



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**
Place Council Chamber
Date and Time Tuesday 11 December 2018 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Dr F Bisset	Head of Learning Partnerships
	Ms S Gnanenthiran	Undergraduate Representative (Department of Chemistry)
	Mrs C Haines	Student Experience Officer
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Dr M Jones	Department of Chemistry
	Ms A Lobo	Students' Union (SU) Sabbatical Officer (Community)
	Mr G Mathlin	Department of Physics (alternate for Dr F R Laughton)
	Ms E Rimmer	Undergraduate Representative (Natural Sciences)
	Dr P J Rogers	Department of Pharmacy and Pharmacology
Mr M Saddighani	Postgraduate Taught Representative (Department of Biology and Biochemistry)	
	Dr P Snow	Natural Sciences programmes
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Dr F R Laughton	Department of Physics
	Dr J Power	Department of Computer Science
	Dr C M Todd	Department of Biology and Biochemistry
	Dr J White	Department of Mathematical Sciences

Action

2771 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 17 October 2018 (Paper 22) and there were no matters arising.

2772 CHAIR'S BUSINESS

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

- Communication of reassessment to students: The Committee noted that some students had not attended supplementary examinations this year having not been contacted individually by Departments about their reassessment. It was suggested that DoSs communicate reassessment to students where arrangements are more complex with Programme Administrators taking responsibility for more straightforward cases. The Committee raised two issues to be taken up with Registry i) the deadline for publishing the supplementary examination timetable was not adhered to this year, with it being released only one week before the examinations; ii) trailing students are not tracked in SAMIS, so Departments have to keep track manually thereby leaving room for error.

**Secretary/
Registry**

- Institutional policy on information for students about scaling: Consultation will be taking place in November / December with resulting proposals taken to the January 2019 ULTQC with the aim of approval/implementation in time for Semester 1 BEUs.
- A new International Student Experience Group has been established, to be chaired by Pro-Vice-Chancellor (International and Doctoral), Professor Jeremy Bradshaw. This Group will help in identifying reasons why international student feedback tends to be less positive than that of home students. The SU Community Officer reported that the Group's meetings would be themed, based on priorities identified by the International Students' Association.
- The University will not participate in UKES 2019 (due to the low response rate, and to avoid survey fatigue) and may participate in the Office for Students' pilot PGT survey instead of, or alongside, PTES 2019. Final proposals on additional scales (questions) to be included in the NSS will be submitted to the Pro-Vice-Chancellor (Learning and Teaching) following further discussion with the SU. The University will open NSS 2019 at the start of Semester 2 (on 4 February 2019).
- Arrangements for student support and an NFAAR-CPD variant for online (Wiley) PGT programmes were approved by ULTQC on 6 November 2018.
- A new Teaching Award for Director of Studies (DoS) (possibly to include DoS teams) has been established to commence in 2019.

Chair's actions:

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

Students' business:

The Student Representatives raised concerns regarding consistency in dealing with errors in examination papers, e.g. sometimes marks for erroneous questions are included or excluded from totals. The Committee explained that a consistent approach would be difficult since some errors are more serious than others; the approach taken depends on factors such as whether the erroneous question is compulsory or optional, and how students have interpreted the error. The Committee provided assurances that a robust analysis always takes place to ensure that no students are disadvantaged, with decisions reviewed again at progression points. The Committee also reviews all errors reported to ensure an overview is taken and transparency.

The Student Representatives commented on the importance of communicating errors appropriately to students. The Committee reported that Departments communicate errors and how these have been addressed to students in Open SSLCs but meetings are not always well attended.

The Committee noted that the author of an examination paper used to attend the examination for the first 10 minutes to answer any questions arising but this is no longer possible due to split venues. Students are now advised to answer the question as written. The Committee requested that Registry consider whether to include on examination rubrics further advice to students on what they should do if they suspect an examination paper contains an error, e.g. not be alarmed because necessary adjustments will be made afterwards.

