



Meeting **BOARD OF STUDIES FOR THE FACULTY OF SCIENCE**
Place 1 West 3.30
Date Wednesday 25 April 2018 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair – alternate for Professor N Brook)
	Ms M Aspbury	Undergraduate Representative (Natural Sciences)
	Professor C Bowen	Faculty of Engineering and Design
	Dr R Bradford	Department of Computer Science
	Professor F Burstall	Department of Mathematical Sciences
	Dr J Doughty	Department of Biology and Biochemistry
	Dr A Gorbach	Department of Physics
	Professor R S G Jones	Department of Pharmacy and Pharmacology
	Ms A Lyons	Science Human Resources (HR) Business Partner (for minute 6541)
	Professor P Milewski	Head of Department of Mathematical Sciences
	Dr J Nordstrom	Department of Mathematical Sciences
	Professor E O'Neill	Head of Department of Computer Science
	Mr B Palmer	Students' Union (SU) Sabbatical Officer (Community)
	Miss H Parker	Postgraduate Taught Representative (Department of Biology and Biochemistry)
	Professor R J Scott	Head of Department of Biology and Biochemistry
	Dr P Snow	Head of Natural Sciences
	Professor S G Ward	Head of Department of Pharmacy and Pharmacology
	Professor C Wilson	Associate Dean (Research)
In attendance	Mr Keith Brown	Faculty Learning Technologist (Observer)
	Mrs M Hallett	Faculty Assistant Registrar (Secretary)
	Mrs A L Harper	Faculty of Science (Observer)
Apologies	Dr F Bisset	Learning Partnerships Office
	Professor N Brook	Dean of Science (Chair)
	Professor A D Burrows	Department of Chemistry
	Dr N Fotaki	Department of Pharmacy and Pharmacology
	Professor C Frost	Head of Department of Chemistry
	Dr S Gebhard	Department of Biology and Biochemistry
	Professor C Mundell	Head of Department of Physics
	Dr G Stothart	Faculty of Humanities and Social Sciences
	Dr F Qin	School of Management

Action

6541 PRESENTATION ON DIGITAL REVIEW PROJECT

The Board considered a briefing note (Paper 168A) explaining the background and governance of the Digital Review Project and received a presentation (Paper 168B) (20 minutes) from Abigail Lyons, Science HR Business Partner, on the Project and findings to date, followed by Q&A (10 minutes).

The Board noted that the Digital Review Project is a 6-month project sponsored by

Professor Steve Egan, Vice-President (Implementation), supervised by Richard Brooks, Director of HR, overseen by a Project Board and delivered by Sarah Prag, Digital Review Consultant. The aim of the project is to make recommendations to the Vice Chancellor's Group (VCG) in July 2018 on the future development and use of digital tools, data and skills. The project will identify areas where increased support, coordination or investment may be beneficial.

Interviews and workshops held to date have indicated a need to:

1. Optimise how the University operates:

There is a need to improve the status, visibility and planning of the University's 'digital estate'. Some of the University's internal processes could be made more efficient through better, more joined-up use of digital, e.g. data is often stored in various different places and is difficult to locate. Work in this area could release time spent on administration, reduce costs, increase compliance and provide firm foundations on which to build and innovate.

2. Ensure the University has a competitive offer by:

- Using learning analytics to monitor and support student performance;
- Developing new pedagogical approaches;
- Identifying, developing and successfully integrating appropriate technology-enhanced learning opportunities.

This will involve ensuring that the right skills and technical foundations are in place.

3. Drive growth:

The University is reaching maximum capacity, particularly for undergraduates. Digital presents opportunities to expand reach and influence beyond the campus, e.g. by enabling new collaborations/partnerships (such as virtual labs), expanding remote/blended learning, and increasing targeted recruitment of postgraduate students.

The Chair highlighted data being stored in different places and being difficult to locate as an issue which resonated, since, for example, this often results in students asking Directors of Studies for information that is available elsewhere. The Board agreed that while there is a need for greater joining-up of digital services, centralised services do not always work well for all Departments, e.g. Mathematical Sciences. The Board identified as a priority improving the existing digital infrastructure across the University and communications on how to optimise its use, before exploring future growth. The Board highlighted the need to consider the purpose of technological developments, and alignment with the University's Education Strategy, in evaluating whether or not to implement change.

The Board identified the following additional areas for exploration:

- Enabling developments in research through enhanced and augmented tools.
- Workload modelling.
- Providing committee members with electronic devices on which to view papers on BSS Boards.

The Board recommended that the Project Board consult Department administrators, the SU Education Officer and student focus groups. The Board further recommended establishing focus groups on particular topics so that different audiences can be targeted appropriately. The Board highlighted the need to provide staff with sufficient notice of consultation sessions, and to provide specified timeslots.

6542 MINUTES OF PREVIOUS MEETING

The Board approved the minutes of the previous meeting of the Board held on 28 February 2018 (Paper 169) and there were no matters arising.

6543 CHAIR'S BUSINESS

The Chair reported the following:

- Ede and Ravenscroft Prize 2018 for Best Postgraduate Research Student; deadline for nominations is 8 May 2018.
- Faculty career progression networking event on 10 May 2018.
- Teaching awards 2018:
 - ❖ Dr Peter Sloan, Department of Physics, won the Innovation in Learning and Teaching award.
 - ❖ Mr Alessio Santamaria (PhD student), Department of Computer Science, was named University Postgraduate Teacher of the Year.
 - ❖ Mr John Benardis (PhD student and now Teaching Fellow), Department of Computer Science, and Ms Marianne Aspbury and Miss Helen Mylne, Undergraduate (UG) Representatives (Natural Sciences), won Excellence in Academic Representation awards.
 - ❖ Ms Marianne Aspbury, Faculty of Science, also won the Excellence in Faculty Representation award.
 - ❖ Mr Adam Hughes, Natural Sciences, won Staff Student Liaison Committee (SSLC) Chair of the Year 2018.
 - ❖ Dr Paul Snow, Department of Physics and Natural Sciences, won Personal Tutor of the Year 2018, in particular with reference to his work with Natural Sciences.
 - ❖ Ms Paula Gabriel, UG Programmes Administrator for Natural Sciences, won Support Staff Member of the Year 2018.
 - ❖ Miss Celine Allen, MPharm Year 3 student, has been nominated by Tab UK for the Top 100 Women to Watch 2018 for her work on starting a new mental health service and branch of the Students for Global Health Charity at Bath.

6544 STAFF STUDENT LIAISON COMMITTEE (SSLC) MEETINGS

The Board noted SSLC meeting minutes from the following Departments:

Department of Biology and Biochemistry 23 February 2018 (Paper 178).

Department of Chemistry 7 February (Paper 179A) and 7 March (Paper 179B) 2018.

Department of Computer Science 9 March 2018 (Paper 180).

Department of Mathematical Sciences 21 February 2018 (Paper 181).

Department of Pharmacy and Pharmacology 7 March 2018 (Paper 182).

Department of Physics 21 February (Paper 183A) and 21 March (Paper 183B) 2018.

6545 ANY OTHER BUSINESS

There was none.