

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES
Date and Time: Wednesday 21 November 2012 at 2.15 pm
Venue: 2 East 3.4

Present:

Prof Gary Hawley (Chair)	JGH	Dean
Dr Tom Arnot	TCA	Dept of Chemical Engineering
Dr Ivan Astin	IA	Dept of Electronic & Electrical Engineering
Prof JB Chaudhuri	JBC	Associate Dean, Research
Dr Jos Darling	JD	Dept of Mechanical Engineering
Dr Marianne Ellis	ME	Dept of Chemical Engineering
Dr Adrian Evans	AE	Dept of Electronic & Electrical Engineering
Mr Nello Formisano	NF	PGR Student Rep, Dept of Elec Eng
Mr Martin Gledhill	MG	Dept of Arch & Civil Engineering
Mr Aby John	AJ	PGT Student Rep, Dept of Elec Eng
Dr Nigel Johnston	NJ	Dept of Mechanical Engineering
Prof Tony Miles	AWM	Dept of Mechanical Engineering
Prof Nick Mitchell	NJM	Dept of Electronic & Electrical Eng
Dr Kevin Paine	KP	Dept of Architecture & Civil Engineering
Prof Rob Scheichl (<i>left at 3.10 pm</i>)	RS	Dept of Mathematics
Dr Manuchehr Soleimani	MS	Dept of Electronic & Electrical Engineering
Ms Hannah South	HS	Faculty Librarian
Mr Andrew Whyte	AW2	UG Student Rep, Dept of Mechanical Eng
Dr Mike Wilson	MW	Dept of Mechanical Engineering
Mr Alex Wright	AW	Associate Dean, Learning & Teaching

In Attendance: Mrs Rachel Summers RS2 Faculty Assistant Registrar

Apologies: Apologies for absence were received from Dr David Bence, Ms Alix Chadwell, Dr Sally Clift, Dr Alex Copping, Prof Tim Ibell, Dr GianLuca Gardini and Prof Andrew Plummer.

ACTION

498 WELCOME

The Chair welcomed the three new student representatives elected to the Board – Mr Nello Formisano (PGR Rep, Dept of Electronic & Electrical Engineering), Mr Aby Jon (PGT Rep, Dept of Electronic & Electrical Engineering and Mr Andrew Whyte (UG Rep, Dept of Mechanical Engineering). Apologies as detailed above were noted.

499 **MINUTES OF THE PREVIOUS MEETING (FE2012-13/034)**

The unreserved minutes of the meeting of the Board of Studies held on 10 October 2012 were approved as a correct record of the proceedings. There were no matters arising from the minutes.

500 **CHAIR'S BUSINESS**

The Chair had no items of business to report.

501 **SSLC TERMS OF REFERENCE & CONSTITUTIONS (FE2012-13/039)**

The Board received the Terms of Reference and Constitutions of the each of the Departmental SSLCs (Architecture & Civil Eng, Chemical Eng, Electronic & Electrical Eng, and Mechanical Eng), the Graduate School SSLC and the Learning Partnerships SSLC for licensed and franchised programmes. The Board noted that the membership of the Mech Eng SSLC was not currently compliant with Ordinance 28 which stipulates that 'the number of student members shall not be less than the number of staff members'. JD explained that the proposed membership of 13 academic members of staff and 11 students arose from the Department's wish to ensure that all degree programmes are covered and that key post holders are also involved – hence theme leaders, the project coordinator and year tutors are all included in the membership in addition to the Director of Studies and Director of Learning & Teaching. AW2 advised that he had discussed the matter with the Mech Eng SSLC reps who felt that it was important and invaluable to have the theme leaders at the meeting and that the balance of membership did not inhibit students from putting forward their views. The Board suggested that the 'theme leaders' be removed from the formal membership but listed as 'in attendance'. The Board also noted that there was no reference in the Mech Eng SSLC document to the process for the annual election of the Chair – JD advised that this was normally undertaken at the first meeting of the SSLC and that in the current session in the absence of any student members putting themselves forward he had taken it on. The Board requested that the Mech Eng SSLC terms of Ref be revised to reflect the process of electing the Chair on an annual basis from amongst the members of the Committee. JD

HS commented that subject librarians currently attend all of the Departmental SSLCs and that she also attends the Grad School SSLC. JD

The Board **APPROVED** the Terms of Reference and Constitutions of the Departmental and Graduate School SSLCs subject to the Mech Eng document being revised in accordance with the Board's discussions.

