

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES

Date and Time: Wednesday 13 January 2021 at 11.15 a.m.

Venue: Via TEAMS

Present:

Prof Gary Hawley	Dean (<i>Chair</i>)
Dr Kirill Cherednichenko	Faculty of Science
Professor John Chew	Dept. of Chemical Engineering
Dr Sally Clift	Dept. of Mechanical 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 Sabina Gheduzzi	Dept. of Mechanical Engineering
Dr Vaggelis Giannikas	School of Management
Dr Carmelo Herdes Moreno	Dept. of Chemical Engineering
Prof. Tim Ibell	Associate Dean L&T Dept. of Architecture & Civil Eng
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering
Prof. Gary Lock	Dept. of Mechanical Engineering
Prof. Davide Mattia	Associate Dean Research Dept of Chemical 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)

Apologies: Apologies for absence were received from Mr Raj Haria & Dr Marion Harney.

1890 WELCOME & APOLOGIES

ACTION

Apologies as detailed above were noted.

1891 MINUTES OF THE PREVIOUS MEETING (FE2020-21/053)

The unreserved minutes of the meeting of the Board of Studies held on 19 November 2020 were approved as a correct record of the proceedings. There were no matters arising

1892 DEAN'S BUSINESS & DECLARATION OF INTERESTS

The Dean asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none. The Dean informed the Board that the position of Associate Dean International for the Faculty had recently been advertised and interviews

(three shortlisted candidates) would be held shortly with a view to the successful candidate starting in the role from 1 March.

1893 ANNUAL REPORT: MONITORING OF STANDARDS (SCALING) 2019-20 (FE2020-21/054)

The Board received the annual monitoring report on units considered by Boards of Examiners for Units (BEUs) during 2019-20, which had mean marks in the atypical range and had therefore been considered for scaling. The Board noted that there had been an increase in the overall number of units with mean marks in the atypical range compared to 2018-19 – up from 25 to 41, of which 13 units had been scaled. The majority of atypical units had occurred in semester two (31 units) and in some cases e.g. where units were assessed 100% by examination, the BEU minutes suggested that this may have been a consequence of students having the full 3 week window to complete online exams. BEU's had looked at the comparative statistical data for each atypical unit, including unit statistics for each year the unit had run (historic data), the unit mean across all years, scatter plots illustrating performances in individual units compared to the mean across all units taken in 19/20, and the three year unit average. External examiners had been consulted where a BEU had recommended units for scaling which contribute to the final degree classification. The Board noted two units which had been scaled in both 19/20 and 18/19 academic years – ME40064 Systems Modelling & Simulation and EE30147 Group Design & Business Project 1. Both units are assessed by 100% coursework. Departments were asked to review the assessment for these units with a view to refining coursework.

1894 ANNUAL REPORT: OPERATION OF BOARDS OF EXAMINERS 2019-20 (FE2020-21/055)

The Board received the Annual Report on the Operation of Boards of Examiners for 2019/20, which included reports received from the small number of semester one Boards attended by Independent Observers (IOs). The IO programme was suspended for semester two, however the Faculty Assistant Registrars and Programmes Manager had attended pre BEU, BEU, pre BEP, and BEPs to provide advice and support as required. All Exam Boards from May onwards had been conducted remotely via MS Teams. Feedback from internal members of Exam Boards and external examiners had been overwhelmingly positive, recognising both the professionalism of programme administrators and the open and transparent manner in which Boards of Examiners had been conducted. The Board noted the summary of External Examiner comments provided as part of the Annual Report. The need for the timely provision of policy updates and procedural guidance to Boards was highlighted in the report and endorsed by the Board of Studies.

1895 MEMBERSHIP OF BOARDS OF EXAMINERS 2020-21 (FE2020-21/056)

APPROVED: membership of Boards of Examiners for Programmes (BEPs) for 2020/21 as detailed in paper FE2020-21/056.

NOTED: membership of Boards of Examiners for Units (BEUs) for 2020/21 as detailed in paper FE2020-21/056

1896 FACULTY STAFF STUDENT LIAISON COMMITTEES -TERMS OF REF, MEMBERSHIP 2020-21 (FE2020-21/057)

APPROVED: the terms of reference and membership of Staff Student Liaison Committees (SSLCs) as detailed in paper FE2020-21/057. The Board noted that the Dept of Architecture & Civil Engineering has separate SSLCs for its architecture and civil engineering students – details of the membership of the civil engineering SSLC are yet to be finalised.

