



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
 Place Council Chamber
 Date and Time Wednesday 21 February 2018 at 14:15

Present	Dr A Hayes Ms M Aspbury Dr C Bonfield Mr K Brown Miss C Chan Dr M V Hejmadi Dr M Jones Dr F R Laughton Miss H Parker Dr J Power Dr P J Rogers Dr P Snow Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Undergraduate Representative (Natural Sciences) Technology Enhanced Learning Manager (for minute 2696) Faculty Learning Technologist (for minute 2696) Undergraduate Representative (Department of Pharmacy and Pharmacology) Department of Biology and Biochemistry Department of Chemistry Department of Physics Postgraduate Taught (PGT) Representative (Department of Biology and Biochemistry) Department of Computer Science Department of Pharmacy and Pharmacology Natural Sciences programmes Department of Biology and Biochemistry Department of Mathematical Sciences
In attendance	Mrs M L Hallett Mrs H Dennis	Faculty Assistant Registrar (Secretary) Undergraduate Manager
Apologies	Dr F Bisset Mrs C Haines Mr B Palmer	Head of Learning Partnerships Student Experience Officer Students' Union (SU) Sabbatical Officer (Community)

Action

2696 MOODLE BASELINE PRESENTATION

The Committee received a presentation from Dr Chris Bonfield, Technology Enhanced Learning Manager, and Keith Brown, Faculty Learning Technologist, Centre for Learning and Teaching (CLT), on the Moodle Baseline and its implementation. Dr Bonfield clarified that the Moodle Baseline comprises a set of recommendations / guidelines and is not compulsory or subject to internal audit. The recommendations are split into six categories which are standard across the sector: orientation and communication, structure and navigation, accessibility and inclusivity, resources and content, student active participation, and assessment. Dr Bonfield explained that the accessibility and inclusivity recommendations are most important in terms of meeting our legal obligations. The Committee requested that it be made explicit in the Baseline elements which are compulsory, e.g. split into 'must', 'should', 'could'. Dr Bonfield reported that the CLT has been working with Student Services to develop resources and guidance (including examples / specifics) on accessibility and inclusivity, to be made

available shortly. Associated training may also be provided for new staff. The CLT has also been working with University copyright officers to develop guidance on using images online.

The Baseline has been adapted from that developed by University College London (UCL) and comprises two sections: Bath Baseline (basic, minimum recommendations) and Baseline+ (more advanced). The Baseline is available from the Moodle Support Hub <https://wiki.bath.ac.uk/display/moodle/How+To+Guides> and examples of good practice Moodle courses (unit webpages) will be made available from the Learning and Teaching Hub due to be launched shortly. Mr Brown, Faculty Learning Technologist, is available to work with staff to apply a basic / standardised format to Moodle courses. Dr Bonfield reported that it may be possible to develop programme level Moodle templates post completion of curriculum transformation.

The Baseline is designed to transform Moodle into a consistently used learning and feedback tool, with a clear set of standards on which training will be offered to develop digital skills and share good practice. The main drivers for development of the Baseline are to support academic staff development, help provide evidence for those wishing to gain HE Academy Fellowship, address student feedback obtained through Online Unit Evaluation (OUE), and enhance the student experience. Potential benefits of the Baseline include increased learning opportunities, time, consistency, accessibility and inclusivity. The Baseline was developed in consultation (via focus groups) with staff and students. It was introduced and training / support provided in Semester 1 of 2017/18. It is envisaged that the majority of Moodle courses will follow the Baseline by September 2018.

Dr Bonfield clarified that, to his knowledge, there is no University requirement for academic staff to use Moodle. However, staff should make clear to students where learning materials, e.g. Panopto recordings, are located. The student representatives requested that, as a minimum, Moodle unit pages contain basic information or clearly flag that the Moodle site is not being used, with links provided to alternative platforms. Mr Brown offered to work with staff as required to explore options.

The Committee highlighted that student feedback often indicates that improvements are needed in online support but what this might entail can be unclear; the Committee enquired as to whether the University is confident that Moodle is the most appropriate Virtual Learning Environment for students. Dr Bonfield reported that the University is conducting a review of currently used digital systems to ensure their appropriateness. The student representatives commented that it is helpful to students if lecturers all use the same system, preferably in a similar format.

Dr Bonfield reported that the University will be trialling, on a small group of units, an online assessment platform product called 'Inspira' (<http://www.inspera.com/>) in 2018/19. Inspira can support a wide range of assessments from long / short essays, exams to GeoGebra, all on one platform, and can be used on students' mobile devices.

2697 MINUTES

The Committee approved the minutes of the previous FLTQC meeting held on 24 January 2018 (Paper 85) subject to removal of the last sentence of minute 2680.

2698 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 86) which reported the following:

M2678 MATTERS ARISING

PRESENTATION FROM THE HEAD OF LEARNING AND TEACHING

The Committee was informed that Dr Pitchford had confirmed that external speakers would be invited to Talk Teaching events and high profile speakers would be involved in campus based curriculum transformation sessions in the summer.

M2679 CHAIR'S BUSINESS

The Committee was informed that the Secretary would circulate ULTQC papers to FLTQC members in advance of ULTQC meetings, so that feedback could be given to Faculty representatives on ULTQC, to inform ULTQC discussions.

The Committee noted that Academic Registry had been informed that FLTQC wished to be consulted on HECoS plans for the University.