The Board considered the Terms of Reference and Constitution provided by the Learning Partnership (LP) Office for licensed and franchised programmes. Members of the Board felt that additional information on how the SSLC operates in practice was required. From the information provided it was not clear whether a combined SSLC covering all of the Colleges involved (Swindon, Bridgwater, Chichester and Wiltshire) was held or whether there were separate meetings. The information on membership was also not explicit i.e. how many student representatives actually participate, so that it was impossible for the Board to judge whether the balance of

membership was appropriate. The Board noted that the Link Academic Advisor (Dr Rod Valentine) is a member of the LP SSLC and that potentially this meant that he might be required to attend four SSLC meetings for each of the Colleges (16 in total). The Board queried whether this was indeed the case and therefore if it was a reasonable expectation or feasible on a practical level. Members of the Board also sought clarification of the Students' Union's participation in the LP SSLC.

Learning
Partners
hips
Office

The Board **REFERRED** the terms of Reference and Constitution of the Learning Partnerships SSLC for clarification of the arrangements for the conduct and scheduling of meetings and confirmation of membership (particular the number of student reps).

502 BOARD OF EXAMINERS FOR UNITS & PROGRAMMES (FE2012-13/040)

The Board received details of the membership of Boards of Examiners for Units (BEUs) and Boards of Examiners for Programmes (BEPs) for undergraduate, franchised/licensed awards and postgraduate taught programmes. The Board noted that ULTQC had recently approved amendments to the composition and operation of Boards of Examiners for immediate introduction. Members of the Board expressed their concern at the lack of consultation or opportunity to comment on the proposals prior to the amendments being approved by ULTQC. The Board noted that external examiners were now formally members of both BEPs and BEUs and that although not required to attend BEUs there is an expectation that '*their input into BEUs (e.g. endorsement of marks determined as an accurate reflection of the standards achieved by candidates) would nonetheless be expected where they do not attend*'. Members of the Board voiced serious concerns regarding the practicality of involving external examiners at the unit level for all units (e.g. 2nd, 3rd and 4th year units) which contribute towards a final award whilst at the same time ensuring that assessment processes are completed in accordance with the academic administration calendar and QA16 Assessment, Marking & Feedback. The Chair agreed to pass on the Board's concerns to the PVC L&T.

Chair

The Board considered the membership of BEUs and BEPs as presented – a number of minor corrections were passed to the Secretary for inclusion. JBC suggested that the Director of Programmes: Distance Learning (Dr Copping) should be a member of the BEU/BEP for the MSc in Integrated Environmental Management by DL.

Grad
School
Manager

AW advised that the Department of Architecture & Civil Engineering would be seeking exemption from the requirement for 'all staff who examine' to be members of BEUs, due to the large number of part time external tutors employed by the Department who are involved in examining students but in only a minor capacity.

APPROVED: The membership of BEUs and BEPs as detailed in Paper FE2012-13/040.

503 FACULTY COMMITTEE MEMBERSHIP 2012-13 (FE2012-13/0041)

The Board noted the updated membership of Faculty Learning, Teaching & Quality Committee, the Academic Review/Board of Inquiry (Assessment Offences) Sub Committee, Graduate School Committee and Faculty Research Students

Committee.

504 ACCREDITATION SUB COMMITTEE (FE2012-13/042)

The Board noted the requirement for it to establish an Accreditation Sub-Committee responsible for approving AP(E)L applications. The Board sought clarification as to whether students covered by an Institutional Articulation Agreement would need to be considered on a case by case basis by the Accreditation Committee. The Secretary would seek guidance from LTEO. The Board noted that the Faculty's Distance Learning programmes have AP(E)L pathways articulated as part of their admissions criteria and the majority of students considered for APL within the Faculty are entering via the DL AP(E)L pathways. A 'pool' membership will be identified for approval at the next meeting of the Board.

