



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place Wessex House, Room 3.36  
Date and Time Monday 3 June 2019 at 14:15

Present	Dr A Hayes Professor M V Hejmadi Dr M Jones Dr F R Laughton Dr J Power Dr P J Rogers Dr P Snow Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Department of Biology and Biochemistry Department of Chemistry Department of Physics 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 S Paine	Faculty Assistant Registrar (Secretary) Programmes Manager (Operations)
Apologies	Dr F Bisset Ms S Gnanenthiran Ms A Lobo Ms E Rimmer Mr M Seddiquian	Head of Learning Partnerships Undergraduate Representative (Department of Chemistry) Students' Union (SU) Sabbatical Officer (Community) Undergraduate Representative (Natural Sciences) Postgraduate Taught Representative (Department of Biology and Biochemistry)

**Action**

**2850 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 17 April 2019 (Paper 113).

**2851 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 114) which reported the following:

**M2830 CHAIR'S BUSINESS**

The Committee noted that Dr Laughton will lead a working group on updating the University Formula Book. The SU is looking into concerns regarding models of calculators used in examinations, in particular evidence to support student perceptions about differing processing powers, speeds and usability.

**M2831 UNIT/PROGRAMME CHANGES**

The Committee noted that confirmation is still awaited from a) Registry as to whether a named MPhil is viable and b) Registry and the Head of Student Immigration regarding the wording to address the issue of Tier 4 students and placements / internships. The Programme Specification and Description changes would be inputted into CMIS in due course. The distinction between MSc and MRes had now been made clearer in the Programme Specification and the supplementary assessment requirements had been specified in the Unit Descriptions.

**Dr S  
Douglas**

## 2852 CHAIR'S BUSINESS

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

- Congratulations to Momna Hejmadi on becoming a Professor, and new Associate Dean for Learning and Teaching from 2019/20.
- Professor Veronica Hope Hailey will step down from the role of Dean of the School of Management from 30 September 2019 for family reasons, following which she will retain her position in the senior management tier for 3 days a week. Professor Brian Squire, currently Deputy Dean, will take on the role of Acting Dean from 30 September until a new Dean is in position.
- A new Vice President of Student Experience (0.6 FTE) will be created, with responsibility for student complaints and disciplinary proceedings.
- Curriculum Transformation Phase 2 and 3 success criteria were approved by Senate on 10 April 2019. CTC members are *ex officio* which enables them to send alternates if needed, e.g. in July.
- Student Engagement Ambassadors for CT have recommended i) more formative assessment ii) greater opportunities for collaboration with other students (in other years and on other courses), and iii) more real world / problem-based learning.
- Online Wiley PGT courses launched in April: Computer Science recruited 27 students and Economics recruited 7. The third planned course in Entrepreneurship and Management was withdrawn. For April 2020, Business Analytics has been selected and one or two other courses will be identified from the University portfolio.
- Tier 4 attendance monitoring: UKVI coming back in August, centralised technological solutions for monitoring the attendance of all students (so the burden does not fall on academics / professional services) are being explored, e.g. Eduroam engagement and mobile apps, possibly linked to laboratory attendance.
- NSS 2019 response rate 73% for the institution (up 4 percentage points from last year). Results will be published on 3 July. The Chair thanked members for helping to increase student engagement with the survey. It was noted that Natural Sciences had won the £500 prize for achieving the highest response rate.
- The following members of staff from the Faculty of Science were nominated in the Education Awards 2019 for the Personal Tutor of the Year category:
  - Stefan Bagby, Dept of Biology and Biochemistry
  - Susan Crennell, Dept of Biology and Biochemistry
  - Daniel Henk, Dept of Biology and Biochemistry
  - Brian Jones, Dept of Biology and Biochemistry
  - Anthony Perry, Dept of Biology and Biochemistry
  - David Tosh, Dept of Biology and Biochemistry
  - Ian Williams, Dept of Chemistry
  - Merrilee Hurn, Dept of Mathematical Sciences
  - Chris Jennison, Dept of Mathematical Sciences
  - Gregory Sankaran, Dept of Mathematical Sciences
  - Euan Spence, Dept of Mathematical Sciences
  - Lorenzo Caggiano, Dept of Pharmacy and Pharmacology
  - Andrea Taylor, Dept of Pharmacy and Pharmacology
  - David Taylor, Dept of Pharmacy and Pharmacology
  - Simon Bending, Dept of Physics
  - Andriy Gorbach, Dept of Physics
  - Paul Snow, Dept of Physics

### Chair's actions:

- Approval of Special Programmes of Study / Assessment Arrangements (see Reserved business).