The Committee noted that while examination papers are subject to robust internal and external moderation, the short lead time can still result in errors. The Committee agreed to review Departments' processes for assessment moderation and compile a set of principles to guide how Departments address errors in examination papers. The Committee noted that the Department of Biology and Biochemistry holds meetings in which all staff review examination papers together.

Directors of Studies' (DoS') business:

There was none.

**Secretary/
Registry**

**Programmes
Manager
(Operations)**

2773 UNIT/PROGRAMME CHANGES

The Committee approved unit/programme changes in CMIS from the following Departments for 2019/20:

Department of Biology and Biochemistry

The Committee approved the changes subject to programme change requests being submitted for BSc (Hons) Biology, BSc (Hons) Biochemistry, BSc (Hons) Biomedical Sciences and BSc (Hons) Molecular and Cellular Biology.

**Programmes
Officer**

Department of Chemistry

The Committee approved the proposal for submission to CPAC for consideration for exemption from the Academic Framework. The Committee noted that:

- there exists precedence for non-standard unit sizes such as this; a 15 credit unit (AR20017 Design Studio 2.1) forms part of Year 2 of the BSc (Hons) Architecture degree.
- 30 CATS units proposed as part of the Vanguard programmes for 2019/20 would be converted back to 15 ECTS.
- 100% of the SSLC (15 students) supported the proposal.
- CH40166 would be withdrawn from 2019/20 following approval by CPAC on 23 January 2019 of the proposed new unit.

**Chemistry
DoT**

Department of Computer Science / Learning Partnerships Office

The Committee approved the changes subject to a programme change request being submitted for FdSc Applied Computing. *Secretary's note: This was actioned immediately after the meeting.*

The Committee enquired as to the appropriateness of 'critically evaluate' as a Level 4 learning outcome for unit LP10378. Dr Bisset explained that the learning outcome is to critically evaluate a dynamic website rather than a theoretical piece of work. Students have planned and designed the website so they are well placed to evaluate its effectiveness.

Natural Sciences

Paper on proposed changes (Paper 28A) and current (Paper 28B) and proposed (Paper 28C) Choices and Options booklets.

The Committee approved the changes in principle and requested that Dr Snow liaise with Helen Buick to reflect the changes in SAMIS / online unit and programme catalogue, and with the Head of Undergraduate Admissions and Marketing to ensure appropriate communication of the changes.

**Head of
Natural
Sciences**

Department of Pharmacy and Pharmacology

The Committee noted that no changes had been made to the PA50240 Unit Description because the 40% qualifying mark for each of the assessment components for this unit had not been recorded in CMIS (but were recorded in SAMIS and in the online unit and programme catalogue). The Committee approved this change with immediate effect.

Department of Physics

The Committee approved the changes subject to the optional text being amended in CMIS to restrict penultimate year MPhys students to choosing exactly (as opposed to 'at least') 12 credits from PH30055, PH30056, PH30089, new 'Observational Astronomy: Data Analysis and Research Methods' unit and PH30110. The Committee also agreed that the new S1 optional unit 'Observational Astronomy: Data Analysis and Research Methods' should be added to BSc & MSci (Hons) Mathematics and Physics from 2020/21 in CMIS now, to save having to remember to do it next year. The Committee noted that changes to the content of PH20018 would be made in the New Year.

Secretary

Physics DoT

**2774 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC)
MINUTES**

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 7 November 2018 (Paper 42).

Department of Chemistry: 9 October (Paper 43A) and 6 November (Paper 43B) 2018.

Department of Computer Science: 23 October 2018 (Paper 44).

Department of Mathematical Sciences: 31 October 2018 (Paper 45).

Natural Sciences: 31 October 2018 (Paper 46).

Department of Pharmacy and Pharmacology: 10 October 2018 (Paper 47).

Department of Physics: 1 November 2018 (Paper 48).

2775 ANY OTHER BUSINESS

There was none.