chair briefed the Board on the proposal to permit students on the five year thick sandwich MEng programmes in the Depts of Architecture & Civil Engineering, Mechanical Engineering & Electronic & Electrical Engineering, who have been unable to secure placements between years 2 & 3 in 20-21, to be allowed to take the placement between years 3 & 4 i.e. in 21-22. Students on the MEng placement variants in the Dept of Chemical Engineering already take up placements between the 3rd and 4th year so cannot be offered this opportunity, and architecture students undertake a different pattern of placements – Prof Emmitt advised that the Dept. is currently planning its support for architecture students who may be affected, based on alternative learning opportunities already approved. The Board unanimously approved the proposal.

1801 GRANTS & CONTRACTS REPORT 2019-20 (QUARTER 3) (FE2019-20/109)

The Board received and noted the third quarter Grants & Contracts report for 2019-20. The Chair noted that the Faculty was on target to achieve a performance comparable to last year although some Departments were struggling. Dr Ellis commented that the Dept of Chemical Engineering had initiated plans to reverse its downward trend and Prof Mattia noted that the Faculty's Research Committee was actively supporting colleagues in submitting larger research bids from the Faculty's Research Centres.

1802 BOARDS OF EXAMINERS FOR UNITS & PROGRAMMES (FE2019-20/110)

The Board received the updated memberships of Boards of Examiners for Units (BEU) and Programmes (BEP) which had been reviewed and revised to take account of staff changes and the appointment of new external examiners and where appropriate to streamline membership whilst maintaining QA compliance. Dr Darling commented that for new lecturers and probationary staff, exposure to the workings and procedures of Boards of Examiners was important and we should be providing opportunities for attendance/observation. The Board agreed but felt that given the complexity of arrangements for this summer's Boards of Examiners it was not the best time to invite additional participants. Depts would be asked to ensure that in the next academic cycle (20/21) probationary staff were provided with opportunities to observe Boards.

APPROVED: Revised membership of Boards of Examiners for Programmes (BEPs) for 2019/20 as detailed in paper FE2019-20/110.

Noted: membership of Boards of Examiners for Units (BEUs) for 2019/20 as detailed in paper FE2019-20/110.

1803 **SEMESTER ONE ASSESSMENTS – REPORT ON EXAM PAPER ERRORS FE2019-20/111)**

The Board received a report on semester one exam paper errors (Paper FE2019-20/111). The Chair noted that this was a new reporting requirement and that the Board was being asked to consider how BEUs had exercised their responsibilities in relation to any examination paper errors. As well as ensuring processes were in place to minimise and spot any errors early, the Board should consider mitigating actions taken by BEUs when errors could not be corrected (*i.e.* during an exam). The Board noted that only one exam paper error had arisen during an exam, for unit CE20090 Engineering Thermodynamics – Steam Tables had not been provided. The Board noted the BEU's consideration of the likely impact of the missing tables and the mitigating measures agreed by the BEU. Ms White queried how such errors arose. Members of the Board explained that responsibility for an exam paper sits with the individual setting the exam and that newer members of staff may not be fully aware of the checking processes. The Chair asked that Departments ensure support and oversight arrangements are provided, particularly for new members of staff who have assessment responsibilities.

1804 **REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS**

Note: Departments had been asked to specifically report on any student issues which have arisen from the transition to online teaching and assessment and any issues or problems anticipated regarding marking and moderation.

