



Meeting **BOARD OF STUDIES FOR THE FACULTY OF SCIENCE**  
Place Wessex House, Council Chamber  
Date Thursday 22 November 2018 at 14:15

|               |   |  |
|---------------|---|--|
| Present       | Professor N Brook<br>Professor A Burrows<br>Dr S Flower<br>Dr N Fotaki<br>Dr S Gebhard<br>Dr A Hayes<br>Dr R James<br>Dr M Jones<br>Professor P Milewski<br>Dr P Mitchell<br><br>Dr A Preston<br>Ms E Rimmer<br>Mr M Saddighani<br><br>Dr P Snow<br>Professor D Tosh<br>Dr M Wright | Dean of Science (Chair)<br>Head of Department of Chemistry<br>Department of Chemistry<br>Department of Pharmacy and Pharmacology<br>Department of Biology and Biochemistry<br>Associate Dean (Learning and Teaching)<br>Deputy Head of Department of Physics<br>Department of Chemistry<br>Head of Department of Mathematical Sciences<br>Department of Pharmacy and Pharmacology (alternate for Professor S G Ward)<br>Department of Biology and Biochemistry<br>Undergraduate Representative (Natural Sciences)<br>Postgraduate Taught Representative (Biology and Biochemistry)<br>Head of Natural Sciences<br>Head of Department of Biology and Biochemistry<br>Department of Computer Science (for minute 6691) |
| In attendance | Mrs M Hallett<br>Mrs A L Harper   | Faculty Assistant Registrar (Secretary)<br>Faculty of Science (Observer)   |
| Apologies     | Dr F Bisset<br>Professor C Bowen<br>Dr R Bradford<br>Professor F Burstall<br>Dr A Gorbach<br>Ms A Lobo<br>Professor E O'Neill<br>Dr F Qin<br>Dr G Stothart<br>Professor S G Ward<br>Dr J White<br>Professor C Wilson  | Learning Partnerships Office<br>Faculty of Engineering and Design<br>Department of Computer Science<br>Department of Mathematical Sciences<br>Department of Physics<br>Students' Union (SU) Sabbatical Officer (Community)<br>Head of Department of Computer Science<br>School of Management<br>Faculty of Humanities and Social Sciences<br>Head of Department of Pharmacy and Pharmacology<br>Department of Mathematical Sciences<br>Associate Dean (Research)   |

**Action**

**6676 MINUTES OF PREVIOUS MEETING**

The Board approved the minutes of the previous meeting of the Board held on 10 October 2018 (Paper 66).

**6677 MATTERS ARISING**  
**M6658 MATTERS ARISING**  
**REVIEW OF DEPARTMENT COMMITTEE MEMBERSHIPS**

The Board reviewed, in accordance with last year's Athena SWAN University Self-

Assessment Team (USAT) Action Delivery Plan, the membership of the Department of Physics' Executive Committee, Learning, Teaching and Quality Committee (DLTQC) and Research Committee (Paper 67).

## 6678 CHAIR'S BUSINESS

The Chair reported that he had taken on the role, for the coming year, of acting Head of Department (HoD) of Physics and welcomed Dr R James, new Deputy Physics HoD, as a member of the Board. The Chair also welcomed Mr M Saddighani as PGT Student Representative on the Board.

The Chair reported the following matters:

- UG intake targets for 2019/20 were approved by University Executive Board this week, and should be regarded as minimums. Targets for Home students have been lowered, and have remained the same for Overseas students, for the Departments of Biology and Biochemistry, Chemistry and Natural Sciences. The Department of Computer Science's Home target has been raised and Overseas has stayed the same. The Department of Mathematical Sciences' Home target has stayed the same and Overseas has been raised. The Department of Pharmacy and Pharmacology's Home and Overseas targets have been lowered. The Department of Physics' Home and Overseas targets have remained the same. Overall Home and Overseas targets for the Faculty have been lowered.
- PGT intake targets are yet to be finalised. It is expected that Home and Overseas targets will be higher than last year. The Chair will discuss the targets with HoDs in due course.
- NSS 2018 results have led to initiatives to strengthen engagement with students beyond SSLCs, e.g. as part of Curriculum Transformation. The Faculty will monitor how Departments perform against their 2018/19 NSS/PTES action plans.
- TEF subject level assessment: the teaching intensity metric has been removed, and 2 NSS metrics (student voice and resources) have been added. A mock TEF exercise will take place next Semester. Metric data will be collated centrally and Departments will be asked to provide an accompanying narrative, to be led by a TEF Champion appointed by each Department. The national pilot in Feb-June 2019 will review how the metrics work, and will determine the method used. TEF will be launched in Semester 2 of 2019/20.
- Dr P Snow's tenure as Head of Natural Sciences ends in July 2019 after which Dr Snow wishes to step down. The Chair will therefore be looking to appoint a new Head of Natural Sciences to take over from 2019/20.
- Prevent training: staff have a duty of care to identify vulnerable children / adults at risk of being targeted by extremist terrorist groups. DoS/Ts are encouraged to complete the Home Office Prevent training <https://www.elearning.prevent.homeoffice.gov.uk/screen2> and/or Moodle courses soon to be made available that provide an introduction to the Prevent Duty in Higher Education, and overlap with mental health training.
- The Chair requested ideas from members, particularly student representatives, on how to improve widening participation, to be discussed at the next meeting.

