

Faculty of Engineering & Design Board of Studies

Unreserved Business (Confirmed)

Wednesday, 28th February 2024 2:15 pm

2 East 3.4 | Faculty of Engineering & Design Board of Studies

Attended

John Chew

Ricardo Codinhoto (attended remotely)

Charles Courtney

Jos Darling (attended remotely)

Mirella Di Lorenzo (attended remotely)

Nathanail Georgiou (attended remotely)

Sabina Gheduzzi

Jonathan Graham-Harper-Cater

Caitlin Grainger-Spivey (attended remotely)

Marion Harney (Chair)

Andrew Heath

Carmelo Herdes Moreno

Nigel Johnston

Patrick Keogh

Benjamin Metcalfe

Bhavya Sree Mucharla

Emma Emanuelsson Patterson

Apologies

Florin Bisset

Chris Bowen

Kirill Cherednichenko

Jeffrey Gavin

Vaggelis Giannikas

Tim Ibell

Tristan Kershaw

Davide Mattia

Despina Moschou

David Stacey

Jannis Wenk

2361 Welcome and Quorum

The Chair welcomed members, noted apologies and confirmed quorum.

2362 Declarations of Interest

The Chair asked for any declarations of interests which were not going to be declared during subsequent discussions. There were none.

2363 Minutes of the Previous meeting - ED2023-24/077

The unreserved minutes of the meeting of the Board of Studies held on 17 January 2024 (ED2023-24/077) were approved as a correct record of the proceedings.

2364 Actions and Matters Arising

The Board noted the following actions

Minute 2342 Annual Report: Monitoring of Standards

Action: Faculty Learning Teaching & Quality Committee to consider and review Faculty advice to Exam Boards on approaches to scaling. Action complete

Action: Departments to complete annual monitoring of units identified in the report (see above) to include a review of historic unit data and the format of assessment. Action complete

Minute 2345 Staff Student Liaison Committees

Action: The Board's concerns regarding the election of student representatives to be passed to the Students' Union. Action complete

Action: The Faculty Education Manager to be invited to the next meeting of the Board. Postponed to April Meeting

2365 Chairs Business

The Chair reported that the roles of Director of Studies for the new MSc in Artificial Intelligence for Engineering & Design and Faculty lead for Assessment & Feedback had been re-advertised internally (closing date of Friday 1st March for the DoS role) . Board members were asked to bring these roles to the attention of colleagues.

2367 New Programme Proposal (Stage One Strategic Approval) - ED2023-24/078

The Board considered the proposal from the Dept. of Mechanical Engineering for Stage One Strategic approval of a new PGT course MSc in Advanced Mechanical Engineering as detailed in Paper ED2023-24/

078. Dr Wilson, who has led development of the proposal, introduced the item. Extensive analysis of the recruitment market had indicated there was significant potential demand particularly from China & India and there was evidence of successful programmes already offered by UK HEIs in this subject. Sustainability will be embedded across the course. The draft course structure has a first semester of compulsory taught units, followed by optional themes in semester two (advanced manufacturing technology, medical, robotics, spacecraft and automotive engineering) , although the optional unit offerings will be further reviewed in the light of UEB feedback. A 2-year variant of the MSc which includes a year-long placement will also be offered. The Dept. recognises the need for efficient delivery of the course and the same general structure as the Faculty's other recently launched MSc courses has therefore been adopted which will offer potential synergies in the availability of a wider range of semester two optional units. Members of the Board queried whether there were any teaching space considerations - Dr Wilson noted that the course would need to utilise lecture & standard GTA but demand for lab space is not envisaged. The Board noted that the course was based around a 10-credit unit structure and the Dept. might wish to consider whether the content could be split into 5-credit units as feedback from students suggested that they found the workload associated with 10-credit units difficult to manage. Board members made the following comments,

- i) In the next stage of the proposal development the Dept. were advised to look carefully at the range and balance of assessment across the course and academic year (based on the University's assessment for learning principles)
- ii) The needs and expectations of the relevant Professional Statutory Regulatory Boards (for accreditation purposes) be ascertained to ensure the course meets their requirements.
- iii) The Dept. was encouraged to further explore synergies with the MSc in AI for Engineering & Design
- iv) Clearer articulation of how the delivery of teaching in semester one will support conversion students particularly with regards to the proposed semester one 10-credit unit in Advanced Product Design & Development would be useful in Stage 2.