1897 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Dr Marianne Ellis (HoD Chemical Engineering) reported that the Department's plans for starting the semester online were fully in place, this had been possible due to the in-built flexibility of the Department's IPT and MEng Research Project set ups. Planning and preparation for the move from online back to IPT was also well in hand with the need to plan around academic staff caring responsibilities. In research matters the Dept. had been awarded £150k for the Reverse Osmosis System and HPLC-MS with delivery of the kit expected before the March deadline. Notable recent successes in terms of research income were Hannah Leese who'd secured a £300k award from the EPSRC and Nuno Reis who'd been awarded £41k from EU-Horizon 2020.
- b) Prof Stephen Emmitt (HoD Architecture & Civil Engineering) reported the very sad news of the death of former colleague Dr Paul McCombie, who passed away on Christmas Eve. Paul retired in 2019 after a long career in the Department. Professor Emmitt advised that letters to students outlining the online measures for semester 2 had been issued. As and when we get into 'reverse lockdown' mode the Dept. can move instantly to IPT, the constraining factor will probably be giving students and staff sufficient advance notice, perhaps 5 working days. Prof Emmitt commented that the Dept's newly configured Masters portfolio had started very well and appeared to be robust to change. The exercise of going through CT and delivering the programmes from a common platform had significantly helped the delivery of the programmes in challenging circumstances. He was pleased to report major success in the recently published 40 under 40 architects by the Architect's Journal. It's a significant achievement to be included in this list of the UK's top young architects. Congratulations to Ann-Marie Fallon (Teaching Fellow), Elyse Howell-Price (Studio Tutor) and Shankari Raj (Studio Tutor). Along with Elyse, a number of other former Bath students were also featured on the list: Chloe Phelps (Head of Design at Common Ground), Carlos Sanchez (Sanchez Benton Architects) and Je Ahn. The full list is available at <https://www.architectsjournal.co.uk/news/40-under-40>
- c) Dr Adrian Evans (HoD Electronic & Electrical Eng.) advised that the Dept. was ready to start the online delivery of courses in semester two and had designed teaching so that it could revert back to IPT at a few days' notice. The Department secured funding to purchase World class research facilities Organ on a Chip, in advance of the March deadline. A number of departmental positions had recently been advertised, including co-chair of the Equality Diversity and Inclusivity Team (EDIT). The Dept. had received confirmation from EPSRC of the transfer of Dr Yunjie Gu's Innovation Fellowship from Imperial College to Bath.
- d) Prof Gary Lock (HoD Mechanical Engineering) advised that the Dept. was ready for the online delivery of teaching in semester two and did not anticipate any major issues for the rapid return to IPT. The Dept. held interviews for a lectureship in Mechanical Engineering in December and had made an offer. Further academic positions were currently being advertised – Lectureship in Mechanical Engineering and a Chair and Lectureship in Electrified Automotive Propulsion Systems. The Dept. had seen a number of successful research grant applications, Rick Lupton had been awarded £457k by the V. Kann Rasmussen Foundation, James Roscow had secured an EPSRC award of £256k, and a number of other smaller awards had also been secured.
- e) Prof Tim Ibell (Associate Dean L&T) noted that all programmes in the Faculty were ready to be delivered online at the start of semester two and would revert to IPT as soon as permitted. All software required for semester two teaching was confirmed as being available online for all students in the Faculty. Departments should consider now any issues and timelines which will be required for the reverse move from online to in-person - comments and rough plans were needed by 14 January. Students

wishing to book study space on campus needed to use LibCal, so unless departments wished to give up their own rooms to LibCal they should encourage their students to book other space on campus, including the Library and the Chancellors' Building. He noted that the workshops in Arch & Civil Engineering would remain closed during lockdown. Professor Ibell was pleased to report that the Mechanical Engineering and Electronic & Electrical Engineering departments had confirmed they would go forward with CT from 2023/24.

- f) Professor Davide Mattia (Associate Dean Research) was pleased to report that after four years of intense effort the Faculty's final REF submission had been submitted for internal review. Professor Mattia thanked academic colleagues in the REF Delivery Team for their hard work and Ms Alison Ryan (Faculty Co-ordinator) who had provided outstanding support to the Faculty team.
- g) Dr Sally Clift (Faculty Director of Doctoral Studies) provided an update on issues raised via the PGR Staff Student Liaison Committee (SSLC), i) students were concerned that compliance with Covid risk assessment requirements had started to 'relax' as lockdown went on and ii) PGR offices were cold because of the need to have open windows. Dr Clift asked Departments to do their utmost to continue to support PGR students. She noted that it would be helpful if the PGR SSLC minutes could be received by the Faculty Board of Studies.