**Board  
members**

## 6679 MEMBERSHIP OF BOARDS OF EXAMINERS FOR UNITS (BEU) AND PROGRAMMES (BEP) FOR 2018/19

The Board approved the proposed BEU and BEP membership for the following Departments, noting similar structures to last year:

**Department of Biology and Biochemistry** (Paper 69).

Professor D Tosh confirmed that replacements were lined up to fill Unit Convenor posts currently marked as TBC (due to staff on sabbatical or having retired).

**Department of Chemistry** (Paper 70).

**Department of Computer Science** (Paper 71).

**Learning Partnerships Office** (Paper 72).

**Department of Mathematical Sciences** (Paper 73).

**Natural Sciences** (Paper 74).

**Department of Pharmacy and Pharmacology** (Paper 75).

The Board noted that an External Examiner is yet to be appointed to cover the Biology / Pharmacology elements of the MSc Drug Discovery. Dr P Mitchell explained that the current External Examiner, Professor C Suckling, appointed to cover the Chemistry elements, has agreed to take an overview of the programme, covering both aspects, for Semester 1.

**Department of Physics** (Paper 76).

## 6680 2018/19 STAFF STUDENT LIAISON COMMITTEE (SSLC) TERMS OF REFERENCE AND MEMBERSHIP

Ms E Rimmer reported that the SU had experienced difficulty this year with student engagement with elections, e.g. it took 3 bye-elections to appoint a student representative to Senate.

The Board approved the SSLC terms of reference and membership for the following Departments:

### **Department of Biology and Biochemistry**

- Undergraduate programmes:

The Board noted that this would be considered at the next Board meeting in January.

The SSLC had agreed that a Chair would be elected at the SSLC meeting in early December. Professor D Tosh reported that he had emailed the whole cohort asking for volunteers, following which approximately 12 student representatives had been appointed.

**B&B UG  
SSLC sec**

- PGT (and PGR) programmes (Paper 77):

The Chair requested that the Department review separating PGR from PGT for next year.

**B&B HoD**

### **Department of Chemistry**

- Undergraduate programmes (Paper 78).
- PGT (and PGR) programmes:

The Board noted that no PGR student representatives had been elected to date and that should a PGR SSLC meeting be held, CSCT student representatives would be invited, as they would also be to the Faculty PGR SSLC.

### **Department of Computer Science**

- Undergraduate and PGT programmes (Paper 79).

The Board noted that the SSLC did not comprise any Year 3 UG student representatives because most go on placement; they attend the same classes as Year 4 'with placement' students, so the latter represent the former. The Board also noted that while not all PGT programmes were represented, student representatives had been appointed earlier than in previous years.

### **Learning Partnerships Office**

- FdSc and BSc (Hons) Applied Computing (licensed) delivered by Bath College and Wiltshire College, and International Foundation Year (licensed) delivered by Bath College (Paper 80).

The Board noted that it did not need to approve the membership of SSLCs for licensed programmes, just the terms of reference.

### **Department of Mathematical Sciences**

- Undergraduate and PGT programmes (Paper 81).

The Board noted that the BSc (Hons) Statistics and MSc Modern Applications of Mathematics programmes were not represented due to their small cohort sizes (0-10

students). The Board also noted that the MSc Modern Applications of Mathematics programme overlaps with the SAMBa MSc which was represented.

#### **Natural Sciences**

- Undergraduate programmes (Paper 82).

Dr P Snow reported that Alysha Love had withdrawn from Natural Sciences so a replacement Year 1 student representative would be identified.

#### **Department of Pharmacy and Pharmacology**

- Undergraduate programmes (Paper 83).
- PGT programmes (Paper 84).

The Board noted that all MSc Drug Discovery students would be invited to every SSLC meeting due to the small cohort size. The Board also noted that an update on SSLC-equivalent arrangements for AP3T distance-learning students was approved by the Board last year.

#### **Department of Physics**

- Undergraduate programmes (Paper 85).

The Chair encouraged appointment of a Year 3 Physics with Astrophysics student representative given this was a relatively new programme. The Board agreed that students sharing representative positions constituted good practice.

### **6681 STAFF STUDENT LIAISON COMMITTEE (SSLC) MEETINGS**

The Board noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 1 November 2018 (Paper 92).

**Department of Chemistry:** 31 October 2018 (Paper 93).

**Department of Mathematical Sciences** 24 October 2018 (Paper 94).

**Natural Sciences** 24 October 2018 (Paper 95).

**Department of Pharmacy and Pharmacology** 19 October (PGT) (Paper 96A) and 24 October (UG) (Paper 96B) and 7 November (Paper 96C) 2018.

**Department of Physics** 31 October 2018 (Paper 97).

### **6682 ANY OTHER BUSINESS**

There was none.