- a) Dr Ellis (HoD Chemical Engineering) reported that Professor Tina Duren will take over from Professor John Chew as Director of Teaching on 1st August 2020. A massive thank you to John for all his hard work in the role over the last four years. Congratulations to Salman Shahid who has completed the Bath Course and is now a FHEA and also to the following staff for Education Awards nominations: John Chew - John Willis and Leadership in L&T and CE1 Team - Best Team Award in Support of Student Learning. The Dept is about to pilot a virtual accreditation visit and meetings will proceed on the original dates 3 and 4 June. This is not a new approach for the IChemE since they use this method with some international universities, but will of course be new to the Dept. The IChemE are being very supportive in terms of short and longer-term changes resulting from covid-19; HoDs are working together and with IChemE to find best practice for next year and going forwards. Dr Ellis advised that the MSc in Sustainable Chemical Engineering had not met recruitment targets and the decision had been taken to withdraw the programme to future intakes with immediate effect (*i.e.* no intake from 2020 onwards). The Dept. has had some recent research application successes with various small awards to early career researchers (ECRs): Junjie Shen, Bernardo Castro and Hannah Leese (£67k between them), and Benedek Plosz has been awarded a £187k H2020 grant. With regards to student issues which have arisen from the transition to online teaching and assessment Dr Ellis reported the following,
- The DoSs (UG DoS in particular) has seen an increase in student queries, including mental health cases triggered by or exacerbated by the lockdown; support has been coordinated with Student Services for 6 cases.
 - An IT Access Survey was implemented on the 27 March. All reported issues were resolved where possible. CW extensions, until restored IT access, were granted for the most difficult cases.

- SSLC (Fri, 3 April): the last SSLC of S2 took place via MS Teams. All years except Placement had Academics Reps present. Students discussed peers' concerns about the ongoing virtual delivery and upcoming assessment. A very positive tone throughout the meeting - students thanked the Department for all the work done so far to transition into virtual delivery in such short notice.
- OUE comments have been positive overall for shift to online. The Dept has only just started on the marking process (primarily projects) but early indications are that online marking is much slower, and staff cannot mark for sustained periods due to the difficulties of looking at assessed work online.

- b) Professor Gary Lock (HoD Mechanical Engineering) reiterated the Dean's praise and thanks for the PPE delivery team led by Alex Lunt & Richie Gill whose efforts have been inspirational. It was with great sadness that Prof Lock reported the news that Professor Cliff Burrows had passed away in late April, aged 82. The Dean noted that Professor Burrows had been both a former Head of Dept. of Mechanical Engineering and the first Dean of the Faculty. He had been a passionate advocate for the Faculty's teaching and research, and his legacy lives on. The Dean added that an opportunity to remember and recognise Prof Burrow's impact on the University and wider community would be arranged once the current Covid 19 restrictions have been relaxed. Professor Lock was delighted to report that Elies Dekoninck had been awarded the Leadership in Learning and Teaching Award and Carl Sangan and Olly Pountney had received special commendations from the Awards Committee. Congratulations also to Mechanical Engineering PhD student Bill Phelan for winning the Postgraduate Teacher of the Year award. First Year Mechanical Engineering students, Jimmy Gibson, Jasper Kettle, Paul Randall and Samuel Ray were congratulated on winning the DSTL (MoD) Platform Systems Innovation Competition. In other staff news James Scobie, Elise Pegg and Rod Valentine have been promoted to Senior Lecturer and Min Pan has returned safely to Bath after five months' lockdown in Wuhan. Colleagues in the Dept have had several research grant submission successes: Sam Akehurst, Innovate UK, £149k and £675k, Rob Oliver, BP Fuels and Lubricants Research, £41k, Min Pan, Leverhulme Trust, £53k. With regards to student issues arising from the transition to online teaching and assessment Prof Lock noted that students had responded positively to online teaching and recent online unit evaluations had been good. Students have been granted 2-week extensions for Group Projects, so staff are not yet fully engaged in marking activities.
- c) Dr Adrian Evans (HoD Electronic & Electrical Eng.) reported that Dr Biagio Forte (PI) with CIs Prof Cathryn Mitchell and Dr Ivan Astin had been awarded £325k for a 34 months NERC project entitled "Space Weather Instrumentation, Measurement, Modelling and Risk: Ionosphere (SWIMMR-I)". The Partners are Birmingham (lead), Bath, Leicester and Lancaster and the project will deliver research algorithms that the Met Office will use in its Space Weather forecast operations). Dr Maria Valero (who recently left the Dept and taken up a position at Bristol University) was one of the 3 winners of the Innovation in Learning and Teaching Award at the Education Awards Online Celebration held on Friday 15 May 2020. Dr Evans noted that the Dept. had identified some issues affecting students arising from the transition to online teaching and assessment.
- Difficulties with lack of structure (most pronounced for year 1);
 - Lack of engagement with revision prior to assessments
 - Small number of students in unsuitable environments for work and/or mental health issues

