

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES

Date and Time: Wednesday 19 November 2020 at 2.15 pm

Venue: Via TEAMS

Present:

Prof Gary Hawley	Dean (<i>Chair</i>)
Mr Charbel Charbel	PGT Representative, Dept. of Arch & Civil Eng.
Dr Kirill Cherednichenko	Faculty of Science
Professor John Chew	Dept. of Chemical Engineering
Dr Jos Darling	Dept. of Mechanical Engineering
Dr Marianne Ellis	Dept. of Chemical Eng.
Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
Dr Adrian Evans	Dept. of Electronic & Electrical Engineering
Dr Vaggelis Giannikas	School of Management
Mr Raj Haria	UG Representative, Dept. of Electronic & Elec Eng
Dr Marion Harney	Dept. of Architecture & Civil Engineering
Dr Carmelo Herdes Moreno	Dept. of Chemical Engineering
Prof. Tim Ibell	Associate Dean L&T Dept. of Architecture & Civil Eng
Prof. Gary Lock	Dept. of Mechanical Engineering
Dr Francis Robinson	Dept. of Electronic & Electrical Engineering
Mr Tom Sawko	Student's Union Officer
Mr David Stacey	Faculty Librarian
Dr Mike Wilson	Dept. of Mechanical Engineering

In Attendance:

Mrs Rachel Summers	Faculty Assistant Registrar (Secretary)
Mrs Vicky Hill	Faculty Placements Manager (<i>left at 2.30 p.m.</i>)

Apologies: Apologies for absence were received from Dr Sally Clift, Dr Sabina Gheduzzi & Dr Tristan Kershaw.

1868 WELCOME & APOLOGIES

ACTION

Apologies as detailed above were noted.

1869 MINUTES OF THE PREVIOUS MEETING (FE2020-21/035)

The unreserved minutes of the meeting of the Board of Studies held on 14 October 2020 were approved as a correct record of the proceedings. There were no matters arising

1870 DEAN'S BUSINESS & DECLARATION OF INTERESTS

The Dean had no items of business to report. He asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none.

1871 FACULTY PLACEMENT TEAM UPDATE (FE2020-21/036)

The Chair welcomed Mrs Hills, Faculty Placements Manager who introduced paper FE2020-21/036. The placements team has been adapting the range of support it is providing to students during the covid-19 pandemic and is offering a mix of live webinars (which are simultaneously recorded so that students can review at a later date), online Q&A sessions, face to face online and in person appointments and extensive video content. The student response has been very positive, and the team plans to retain elements of these activities going forward i.e. once 'normal' service is resumed. The buzz of live in-person events such as the annual placements careers fair and poster exhibitions cannot be replicated online but aspects of online support work well, particularly in terms of the privacy of meetings and the team plans to continue these activities. As an example of the online activities Mrs Hills noted that her team were hosting an architecture 'speed dating' session for students and architectural practices later in the week. Students also have access to the MyProfessionalDevelopment software which provides analysis and feedback on CVs and application letters using similar algorithms to those used by graduate recruiters and placement providers. Mrs Hills noted that placement providers were continuing to advertise and recruit placement students for 21/22 but it was too early to gauge whether this would be followed up by actual offers – a clearer picture will emerge in early 2021. A challenge for the team is in getting students to realize the value of all placements, not just the large popular corporate providers and to be agile and open minded about the wider range of placement opportunities at for example SMEs. Mrs Hills explained that the team were prioritising support for students currently in their second year (third year in chemical engineering) although continuing to assist students who had deferred their placements to 21/22. Mechanical engineering students had been worst hit by the impact of covid-19, 48 students having had their placement offer for 20/21 withdrawn, and the team are working hard to secure placements for all eligible students. The Chair thanked Mrs Hills and expressed the Board's gratitude for the placement team's continued outstanding efforts in what has been a hugely challenging year.

1872 BLENDED TEACHING DEPARTMENT UPDATES (FE2020-21/037)

The Board received and considered the summary of Departmental responses to the week 4 'Check in Survey' on the Bath blend. Students had been asked to provide feedback on what was working well, what could be improved and their overall level of satisfaction. The Chair invited Mr Haria (undergraduate student rep) to comment. Mr Haria advised that a meeting of all the Faculty's academic representative had been held and he summarised feedback from the meeting, under the following headings

Exams

- Could lecturers verbally update students on the status of exams and how they will differ from other years. Also, to state if there isn't a current plan as well so that students know.
- Considerations for any disabilities or people who need extra time
- How will plagiarism and therefore referencing for the exam be tackled.
- Any information about moderation or the appeal process if exams are moderated

Professor Ibell advised that arrangements for the semester one assessments were currently being finalised and details would be provided to students soon. All exams will be held online as per the summer assessments and students will have a 24-hour window during which to complete individual exams which will accommodate any additional measures/time agreed for students with Disability Access Plans. With regards to the potential for cheating in the exams, specifically plagiarism, Professor Ibell said that the University placed its trust in students to behave ethically and in accordance with University Regulations. Some exams will be held using the new Inspira tool which has the capacity to 'invigilate' online assessments and this may be

something the University will explore going forward but will not be utilised in this cycle of assessments.