Sec

505 FACULTY GRADUATE SCHOOL COMMITTEE (FE2012-13/044)

The unreserved minutes of the Faculty Graduate School Committee meeting held on 29 October 2012 were received and noted. The Board noted that the deadline for PhD awards to be included within the REF was 31 July 2013.

506 REPORTS FROM ASSOCIATE DEANS & DEPARTMENTS

a) Professor Chaudhuri (Associate Dean Research) noted that the EPSRC had awarded a small equipment grant of £500k to the University of which approx. 62% had been allocated to Engineering & Design. The REF Dress rehearsal is now upon us and a number of actions are currently in hand in terms of the impact case studies. The Board was reminded that the EPSRC funded Impact Acceleration Account (IAA) has been launched (from 1 October 2012). The IAA is a follow on grant from the KTA (which finished on 30 Sept 2012) and will fund projects which relate to an EPSRC grant, either during or within one year of completion to stimulate pathways to impact and collaborative research and development projects. In his capacity as the Head of Department of Chemical Engineering Prof Chaudhuri reported that Dr Laura Torrente Murciano had just been awarded her first EPSRC grant. The Department is separately involved in two large grants (of approx. £6 million) led by Chemistry. Prof Chaudhuri had just returned from a visit to the University of Sao Paulo, Brazil where he discussed exciting opportunities for future research collaboration.

b) Professor Mitchell (HoD Electronic & Electrical Engineering) reported that the Department had recently hosted a senior delegation from North China Electric Power University (NCEPU), with whom the Dept has a 2+2 agreement. Dr Simon Le Blond has joined the Department as a new Lecturer.

c) Professor Miles (HoD Dept of Mech Eng) reported that the Department had seen recent success with an EPSRC research award of £1.9 million. Two new lecturers will be joining the Department in December. The Dean commented that the University had been awarded £100k by Ford as part of the company's celebration of 100 years of manufacturing in the UK. The money is being used to support ten x £10k scholarships awarded to first year students in either mechanical or electrical

engineering based on academic excellence (students who entered the University in Oct of this year with either 3 or 4 A*s). Of the 30 students eligible to apply, 17 had done so and the scholarships had been awarded to 8 students in Mech Eng, 1 student in Elec Eng and 1 student on the IMEE programme.

d) Professor Wright (Associate Dean L&T) reminded colleagues of the Institutional Review scheduled for Spring 2013 – the Self Evaluation Document (SED) is in the process of being finalised. There were no matters to report from the Dept of Architecture & Civil Engineering.

507 LIBRARY MATTERS

Ms South reported on the following matters

- a) The Library would welcome feedback on the new catalogue system which was introduced during the summer period.
- b) Details of the Library Christmas opening hours have now been published – there will be no staffed services between 22 December and 1 January 2013

Ms South has recently been promoted to the position of Head of Academic Services and the position of Faculty Librarian for Arch & Civil and Chemical Engineering she is vacating is currently being advertised. A representative from the Dept of Arch & Civil Engineering will be invited to participate in the interview panel. The Chair congratulated Ms South on her promotion.

508 ANY OTHER BUSINESS

- a) The Chair invited student reps to raise any matters which are currently a priority amongst the student body. AW2 advised that the Students' Union is keen to encourage student participation in the Online Unit Evaluation process. The Chair noted that the Board's concerns regarding the management and administration of the OUE process in semester one of 2011/12 had been raised with LTEO and the PVC L&T. The Secretary advised that the LTEO is working with BUCS to make further technical improvements to OUE in 12/13 with a view to enabling the administration of evaluations through the Moodle environment.
- b) JD commented that the election process for student representatives to SSLCs was still in need of improvement. NF advised that the Students' Union is aware of a lack of engagement in the process by students in some departments whereas in other Faculties/Schools there is a high level of participation.
- c) JBC noted that the various engineering societies in each Department within the Faculty had organised a joint social event – this was a positive development.

The Board moved onto white FOIA business