### Students' business:

There was none.

### **Directors of Studies' (DoS') business:**

Dr Snow reported that over the examination period a Natural Sciences DoS had received an email from a Disability Advisor requesting that Natural Sciences find a scribe, e.g. a PhD student, for a student with a temporary injury, because no scribes were available centrally. Natural Sciences does not have its own PhD students so had to approach other Departments; the Natural Sciences DoS scribed for two examinations. The Committee agreed that a broader database of scribes should be held centrally and that student expectations need to be better managed. It was noted that last minute requests to Departments to find scribes often meant that a) scribes were unable to meet students in advance, resulting in ineffective scribing or b) scribes could not be identified in time, thereby resulting in IMC. The Chair confirmed that the Faculty IMC Panel regularly deals with IMC requests based on problems with / lack of scribes. The Committee requested that this matter be addressed by the Director of Student Services.

**Anthony  
Payne**

### **2853 UNIT/PROGRAMME CHANGES**

The Committee approved the following unit/programme changes from the Department of Computer Science for 2019/20 and 2020/21.

- Changes to Years 1 and 2 of BSc and MComp (Hons) Computer Science and BSc and MComp (Hons) Computer Science and Mathematics from 2020/21:

The Committee noted that Years 1 and 2 of the existing programmes replicated that of the new BSc/MComp Computer Science and Artificial Intelligence (AI) degrees, except for Semester 2 constituting 18 credits, of which 12 credits comprised 2 x 6 credit bespoke units: 'Comparative Programming Languages' and 'Human-Computer Interaction and User Experience'.

The Committee noted that the Programme Learning Outcomes (PLOs) would not be affected by the change in emphasis from Computing as a Science and Engineering Discipline (CSED) / Human Computer Interaction towards AI / Machine Learning given that both would still be taught and the PLOs do not specify relative emphases. The changes represented a repackaging and refocusing of content and purpose rather than significantly different degree programmes.

The content of CM10251 CSED (12 credits) would be moved into the new Year 1 AI and Software Processes and Modelling units and Year 2 Experimental Systems Project unit, so transition into the programmes would remain much as it is currently.

CM20257 Integrated Group-Based Project (6 credits), assessed solely by a group-based project, would be replaced with new Experimental Systems Project (12 credits) unit to be assessed 60% by group-based project and 40% by examination, thereby keeping the group-based project assessment element much as it is currently.

Dr Snow suggested that the verb 'identify' in some unit learning outcomes (e.g. in U11868 and CM10194) be replaced with more robust phrases such as 'be conversant with' (e.g. in U11846). Dr Snow flagged a typo in the second aim of U11846. *Secretary's note: this was corrected immediately after the meeting.*

The Committee noted that the availability of U11895 to Final Year undergraduates would need to be reviewed under the new Academic Framework.

The Committee noted that in CMIS for some units the Change Request Form (CRF) (e.g. for U11871) stipulates an effective academic year that differs from that on the Unit Description. Due to a glitch in CMIS this discrepancy cannot be corrected by the user.

- Withdrawal of CM50244/5/7/8/9 from 2019/20:

The Committee noted that these units were being withdrawn following withdrawal of MSc/EngD Digital Entertainment from 2019/20; it had been agreed that the units would no longer be included as optional units for the MComp programmes. The Committee noted that the units had already been removed from the 2019/20 online unit catalogue.

**2854 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC)  
MINUTES**

The Committee noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 18 April 2019 (Paper 123).

**Department of Chemistry:** 9 April 2019 (Paper 124).

**Department of Computer Science:** 9 April (Paper 125A) and 7 May (Paper 125B) 2019.

**Department of Mathematical Sciences:** 27 March 2019 (Paper 126).

**Natural Sciences:** 12 April 2019 (Paper 127).

**Department of Pharmacy and Pharmacology:** 10 April (Paper 128A) and 10 May (Paper 128B) 2019.

**2855 ANY OTHER BUSINESS**

There was none.