In Person Teaching (IPT)

- Need to make sure students accessing the IPT sessions online only have comparable learning experience to those in the laboratory. How can online students have access to laboratory equipment?
- Being more decisive on which units needs the time for IPTs
- Clearly stating what will happen in IPT sessions
- Changing the delivery or timings of the IPT where necessary based on the demand, i.e. if less students then make the number of rooms smaller so more people in one room.

Professor Ibell commented that all students should be able to achieve unit learning outcomes whether they attend in person sessions on campus or participate remotely. What cannot be guaranteed is that the experience of students participating remotely is as good although clearly this is the intention. The Faculty is investing in new AV equipment to upgrade some departmental teaching rooms in order to link teaching across rooms. Professor Ibell was pleased to advise that where fewer students are attending IPT departments have been given greater flexibility to bring students together into a combined group. Departments are also 'tweaking' IPT in response to student feedback. Professor Ibell asked the Heads of Department to take on board the issues flagged up by Mr Haria.

LOILs (Live Online Interactive Learning) and Pre-recorded lectures

- Lecturers to clearly state the structure of the pre-recorded and live lectures at the outset of the unit and if more than one lecturer is involved in the unit than outline the plans at the start of the unit so that the transition from one lecturer to the next is smoother
- LOILs being used to recap the pre-recorded lectures are not useful.
- Need to factor in enough time for students to view the pre-recorded lectures before the follow-up LOIL session.
- Things that are going well are the anonymous boards available after pre-recorded lectures or LOILs to ask any questions. Also, the interactive LOILs that include Q&As or creating case studies with breakout rooms

Professor Ibell suggested that where students feel they have not been provided with enough information regarding how LOIL sessions will run alongside pre-recorded lectures they should raise this with the respective unit convenors. Similarly, if students need more time between the release of lecture recordings and LOIL sessions this should also be requested. Professor Ibell explained that a balance had to be achieved between releasing all lectures and making some students feel overwhelmed/ overloaded by the volume of material and ensuring that the lectures were available in a regular timely manner. Again, Department Heads were asked to note student concerns. Professor Ibell agreed that LOIL sessions should be used to develop and build on material covered in the lectures or could be used to deliver a lecture but should not be used to simply repeat the lecture. He was pleased to see the positive feedback regarding the use of anonymous boards.

Labs

- How can students access further support following on from labs, for example through teams or Moodle forum? What mechanisms could be set up for students to be able to contact lab demonstrators?

The Chair commented that better, more effective channels of communication would address many of the concerns raised by the student representative and asked Department Heads to take this on board.

Personal tutor meetings

- Ask for more scheduled personal tutor meetings.

Professor Ibell asked whether this issue was specific to one year group or was it across all years? Mr Haria said that the matter had been raised in the student rep's forum and he wasn't sure whether it was a general request or was an isolated issue. Professor Ibell suggested that affected students raise this with their personal tutors in the first instance.

Placements

- Student feedback was very positive about the Faculty's placement team - very good, very supportive

Mr Sawko (SU officer) asked if more detail regarding the response levels of the Check In Survey could be provided in future updates. Professor Ibell commented that the week 4 Check In Survey had had a response rate of approximately 25% (4000 responses) which had been remarkably similar across all departments. Department Heads thanked Mr Haria for his very useful comments and for the feedback from student reps across the Faculty. The issues raised would be looked at by each department. Mr Haria was asked to report back to student representatives and advise them that where there were department specific issues, for them to be raised through SSLCs, unit convenors or personal tutors as relevant. The Chair commented that the Faculty is trying hard to improve consistency across IPT and LOIL for example the work currently being undertaken by the Faculty's Instructional Designers in reviewing Moodle content and 'scaffolding'. Keeping effective lines of communication open between the student body and academic departments is key going forward.

1873 NEW PROGRAMME PROPOSALS – STRATEGIC APPROVAL (FE2020-21/038)

The Board considered the CT Phase 1 proposal from the Dept. of Mechanical Engineering for the introduction of three new taught postgraduate courses forming a new portfolio of courses in Automotive Engineering and Technology, to be delivered alongside the existing MSc in Automotive Engineering with Electric propulsion. The three new courses to commence in autumn 2022 are

- a. Automotive Engineering with Business Management
- b. Automotive Technology
- c. Automotive Technology with Business Management

The Board noted that the proposal builds on the Dept's existing strengths in engineering management, automotive research and the recently established Institute for Advanced Automotive Propulsion Systems (IAAPS) with its associated integrated PhD. The courses have been developed to appeal to a diverse broader applicant pool with the aim of attracting graduates from both engineering and non-engineering backgrounds. Professor Ibell commented that the proposal's focus on the future sustainability of the automotive sector and its alignment with the United Nations Sustainable Development Goals was spot on and commendable. Graduates of the courses will be well equipped and prepared to be the future leaders within the automotive industry.

