

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 19 May 2021 at 2.15 p.m.
Venue: Via TEAMS

Present:

Professor Gary Hawley	Dean (<i>Chair</i>)
Dr Florin Bisset	Head of Learning Partnerships Office
Dr Brian Cambra	Online Programme Development Manager, LPO (<i>attending for agenda item 5</i>)
Professor John Chew	Dept. of Chemical Engineering
Dr Steve Cayzer	Dept. of Mech Eng (<i>attending for agenda item 5</i>)
Dr Sally Clift	Associate Dean (International)
Dr Jos Darling	Dept. of Mechanical Engineering
Prof. Stephen Emmitt	Dept. of Architecture & Civil Engineering
Professor Adrian Evans	Dept. of Electronic & Electrical Engineering
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Dr Vaggelis Giannikas	School of Management
Dr Marion Harney	Dept. of Architecture & Civil Engineering
Professor Tim Ibell	Associate Dean (Learning & Teaching)
Mrs Debbie Janson	Dept. of Mech Eng (<i>attending for agenda item 5</i>)
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering
Prof. Gary Lock	Dept. of Mechanical Engineering
Prof. Davide Mattia	Associate Dean (Research)
Prof. Peter Mott	Dept. of Mech Eng (<i>attending for agenda item 5</i>)

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar (Secretary)
Observer: Ms Mansi Ahuja UG Student Rep elect (Dept of EEE)

Apologies: Apologies for absence were received from Professor Marianne Ellis, Ms Simmi Kansagra, Dr Francis Robinson Mr Tom Sawko, Mr David Stacey and Dr Mike Wilson.

1947 APOLOGIES & DECLARATION OF INTERESTS

ACTION

Apologies as detailed above were noted. The Chair welcomed Ms Ahuja (UG student rep elect) who was observing the meeting. The Chair asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none

1948 NEW PROGRAMMES: STAGE ONE APPROVAL (FE2020-21/109)

The Chair welcome Professor Mott, Dr Bisset, Mrs Janson, and Dr Cambra who were attending the Board to present the proposal for an online variant of the MSc in Engineering

Business Management (EBM), Department of Mechanical Engineering/ Learning Partnerships Office. The Board noted that the proposal was receiving simultaneous consideration for Stage 1 approval by the School of Management's Board of Studies. Dr Bisset provided an overview of the proposal, specifically the partnership contract with Wiley and arrangements for the delivery of the online content. The Learning Partnerships Office (LPO) centrally manages the partnership and oversees the monitoring of student progress in conjunction with academic departments, in this case the Dept of Mechanical Engineering. LPO is responsible for key academic administration of the online programmes and student lifecycle. To date five other online PGT courses have been launched at Bath in partnership with Wiley – some of which have recruited very successfully, exceeding expectations – and there are currently over 1000 students registered on these courses. The proposed online MSc in EBM is targeted at mid-career professionals who wish to study part-time alongside their work commitments and is therefore a different market to the Bath-based full-time programme which recruits recent or early career graduates. The online variant contains the same content and learning outcomes as the full-time course broken into smaller units that can be studied in any order. Members of the Board raised the following queries;

- The proposal is structured around a CATS credit model as opposed to the ECTS framework which the University has settled upon. This needs to be reviewed by the course development team.
- The proposal refers to a 40% pass mark but the new assessment framework requires level 7 units to have a 50% pass mark. This needs to be reviewed by the course development team.
- The admission criteria stipulate a first or second-class honours degree. Would a candidate without a first degree but with suitable professional or business experience be considered suitable for admission?
- The proposal outlines the typical timescale for completion of the programme of 2 yrs. 3 months. The Faculty's previous experience of distance learning programmes was that it took students much longer than this to complete. Dr Bisset explained that this was the quickest route through the course, which would be attainable only by completing units 'back to back' and spending the minimum 3 months on the Dissertation. Students have up to 5 years to complete.
- The 'success criteria' proposed in QA3.1 Resource Implications are currently defined in terms of hitting recruitment targets and associated income streams. Members of the Board suggested that a better KPI would be based on outputs i.e. graduate numbers.
- The Board noted that students can elect to have 'study breaks' between modules which is discussed and agreed with the Student Support Coordinator (Wiley). The Board felt that the input of the DOS may be desirable in determining whether a study break is in the student's best interests.
- Members of the Board queried the ownership (IP rights) of the course content and materials. The Course team were asked to clarify in the documentation that course materials retain the property of the University and can therefore be utilised for other purposes e.g. CPD. Dr Bisset commented that discussions are ongoing with Wiley on this matter.
- The differences between the full time (campus based) and the online part time EBM programmes need to be more clearly delineated, particularly in the marketing of each course.
- The rolling recruitment target numbers detailed in QA3.1 were ambitious – it would be helpful if a clear indication of the minimum intake numbers, below which a unit would not run, were specified. Dr Bisset confirmed that the absolute viable minimum intake would be 10 students.
- Given the maximum period of study for a student to complete the MSc is 5 years (without factoring in study breaks, or periods of suspension of studies) what mechanisms are in place to ensure the 'validity' or 'currency' of units taken at the outset of the course when they contribute to the final award.