Directors of Studies' business:

The Committee noted that the Student Engagement Manager, CLT, planned to liaise with the DoS Forum Planning Group on 20 February to develop a session on responding to student feedback, particularly where there are contrasting student views, to be offered following the close of OUE and other surveys (NSS, UKES, PTES and PRES).

M2680 UNIT/PROGRAMME CHANGES

Department of Biology and Biochemistry

The Committee noted that FLTQC Chair's action had been taken, as agreed by the Committee at its previous meeting, to approve the addition of a further two PA units to the BSc (Hons) Biomedical Sciences programmes.

2699 CHAIR'S BUSINESS

The Chair brought the following matters to the attention of the Committee:

- University Teaching Development Fund 2018: Expressions of interest have been sought, with a deadline of 21 February. A total of £60,000 is available each year for staff and students, as individuals and teams, to develop ideas to enhance learning and teaching. The deadline for full project bids is 23 March. The Committee noted that three projects were supported through the 'sandpit' event that took place in January, one of which is based in the Faculty and aims to implement auto-grading through use of Moodle to mark practicals.
- Students' Union (SU) Education Awards for Academic Reps and staff: Deadline for nominations, from staff and students, is 23 February.
- Commonwealth scholarships for 2018/19 have been secured for MSc Human Computer Interaction, MSc Software Systems, MSc Molecular Plant Sciences and MSc Molecular Microbiology.
- The UCU strike over USS pensions will run from 22 February, over 4 weeks, and action short of a strike (i.e. work to contract) will run continuously to no later than 19 June. The Pro-Vice-Chancellor (Learning and Teaching) provided Deans and Heads of Department with guidance on 16 February regarding the planned UCU action and has written to students outlining the University's approach to minimise the negative impact of the strike action on students.
- NSS, UKES, PTES and PRES opened on 5 February and weekly performance figures are being circulated. The Chair requested colleagues and student representatives promote the surveys and encourage students to respond.
- From 1 March staff listed as Unit Convenors in SAMIS will be given a new 'Teacher+' role in Moodle enabling them to transfer Moodle assignment marks directly into SAMIS. The Committee agreed that this new functionality would help reduce the administrative overhead and minimise the risk of error associated with dual data entry points.

Students' business:

- The student representatives highlighted as good practice reminding Final Year and PGT students about mental health support. The Committee requested that the Faculty Student Experience Officer liaise with Student Services to develop an appropriate communication and/or posting online, signposting support services available, to be sent to Final Year and PGT students (e.g. by Personal / Senior Tutor) at agreed points in the academic year, e.g. during induction, and in Semesters 1 and 2, prior to key assessment periods. It was suggested that Departments could also hold a lunchtime session, attended by Student Services personnel, in Semester 1 of the Final Year.
- The student representatives reported that the 8 week response time for OUEs, as stipulated in QA51, is not always adhered to for all units. The Committee agreed to recommend to CLT that the OUE stay open for longer than three weeks, e.g. until after the Christmas vacation for Semester 1, still closing before the examination period. This would enable students to evaluate the whole 11 weeks of teaching per semester. It would also help staff to respond within the 8 week timeframe since many staff choose not to review, and respond to, OUE until after they have completed their marking to avoid any perception of marking having been influenced by OUE feedback.

**Student
Experience
Officer**

CLT

Directors of Studies' business:

- DoS/Ts reported that they had been requested by CLT, via email, to review new plagiarism training, to replace potentially the current AITT. The Committee requested that the CLT include library staff in the review and consider developing broader integrity and ethics training.
- The Chair invited the Department of Pharmacy and Pharmacology DoT to feedback to the Committee on the MPharm 5-year variant accreditation event that took place on 1 February.

CLT

The DoT reported that the General Pharmaceutical Council (GPhC) had accredited the MPharm 5-year variant subject to a condition that contracts with NHS Trusts be formalised by June. The MPharm 5-year variant is designed to recruit approximately 20 Tier 4 students per year and retain them while they complete their pre-registration training. The University charges a year of international fees to commission the pre-registration places. The MPharm 5-year variant is accredited to recruit from 2018/19 and the GPhC has permitted international students currently registered in Years 1-3 of the MPharm to migrate to the 5-year variant at the end of Year 4. The GPhC advised that any student subject to Fitness to Practice proceedings in Year 5 would not be eligible for an accredited degree, i.e. would not be entitled to an MPharm degree award, since the MPharm 5-year variant is an integrated programme. The Department therefore needs to establish an appropriate exit award, e.g. MSc Pharmaceutical Studies. The Committee noted that Senate would need to approve the exit award by the summer, for inclusion in the Programme Specification.

2700 UNIT/PROGRAMME CHANGES

The Committee approved the following PGT unit change (CM50263) from the Department of Computer Science for 2018/19:

<https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests FLTQC.aspx?Dept=Computer%20Science>

The Committee supported the proposal to reduce the number of assessments from two pieces of coursework and an examination, to one piece of coursework (comprising set exercises) and an examination.

**2701 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC)
MINUTES**

The Committee noted the minutes of the meetings held on:

Learning Partnerships Office: 24 November 2017 (Programme and Partner Management Committee minutes, Bath College, International Foundation Year) (Paper 90).

Natural Sciences: 18 December 2017 (Paper 91).

2702 ANY OTHER BUSINESS

There was none.