The Dept awaits further detailed advice from Academic Registry regarding marking and moderation

- d) Professor Davide Mattia (Associate Dean Research) provided an update on the following items;
- REF: Research England (RE) are currently consulting on a new REF deadline. University position is for a submission on 31/03/21, with census date kept on 31/07/20 and deadline for impact case development on 31/12/20. We should hear from RE in June/July. Awaiting results from internal review for our submission to the REF readiness exercise (June). Work continues on output review, impact case story preparation and writing of environment statement. Currently working on 1st round of writing of 100-word commentaries for outputs. We are trying to complete the work before the end of the current academic year to avoid overlaps with start of next academic year.
 - Research Income: The PVC-R is leading a sub-committee of the URC looking at research success and the long-term sustainability of our research activities. The VC participated in one of the meetings, noting that our research intensity is low compared to both GW4 partners and the group of Universities we normally use as a benchmark. Detailed analysis of income data confirms this weakness across all funders, including UKRI in general and EPSRC in particular. A second sub-committee is looking at grant recovery rates, noting that in a large number of cases the University is recovering significantly less than it should (e.g. 80% for EPSRC) and the threat to financial stability that this represents. The URC will discuss recommendations to submit to Senate to address both issues in June/July. Faculty Research Committee is progressively focusing more of its attention to promoting and supporting the preparation of large bids led by the Faculty. Examples of ongoing activity include participation in a GW4 CDT application on food security, a new Materials network application to the EPSRC and participation in a GW4 consortium preparing a submission for the UKRI 'Towards Net Zero' challenge.
 - PGR: The disruption caused by Covid-19 is having significant effects on PhD students, with increasing pressure on funders and the University to provide additional support to current students. So far the University has announced a no-fee, 3-months extension for all final year PhD students, to match what was initially offered by UKRI. More recently, UKRI has offered up to 6-months costed extensions for PhD students it has funded, with ongoing CDTs expected to cover these costs from their underspent budget before receiving any additional funding. So far the University has not committed to this additional support.
 - URSA / DTP Studentships: The award of PhD studentship for AY 20/21 is currently on hold due to the Covid-19 emergency
 - Review of Ethics governance: The University is undergoing a review of ethics governance to update our processes to match commitments made to regulators. PVC-R has asked ADRs to develop Faculty-specific plans that could balance reporting needs and effectiveness of procedures. Following consultation, proposals were submitted on behalf of the Faculty to the PVC-R. Currently awaiting a response.
- e) Professor Stephen Emmitt (HoD. Arch & Civil Eng.) reported that Dr Dima Albadra had recently joined the Dept as a Lecturer and the Dept is currently advertising two positions in civil engineering. Prof Emmitt expressed his thanks to Departmental staff for their fantastic response to the move to online teaching / remote delivery. The Dept has received a small number of student complaints (fee related) but otherwise the transition has been well received. The Dept is preparing for the challenge of marking design work online which they already know will take longer than normal.

- f) Professor Tim Ibell (Associate Dean Learning & Teaching) reported the positive news that at its last meeting Faculty Learning Teaching & Quality Committee had approved the Stage 2 CT proposals for Civil Engineering and that Mechanical & Electronic & Electrical Engineering's Phase 2 paperwork was scheduled for Faculty approval at the July meeting. He clarified that although the University had delayed CT work due to the exceptional circumstances faced by colleagues, there was no pressure from the Faculty LTQC on departments to either proceed as planned or delay – whatever the Depts decide the Faculty will support as long as Elec and Mechanical are in agreement.

