



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
Place Council Chamber
Date and Time Wednesday 13 December 2017 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Dr F Bisset	Head of Learning Partnerships
	Mrs G Eggleston	Assistant Director, Academic Registry (for minute 2657)
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Mr A Hughes	Undergraduate Representative (Natural Sciences) (alternate for Ms M Aspbury)
	Dr M Jones	Department of Chemistry
	Dr F R Laughton	Department of Physics
	Dr F Nemetz	Department of Computer Science (alternate for Dr J Power)
	Dr A Pitchford	Head of Learning and Teaching (for minute 2656)
	Dr P J Rogers	Department of Pharmacy and Pharmacology
	Dr P Snow	Natural Sciences programmes
	Dr C M Todd	Department of Biology and Biochemistry
Dr J White	Department of Mathematical Sciences	
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
	Mrs H Dennis	Undergraduate Manager
	Mrs C Haines	Student Experience Officer
	Mrs M Vu	Quality Support Administrator
Apologies	Ms M Aspbury	Undergraduate Representative (Natural Sciences)
	Miss C Chan	Undergraduate Representative (Department of Pharmacy and Pharmacology)
	Mr B Palmer	Students' Union Sabbatical Officer (Community)
	Miss H Parker	Postgraduate Taught Representative (Biology and Biochemistry)
	Dr J Power	Department of Computer Science

2656 PRESENTATION FROM THE HEAD OF LEARNING AND TEACHING

The Committee received a presentation from Dr Andrew Pitchford, Head of Learning and Teaching, on the role of the Centre for Learning and Teaching (CLT) in curriculum transformation and helping to meet the Students' Union (SU) Top 10. Dr Pitchford outlined the composition of the CLT; Professor Andrew Heath is Academic Director with oversight of four teams: Technology Enhanced Learning (12 technologists), Academic Staff Development, Student Engagement, and Curriculum Development. Dr Pitchford explained that the CLT is working collaboratively with the SU and Departments to help meet the SU Top 10. The Chair highlighted that the NSS 2017 results have shown that students in the Faculty are more dissatisfied with learning resources than students in the other Faculties/School. The Committee acknowledged that

what constitutes 'learning resources' could be interpreted differently by different students but noted that the NSS qualitative feedback on learning resources related mainly to campus overcrowding and dissatisfaction with the library, computers and study space. It was suggested that students in the Faculty may express greater dissatisfaction with learning resources than students in the other Faculties/School because they have fewer other areas about which to express dissatisfaction. Alternatively, higher levels of dissatisfaction with learning resources in the Faculty could simply be because students have less study space in Science than those in the other Faculties/School.

The Committee agreed that bespoke learning / study space for Departments is important to engender cohort identity, e.g. the Department of Mathematical Sciences lacks a Maths square (equivalent to that in Physics) and Natural Sciences' communal area is just a lobby. Students expect their Departments to have a student hub / 'home'.

The Committee agreed that many University buildings feel too corporate / cold, e.g. 4 West is linear in layout with rooms leading off a corridor.

Dr Pitchford explained that the Office of Policy and Planning make decisions on building design and space allocation. The CLT has some influence over the refurbishment budget, but mainly only for general teaching rooms. The Committee highlighted a need for greater transparency in the process of bidding for funds.

The Committee advised Dr Pitchford that the best way to communicate with members is through the DoS Forum. In addition, the Committee suggested that Dr Pitchford attend a future Faculty DoT Forum.

The Chair enquired as to whether Dr Pitchford would be willing to facilitate an event to which external speakers could be invited to share their experience of curriculum transformation, e.g. from Brunel University, the University of Exeter and UCL. Dr Pitchford confirmed that the CLT may be able to facilitate such an event. The Secretary agreed to provide Dr Pitchford with the relevant details.

Secretary's note: Details of speakers were sent to Dr Pitchford immediately after the meeting.

2657 MONITORING, REPORTING AND REVIEWING ACTIVITY IN 2017/18

Mrs Georgina Eggleston presented Paper 32 and invited the Committee to consider the potential to streamline normal monitoring, reporting and reviewing activity for 2017/18 in light of Education Strategy activity.

Mrs Eggleston explained that the new national regulatory framework put forward by the Office for Students is more risk-based and has enabled the University to review its current QA processes.