The Chair noted that the proposals had already been granted broad approval by University Executive Board and Academic Programmes Committee. The Board **APPROVED** the proposal as aligning with the Faculty's strategic aims and the existing expertise in teaching and research within the Department of Mechanical Engineering. Professor Lock commented that the Department had recently appointed a Senior Lecturer to lead and direct the suite of Automotive MScs.

1874 GRANTS & CONTRACTS REPORT 2020-21 QUARTER 1 (FE2020-21/039)

The Board received and noted the first quarter Grants & Contracts report for 2020-21. The Dean drew the Board's attention to the rolling three-year data which indicated a decline in research income across the Faculty.

1875 BOARD OF STUDIES DELEGATION OF POWERS (FE2020-21/040)

APPROVED: delegation of responsibility for minor and intermediate changes to the Faculty Learning Teaching & Quality Committee for the 2020-21 academic year.

APPROVED: delegation of minor changes only to Departmental Learning Teaching & Quality Committees for the 2020-21 academic year.

1876 MEMBERSHIP OF APPEAL HEARING PANEL/ BOARD OF INQUIRY HEARINGS (FE2020-21/041)

APPROVED: the updated membership of the Board of Inquiry Hearing / Academic Appeals Panel for 19/20.

1877 SEMESTER TWO ASSESSMENTS – REPORT ON EXAM PAPER ERRORS (FE2020-21/042)

The Board noted the report on exam papers errors identified during the semester two assessment period as detailed in paper FE2020-21/042). Both instances were for assessments in the Department of chemical Engineering – neither had required additional action by the Board of Examiners for Units.

1878 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2020-21/043)

The unreserved minutes of the Faculty Executive Committee meeting held on 12 October 2020 were received and noted. Dr Harney queried the position regarding the filling of technical staff vacancies. The Chair explained that the vacancies which had arisen at the start of lockdown had been put on hold until such time as it was clear that laboratory activities would resume. Recruitment activity to appointment to these positions was due to start subject to the approval of the University's Staff Vacancy Review Group (SVRG).

1879 FACULTY RESEARCH COMMITTEE MINUTES (FE2020-21/044)

The unreserved minutes of the Faculty Research Committee meeting held on 7 October 2020 were received and noted.

1880 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2020-21/45)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meeting held on 16 September 2020 were received and noted.

1881 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2020-21/046)

The unreserved minutes of the Faculty doctoral Studies Committee meeting held on 21 October 2020 were received and noted.

1882 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Dr Ellis (HoD Chemical Engineering) reported research grant awards: Prof Tina Duren receiving an EPSRC grant of £380k and Dr Hannah Leese an award of approximately £350k also from EPSRC.
- b) Prof Emmitt (HoD Architecture & Civil Engineering) was pleased to report that the Dept's new look (CT) undergraduate programmes in civil engineering had been approved by Senate and the re-launched (CT) PGT courses seemed to be going very well.
- c) Dr Adrian Evans (HoD Electronic & Electrical Eng.) advised that the Dept. was in the process of shortlisting applicants for a Lecturer / Senior Lecturer position and commented that the pool of applicants was larger than previous recruitment rounds.
- d) Prof Gary Lock (HoD Mechanical Engineering) advised that the Dept. was in the process of conducting informal interviews for a lectureship from a pool of 170+ applicants. Two academic colleagues had also recently resigned from the Dept.
- e) Prof Tim Ibell (Associate Dean L&T) provided an update from the Resilient Curriculum Project Team (RCPT). Departments have been given greater flexibility in semester two in how they manage teaching space for IPT sessions e.g. colour coding of seating so that the four hour teaching blocks can be split into 2 x 2 hour slots without the need for cleaning in between, IPT can be opened up to 2 sessions a week (on different days if required). A priority in preparing for semester two teaching is for unit Moodle pages to be fully 'scaffolded' in order that students can clearly see which material is essential and which might be optional or an add on. Staff teaching in semester two must have run through and tested their LOIL and IPT in advance of delivery to students. It is also likely that students will be required to sign up for IPT in advance in semester two.

1883 **LIBRARY MATTERS**

Mr Stacey provided an update on Library matters;

- The annual Library report 2019/20 was recently submitted to Senate.
- The library has continued to operate and provide its services – its online enquiry service (via Topdesk) has seen a doubling of contacts. Over 1500 items have been ordered by library users under the click and collect system. Planning for loans over the Xmas vacation period is in hand
- Throughout the summer period work has continued on the open access of materials project
- The Library was pleased to see the positive responses in the recent NSS.
- Sourcing of e-text books and digital materials in support of semester 2 teaching is also underway. Mr Stacey will be liaising with departments regarding any additional or new materials required.

1884 **ANY OTHER BUSINESS.**

There were no other items of business.