1805 STUDENT MATTERS

The Chair invited student representatives to raise any concerns or queries they had regarding online teaching and assessments or any other matters. Ms White commented that some student queries had already been addressed at the recent meeting of FLTQC. The move to online teaching and exams has generally been smooth with any issues being resolved at a department level. Students were generally pleased with the no detriment policy and the safety net it provides although they have concerns about marks being inflated and everyone doing well, which makes it more difficult for those students who normally perform well to stand out from their peers. Ms White asked what measures the Faculty would be taking to ensure that grade inflation doesn't occur and if the Exam Board applies scaling to a unit will details of the methodology be made available to students. Professor Ibell explained that detailed advice and guidance for Boards of Examiners was being prepared by the University's Academic Registry and that all Boards would be complying with the guidance. The Faculty anticipates that even though assessments are being marked 'as normal' i.e. with no adjustment or compensation in the marking process, marks may be higher. Exam Boards routinely compare unit performances against historic unit data as part of their review of unit results to determine whether the marks are out of line. Professor Ibell commented that where a Board of Examiners decides to scale a unit no student would be moved into a failing boundary. When students log on to SAMIS to see their results they will be able to see which units have been scaled. Ms White queried why the Faculty had chosen to use the full 3-week exam period for open book exams when other Faculties had opted for timed windows for completion? Professor Ibell said that the decision had been made in order to give students ample time to complete the exams so that students experiencing health problems, IT issues, caring responsibilities, or the pressure of other delayed coursework submissions would not be disadvantaged. Ms White commented that feedback from first year students indicated that they were concerned about a lack of no detriment policy specifically for them. Whilst first year marks do not contribute to overall degree classification, how well students do often influences their success in obtaining a placement. As first year students are still adjusting to University assessment style, the move to online teaching had been particularly challenging for them and this should be taken into account alongside the no-detriment policy for other year groups. The Chair reassured Ms White that first year marks are not a barrier to students successfully securing a placement. Professor Ibell noted that all students were covered by the 'no detriment' policy and whilst first years have little or no track record of marks, in line with the no-detriment policy Exam Boards will be looking at historic unit averages to be assured of standards. Additionally, all first years will also effectively have IMC against their name. Ms White noted that reference had been made at FLTQC of the likelihood that next year's teaching would be online and she asked whether a formal decision had been made and when students were likely to be informed. Professor Ibell responded that that online delivery will undoubtedly be a part of the educational offering from September - but the proportions of blended delivery are being worked out now. Students will be informed as soon as the picture is clear. Dr Gheduzzi asked whether colleagues should be asked to start developing

online materials now. The Chair explained that Heads of Department had been asked to consider the move to online teaching and have been developing tentative plans. The structure of programmes is also being considered, for example moving final year projects into S1 which might postpone the need to develop on-line materials until later in the year when the situation becomes a lot clearer. It's a fine balance between asking staff to start developing online material whilst waiting for greater clarity about what the position is likely to be at the start of the next academic year, especially which cohorts of students may or may not be on campus. A Faculty Teaching Task Force has been established to develop proposals and work with 'digital champions' in each of the Departments and more information would shortly be communicated to staff from the Deputy Vice Chancellor and Provost, Professor Bernie Morley. In the meantime, Dept. Heads will cascade information to their academic colleagues, who should start thinking about what adjustments might have to be made to taught units to be ready for online teaching and what support they might need to do this. Ms White asked whether the Faculty might consider setting up a focus group with current first year students to discuss what they would have found useful if they were in the position of online teaching in September? Professor Ibell responded that it was difficult to establish set up a focus group for first years during assessment, but that the Students' Union was acutely aware of this issue and would be consulted as part of decision making for next year. Ms White expressed her thanks on behalf of the student body for the Faculty's support to students in the move to online teaching in semester 2.