1898 LIBRARY MATTERS

Mr Stacey provided an update on Library matters;

- The Library is open for students and staff but there are minimal library staff currently on site. If staff needed to speak to someone at the issue desk or at copy & print please could they use library@bath.ac.uk or contact the library in advance.
- Update emails have gone to students from subject librarians (SLs)
- Study spaces: library space booking, the 1hr gap between bookings had been removed and there was no limit on consecutive bookings. Face coverings were required inside at all times including when seated (following lockdown rules). Fixed penalty notices have been issued to students in the study spaces in town and may start happening on campus. 6WS to reopen shortly as a study space again until at least mid/late Feb (further information to follow). More general communications on the booking system would be going out to students soon.
- Tom Rogers had been confirmed in post as Subject Librarian for Elec Eng and Mech Eng
- The Library has lots of e-resources, but some key titles and sources are still print only, or too expensive to get online. Staff were recommended to use the scanning service to provide chapters/papers online from recommended print stock etc.
- Preparations were underway for online library instruction in liaison with academics for semester two e.g. loil in place of library based pc lab sessions etc.
- SLs had recently contributed to the Students' Union's SU Study Well webpages e.g. providing information on past papers, exam tips, reading lists on stress/ revision/ exams.

1899 REPORT FROM STUDENTS' UNION OFFICER

The Chair invited Mr Sawko (Students' Union Officer) to raise any student matters requiring the Board's attention.

- Students in University owned accommodation have pressed for rent rebates given the restrictions in accessing accommodation during the national lockdown. This has now been agreed by the University with an agreement for a full rent rebate covering the period 4 January to 14 February.

- A petition had been raised requesting that the 'no detriment' policy agreed for 19/20 be extended to cover the 20/21 academic year. The University had agreed to allow Boards of Examiners discretion to exercise IMCA considerations but also encouraged students to submit individual claims for mitigation.
- The SU believes that a large proportion of students may decide not to return to Bath / campus when IPT resumes. Students wanting to return may also face difficulties in coming back. Departments were asked to factor this into their plans for the resumption of IPT.

Professor Ibell commented that a final decision regarding the 'no detriment' position for 20/21 had not yet been reached and as the vast majority of programme level progression and award decisions are not made until the June Boards of Examiners there was still time for reflection and revision of the policy.

The Chair asked Mr Sawko to bring any emerging themes to the attention of future meetings of the Board of Studies.

1900 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2020-21/058)

The unreserved (unconfirmed) minutes of the Faculty Learning Teaching & Quality Committee meeting held on 25 November 2020 were received and noted.

1901 FACULTY RESEARCH COMMITTEE MINUTES (FE2020-21/059)

The unreserved (unconfirmed) minutes of the Faculty Research Committee meeting held on 25 November 2020 were received and noted.

1902 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2020-21/060)

The unreserved (unconfirmed) minutes of the Faculty Executive Committee meeting held on 30 November 2020 were received and noted.

1903 DEPARTMENTAL STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2020-21/061-065)

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

- (i) Architecture & Civil Eng. SSLC minutes of 26 February, 15 July & October 2020
- (ii) Chemical Eng. SSLC minutes of 27 October & 19 November 2020
- (iii) Electronic & Elec Eng. SSLC minutes of 19 February, 1 April & 11 November 2020
- (iv) Mechanical Eng. SSLC minutes of 5 & 19 November & 3 December 2020
- (v) Faculty PGT SSLC minutes of 24 November 2020

1904 ANY OTHER BUSINESS.

Online Assessments (Semester One). Dr Gheduzzi flagged up that anecdotal feedback from students suggested that some were taking much longer than the specified 2 hours to complete online exams. Students felt this was because examinations were more challenging than in previous years, but academic colleagues were concerned that students may be approaching exams with the mindset of submitting the 'perfect' solution. There had also been some teething problems using Inspira – e.g. students had had technical issues uploading their exams, scripts for some exams appeared to have not been uploaded or incorrect files had been uploaded in error. Departments were contacting students – Professor Ibell advised that

genuine issues in exam submission would be dealt with in a mode of leniency. Dr Gheduzzi also noted that the Dept of Mechanical Engineering had identified instances of exam papers being uploaded to online study sites (essay mills) and would be fully investigating all such cases in accordance with QA53 Examination & Assessment Offences. The Chair noted that these types of problems had not occurred during the summer assessment period and he invited further feedback from the SU and student reps on the semester one exams.