The Board fully supported the proposal and recommended it to Academic Programmes Committee (APC) for strategic approval.

Secretary's note: Mr Stacey (Faculty Librarian) had provided feedback on the proposal; We are certainly happy to support this. There's a paragraph in the document as it stands that notes that current Library materials will be sufficient. Our budget is healthy and I would anticipate this is correct, particularly as it's drawing on materials for areas we should already have in stock. We might need to spend on additional copies or licences (for e-access), but that should be fine. Please do check with us over any new reading list textbooks in particular though, as sometimes they will look available/affordable when an academic looks at the publisher's website, or see it on Amazon Kindle, etc, but institutional licencing options may be different ??" e-access per-person pricing models for e-textbooks can be very pricey. As it's an MSc cohort, we'll not be talking hundreds of students, but it is just a general point to let us know as soon as possible. We have our Library Lists system so if the reading lists can be constructed there and submitted to us in advance of the course starting, we can do all the checking of licences and purchasing of content so it's ready for the incoming cohort. See: <https://library.bath.ac.uk/reading-lists>

Tom Rogers (Subject Librarian for Mechanical Engineering as well as Electronic & Electrical Engineering) reminds the Faculty of the availability of the library team's support, for enquiries, for Library induction and Information Skills e.g. tutorial opportunities. This can be particularly helpful for international students which this course appears to be aimed at.

2368 New Articulation Agreement Proposal (Stage One Strategic Approval)- ED2023-24/079

The Board considered the proposal from the Dept. of Electronic & Electrical Engineering for new articulation agreements between the Dept. and Xi'an Jiaotong (XJTU) and Southwest Jiaotong (SWJTU) Universities. Professor Evans introduced the item and provided an overview of the proposals to establish 2+2 UG programmes with each Institution whereby, having completed 2 years of UG study at their home University, students would then be considered for transfer to Bath to complete years two and three of the Dept's existing BEng courses. There is then potential for student progression to MSc or PhD. Xi'an Jiaotong already has a well-established relationship with Liverpool University and the Bath partnership would be a distinctly separate offering under which students would be tied to the Bath pathway (subject to the approval of student numbers by the Chinese Government). Southwest Jiaotong similarly has an existing partnership with Leeds University which means the potential student numbers for Bath are less certain at this stage. As such both Universities have track records of working with UK HE partners and the Dept itself has a long-standing successful relationship with North China Electric Power University (NCEPU) so is experienced in this type of pathway agreement. During stage 2 of the approval process the Dept. will complete a detailed mapping of curricula and will identify any pre-sessional support needs that the incoming Chinese students may require.

The Board noted the following,

- i) The proposed agreements are not based on the student exchange model (i.e. balancing incoming and outgoing students). The Dept. will need to carefully manage the recruitment of students from the 2 partners to ensure satisfactory integration of the 2+2 students with the Depts UG cohort and confirm the availability of sufficient lab space and teaching resources.
- ii) The Dept. should develop targeted marketing of the pathway options for both partners and pro-actively promote the scheme with in-country visits. Prof. Evans noted that academic colleagues in the Dept. have pre-existing links with both Chinese partners and are well placed to promote the programme.
- iii) The Dept. was encouraged to approach Leeds University regarding its existing relationship with SWJTU.
- iv) The Board noted that feedback from the Head of the International Relations Office (IRO) advised that XJTU has a number of State Research Laboratories and conducts research related to defence. This is considered to be of low reputational risk given that the agreement is in respect of UG students, however in-depth due diligence would be required were the Dept. to develop research activity with XJTU.
- v) The Faculty of Science is also exploring a potential relationship with XJTU and there may be opportunities to deliver joint recruitment, pre-sessional and induction activities.

The Board noted that the recently established International Education Partnerships Working Group is reviewing University QA policy and procedures for these types of partnership agreements but in the meantime the Dept. is following the approval process as currently articulated in QA20.

The Board supported the proposal and recommended it to Academic Programmes Committee (APC) for strategic approval.

2369 Research Activity Report Quarter 2 ED2023-24/080

The Board received and noted the second quarter Grants & Contracts report for 2023-24.