- Was there any flexibility for students to transfer between the full time and online course (and vice versa)? Professor Mott commented that it was unlikely for students to transfer from the online to the full-time course but agreed that the Course Development team would consider this in the next phase of the development of the proposal.

The Board supported the proposal and recommended it to Academic Programmes Committee (APC) for strategic approval, subject to the outcome of the Board of Studies for the School of Management's parallel consideration of the proposal. Dr Bisset, Professor Mott, Dr Cambra, Dr Cayzer and Mrs Janson left the meeting.

1949 MINUTES OF THE PREVIOUS MEETING (FE2020-21/108)

The unreserved minutes of the meeting of the Board of Studies held on 24 March 2021 were approved as a correct record of the proceedings. There were no matters arising

1950 CHAIR'S BUSINESS

The Chair noted that Paper FE2020-21/110 Strategic approval of a proposed new MSc in Zero Carbon Transitions has been withdrawn from the agenda and would be presented to the Board at a later date.

1951 GRANTS & CONTRACTS REPORT (QUARTER 3) FE2020-21/111)

The Board received the third quarter Grants & Contracts Report for 2020-21. The Chair commented that the Faculty's overall position was unlikely to change in quarter 4. The Board noted that the impact of Covid had resulted in a particularly tough environment for securing research income.

1952 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

- a) Professor Ibell (Associate Dean L&T) provided an update on the following .
 - i. Departmental teaching proposals for the next academic year had been submitted and had been approved – 'business as usual' but with the fallback position of shifting fully online if necessary.
 - ii. Rooms will be made available of the summer for one to one in person meetings for PGT dissertation supervision if required.
 - iii. CT – the final documentation in respect of the MSc Automotive proposals had been submitted to CTC and were scheduled to go to the June meeting of Senate.
 - iv. EQSC (formerly ULTQC) has agreed (subject to Senate approval) that approval of phase 2/3 CT proposals can be delegated to Faculty LTQC, with input from CTC members.
- b) Prof Stephen Emmitt (HoD Architecture & Civil Engineering) had no business to report.
- c) Professor Adrian Evans (HoD Electronic & Electrical Eng.) was pleased to report the following research grant awards; Pedro Estrela (PI for Bath), Despina Moschou + Uni Birmingham (overall PI) + Aston Uni: "Development of an on-demand sensor and monitoring technology based on switchable nanobodies for cell therapy bioprocessing", EPSRC, 2021 – 2024, £349k for Bath (£848k project); Dr Philip Shields (PI), partners Cardiff. Displacement Talbot Lithography: accelerating a versatile and low-cost patterning technique for precision manufacturing, EPSRC, £716k total, 515k to Bath.