1806 LIBRARY MATTERS

Mr Stacey provided an update on the following library matters

- The Library has adapted to the difficult conditions - advice, services and e-collections are very much open and the library has seen a big increase in logins and use of e-resources. Thousands of temporary free resources from publishers e.g. 24k Bibliu have been made available to users.
- To support the move to online teaching in Semester 2 reading lists and eBooks of reading list materials have been acquired permanently or temporarily where possible. Semester 1 reading list checking for 20/21 is currently underway. It's very important for the Library to be informed of new titles in advance as not everything is available online and many publishers stick to direct sale etextbook models. It might cost us c£8k for a single etextbook per year. Some STEM titles are priced at £97ppn.
- The Library building is closed, but Security/Reception are in the foyer and 23 PCs and 2 copier machines are available for the few students still on campus.
- Inter Library Loans (ILLs) are still possible, but for e-only papers/chapters. The CLA have relaxed the licence to allow us to use existing scans from 145 other institutions and to provide up to 30% (instead of 10%) of a source.
- No risk of fines due to lockdown –book loans have been extended as well as Library memberships
- Virtual Open Day Library webpages have been launched. Keep an eye also on the Library homepage for news – as well as the blog/Instagram – where we've been sharing lots of positive wellbeing and study messages
- Research Services work continues uninterrupted.
- Doctoral Skills workshops – Library sessions available via online materials
- The Library is currently looking at permutations for future reopening

- Directors of Study have been contacted regarding any concerns they may have about library enquiry support during the exam period.

1807 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2019-20/112-113)

The unreserved minutes of Faculty Executive Committee meetings held on 2 December 2019 and 24 February 2020 (unconfirmed) were received and noted.

1808 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2019-20/114)

The (unconfirmed) unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 19 February 2020 were received and noted. Dr Gheduzzi queried minute 1787.3 which referred to the use of 'shell units' in the development of CT courses. It would be helpful if some light could be shed as to what a shell unit is and how it will work practically (including how Depts will be able to justify these to accrediting bodies). Professor Ibell explained that the Dept. of Mechanical Engineering had subsequently decided not to use shell units and he explained that a shell unit allows synoptic assessment across several units, ensuring that the learning outcomes for each unit are assessed within a single assessment. This should not be an issue for accrediting bodies as long as unit learning outcomes are written appropriately and assessed accordingly. Dr Gheduzzi noted that minute 1788 referred to the provision of a new final year unit for the MEng Aerospace Engineering and MEng Mechanical Engineering courses, unit ME40377 High performance aerostructures' a final year optional unit in semester 1. Dr Gheduzzi queried whether this was a sensible decision given current conditions and would it be more sensible to delay the unit rather than offering it in the 2020/21 catalogue in the knowledge that face to face teaching may not happen in S1 2020/21. The Chair noted that this was a matter for the Department's Learning Teaching & Quality Committee – Dr Wilson advised that the unit would not actually be running in 20/21 due to only one student having selected it as an optional unit.

1809 FACULTY RESEARCH COMMITTEE MINUTES (FE2019-20/115-117)

The unreserved minutes of the Faculty Research Committee meetings held on 22 January, 26 February and 8 April 2020 (unconfirmed) were received and noted.

1810 FACULTY DOCTORAL RESEARCH STUDIES COMMITTEE MINUTES (FE2019-20/118-119)

The unreserved minutes of the Faculty Doctoral Research Studies Committee meetings held on 22 January and 4 March 2020 were received and noted.

1811 BOARD OF STUDIES (DOCTORAL) COMMITTEE MINUTES (FE2019-20/120)

The unreserved minutes of the Board of Studies (Doctoral) meeting held on 15 January 2020 were received and noted.

1812 DEPARTMENTAL SSLC MINUTES (FE2019-20/121-125)

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

- i. Dept of Arch & Civil Engineering (Architecture) 26 February 20
- ii. Dept of Chemical Engineering 21 February 20
- iii. Dept of Electronic & Elec Engineering 4 December 2019
- iv. Dept of Mechanical Engineering 3 December 2019 & 25 February 20

1813 ANY OTHER BUSINESS

Dr Darling drew the Board's attention to an article in the Guardian newspaper regarding the potential impact on 2020 admissions of students deciding to defer their place and asked whether the University had any data on the likely volume of deferrals at this point in time. The Chair advised that the most recent information from the University's Admissions team was that only 24 requests for a deferral had been received from an offer-holder cohort of 17,000 – these were balanced by the 21 applicants who had asked to defer until 2021 who now wanted a 2020 start because their Gap year plans had fallen through.