2370 Boards of Examiners ED2023-24/081

The Board approved the revised membership of the BEU / BEC for the MSc EBM online variant , Department of Mechanical Engineering / LPO (reflecting staff changes) as detailed in ED2023-24/081

2371 Reports from Ex Officio members ED2023-24/082

The Board received the update reports from ex officio and academic leadership members of the Board as detailed in paper ED2023-24/082. The Chair noted that the University had recently hosted an Ofsted visit in respect of its degree apprenticeships and the informal feedback appeared positive.

Professor Keogh (Head of Dept. of Mechanical Engineering) provided a verbal update,
* The Dept.'s leadership team has now been established with Deputy HoDs appointed with the following remits, Dr Alan Hunter (Workload & Wellbeing) Dr Anna Young (People & Culture) Professor Vimal Dhokia (External Engagement).

* The Dept. is currently recruiting to four new lectureship positions (in Fluid Power and Dynamics/Robotics/Mechatronics)

*The Dept. has been in discussion with the Dept. of Electronic & Electrical Engineering with a view to taking on the existing MSc in Robotics & Autonomous Systems (which sits in EE) and possibly also the MSc in Mechatronics (currently suspended). Members of the Board commented that internal review & approval processes needed urgent review to allow for faster more streamlined consideration and approval of new or majorly revised new courses.

2372 Report from Student representatives and/or Students' Union Officer

Student representatives had no items they wished to report.

2373 Library Matters

Mr Stacey had provided the following updates as he was unable to attend the meeting,

General Library Matters

1) Our new Head of Library Research Services will be joining us from 18 March. His name is Jason Harper. Jason joins us from Plymouth where he has a similar role for digital strategies, research and electronic resources, so he is very experienced. This should also take some of the pressure off colleagues in Research Services who are very busy and also covering the duties of this role.

2) University Librarian Kate Robinson has been awarded a Sabbatical by the University to write a book for our profession, updating the guidance surrounding CILIP's Professional Registration scheme by building on a review she led for CILIP in 2019. While she is away (1 April to 30 September 2024), Hannah South will be our Interim University Librarian. Hannah's essential duties as Head of Library Academic

Services will be covered by myself and the other Faculty Librarians plus Head of Reader Services.

3) Subject Librarian for Mechanical Engineering and Electronic & Electrical Engineering, Tom Rogers, will be retiring at the end of July. We'll be recruiting his successor in Summer, with the aim of having them in post for Semester 1. Please do make the use of his knowledge and expertise whilst he is still working at the University.

4) We are in our usual Semester 2 pattern, with lots of teaching and some upcoming Library Doctoral Skills workshops run by Tom and I. As always, get in touch with us if there is anything we can help with.

5) Mr Stacey will also be working with colleagues to short list the best entries to our student ideas competition, Library Spark. It closed for entries midnight on Monday (26 Feb). Comms will be shared around the University about the outcome of the final event (20 March).

2374 Sub-Committee Minutes ED2023-24/083-84

The Board received the minutes of the following sub-committee meetings

- 1) Faculty Learning Teaching & Quality Committee - meeting of 31 January 2024 ED2023-24/083
- 2) Faculty Executive Committee - meeting of 22 January 2024 ED2023-24/084

2375 Committee Minutes (SSLC, DBoS, FDSC) ED2023-24/085-089

The Board received the minutes of the following Committee meetings

- 1) Doctoral Board of Studies - meetings of 19 September 2023, 11 October 2023, 15 November 2023, 13 December 2023, 17 January 2024 ED2023-24/085
- 2) Faculty Doctoral Studies Committee - meeting of 24 January 2024 ED2023-24/086
- 3) Staff Student Liaison Committees
Dept. of Chemical Engineering - meeting of 5 December 2023 ED2023-24/087
Dept. of Electronic & Electrical Engineering - meetings of 13 December 2023 and 24 January 2024 ED2023-24/088
Dept. of Mechanical Engineering - meetings of 14 November and 5 December 2023 ED2023-24/089

2376 Any Other Business

There were no other items of unreserved business.

2377 Date of Next Meeting

Date of next meeting of the Board - 17 April 2024 at 11.15 a.m. (to avoid clash with Senate)