- d) Prof Gary Lock (HoD Mechanical Engineering) advised that the Dept would be holding its Virtual Design Exhibition on 26 May. Danielle Hancock-Welsh, RN Eurofighter pilot and graduate of the department is the guest speaker. The Dept's Industrial Advisory Board meets on the same day and a 15 minute professional video of the Department/Faculty efforts in producing PPE would be shown at the exhibition and to the IAB. In other news, Dr Evros Loukaides and Dr Alborz Shokrani had been promoted to Senior Lecturer, Richard Burke promoted to Professor. Congratulations to Anna Young for winning the John Willis Award. Recent academic staff appointments included Dr Chanel Fallon (Oxford) and Dr Sam Bull (internal) to Lectureships in Mechanical Engineering (start dates July/August), and Dr Tom Fletcher to a Lectureship in Electrified Automotive Propulsion (start date July). The consultation process for the new Head of Department from 1 August had begun. The Dept has seen a number of recent research grant successes including, Linda Newnes: £523k, EPSRC, Joseph Flynn: £19k, EPSRC, Chris Bowen: £21k Thales, Carl Sangan: £38k IAA, Rob Oliver: £135k BP, Alan Hunter £25k and £15k EPSRC, and Hamideh Khanbareh £12k Royal Society.
- e) Professor John Chew (Deputy HoD Chemical Engineering) advised that Dr Patterson had been awarded an EPSRC grant of £50k. A number of internal leadership and management appointments (DoS/DoR roles) had been finalised, details of which would be submitted to the Board in due course
- f) Dr Sally Clift (Associate Dean International) reported that a number of the University's International partners had cancelled their student exchange/study abroad schemes due to the pandemic and virtual programmes were being developed as alternatives. The University had recently signed a Memorandum of Understanding with Nankai University in Tianjin, for a 1+1+1 pathway for Chinese students to access the MSc in Robotics, in the Dept of Electronic & Electrical Engineering. Dr Clift will be working with departments to establish the impact of the pandemic on international / overseas recruitment over the last year and what we can take forward from our experiences of online recruitment activities.
- g) Professor Davide Mattia (Associate Dean Research) reported that an analysis of the final REF 2021 output submission and a summary of the Faculty's REF preparations from 2014-2020 had been prepared and sent to the Faculty's Directors of Research for review and comment. Academic colleagues in the Faculty were also being sent a survey for their feedback. The University's 'leveraged' support scheme for PhD studentships had closed and Faculty Research Committee would bring forward proposals on how URSAs and DTPs could be used going forward.

1953 LIBRARY MATTERS

The Secretary advised that Mr Stacey had provided a report on Library matters which would be circulated to members after the meeting.

1954 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2020-21/112)

The unreserved (unconfirmed) minutes of the Faculty Executive Committee meeting held on 19 April 2021 were received and noted.

1955 FACULTY LEARNING & TEACHING COMMITTEE (FE2020-21/113-114)

The unreserved minutes of the Faculty Learning Teaching & Quality Committee meetings held on 17 March and 28 April 2021 (unconfirmed) were received and noted.

1956 FACULTY RESEARCH COMMITTEE (FE2020-21/115)

The unreserved (unconfirmed) minutes of the Faculty Research Committee meeting held on 3 March 2021 were received and noted.

1957 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2020-21/116-117)

The unreserved minutes of the following Faculty Doctoral Studies Committee meetings were received and noted.

- (i) 13 January 2021 (FE2020-21/116)
- (ii) 17 March 2021 (FE2020-21/117)

1958 BOARD OF STUDIES (DOCTORAL) COMMITTEE MINUTES (FE2020-21/118-119)

The unreserved minutes of the following Board of Studies (Doctoral) Committee meetings were received and noted.

- (i) 17 February 2021 (FE2020-21/118)
- (ii) 24 March 2021 (FE2020-21/119)

1959 STAFF STUDENT LIAISON COMMITTEE MINUTES (FE2020-21/120-124)

The unreserved minutes of the Departmental SSLC meetings as detailed below were received and noted.

- I. Dept of Arch & Civil Engineering (Architecture) 25 November 2020 (joint), 17 February 2021 (Architecture), 24 February 2021 (Civil Eng), 14 April 2021 (Architecture)
 - II. Dept of Chemical Engineering 8 December 2020, 18 February 2021, 11 March 2021, 15 April 2021*
 - III. Dept of Electronic & Elec Engineering 3 March 2021
 - IV. Dept of Mechanical Engineering 24 February 2021, 24 March 2021, 20 April 2021*
- PGT SSLC 23 February 2021 & 21 April 2021

1960 ANY OTHER BUSINESS.

There were no other items of business.