Mrs Eggleston commented that SSLC annual reports have tended to raise the same matters year-on-year, partly because the University needs to address a number of areas with a higher level, strategic approach. The Committee agreed but highlighted the benefit of SSLC annual reports in terms of summarising key issues and actions from the previous year.

The Directors of Teaching (DoTs) from the Departments of Chemistry and Mathematical Sciences expressed concern about making peer review of teaching, in particular peer observation of teaching (unlinked to probation / promotion), non-mandatory. Mrs Eggleston highlighted that making peer review non-mandatory would not prevent Departments from continuing with this practice.

The Committee noted that Annual Monitoring Reports would still be required for collaborative provision

The Committee noted that in place of Placement Reports the new ULTQC subgroups may consider, alongside other data, Online Unit Evaluation data, to give an institution-wide picture of placement experience.

2658 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous FLTQC meeting held on 18 October 2017 (Paper 33) and there were no matters arising.

2659 CHAIR'S BUSINESS

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

- Faculty Curriculum Transformation Working Group (CTWG): membership and terms of reference (Paper 35).

The Chair reported that the CTWG had held its first meeting yesterday (on 12 December 2017) which had served mainly, at this stage, as an information sharing and scoping exercise. It is expected that CTWG discussions will focus on approach to curriculum transformation, rather than on curriculum content. Membership of the CTWG was based on nominations by Heads of Departments (HoDs). The Committee highlighted the need for University-wide consensus to be reached on the multiples units of credit would be based, e.g. 10s and 20s vs 12s and 24s. The Chair agreed that while a common unit size framework would be required in due course, academics were being encouraged to approach curriculum transformation by thinking beyond such frameworks and considering more abstract concepts. The Committee suggested that it may be possible to jointly teach students registered on different sized units, although this may cause timetabling problems. The Chair reported that CTWG minutes would come to FLTQC for noting and, in the meantime, the Chair encouraged members to attend the 'town hall' curriculum transformation event taking place tomorrow (14 December 2017).

- Education Strategy update: Vanguard programmes and communicating transformation (Paper 36).
- Proposed changes to the Personal Tutorial System (Paper 37).

The Committee noted the recommendation that, where possible, in situations where Directors of Studies (DoSs) are Personal Tutors, this should be limited to a manageable tutee load (as determined by the HoD with support from the Senior Tutor) that ensures the same opportunities for group and individual meetings as afforded to other UG and PGT students. Additionally, a second named arbitrator and tutor should be available for these students should the need arise.

The Committee noted the recommendation for Personal Tutors to use the Student Notes system in SAMIS to record all contact with their tutees, modified by ULTQC on 7 November 2017 to be all *meaningful* contact. The Committee reported that this system is quite clunky.

The Committee noted the recommendation for Senior Tutors to undertake semesterly monitoring of the Student Notes system in SAMIS, yet Senior Tutors do not have access to all Student Notes. The Committee noted that it was possible to run a Business Objects report on contact by Personal Tutors, which would enable quick identification of any gaps. The Committee noted that further clarification of expectations would be added to QA33, in order to highlight the availability of the Business Objects report, and what flags would require follow-up.
- Student survey update.
 - ❖ The Committee noted that there are new optional question banks for NSS 2018 (to be approved by ULTQC following consultation). NSS 2018 will open on 5 February 2018 and close on 30 April 2018. ULTQC has approved that UKES and PTES (and PRES) will open and close concurrently with NSS.
 - ❖ The Committee noted that due to concerns about survey length ULTQC has agreed to reduce the number of institution-specific questions included in UKES and PTES (and PRES) to no more than half of the core national questions.

- ❖ The Committee noted that ULTQC has agreed that the University will apply to be included in the pilot for the new PTES-equivalent in 2018/19, in readiness for national roll-out in 2019/20.
- The Committee noted that the Faculty had been allocated approx. £100k for 2017/18 to purchase equipment to support teaching. From this, the Dean had instigated a rolling programme of teaching computer replacements in the Faculty and, for 2017/18, had allocated approx. £40k to the Departments of Chemistry and Physics. HoDs had submitted bids for the remaining £60k for new and replacement teaching equipment. The Chair reported that every Department in the Faculty had submitted a bid and all had secured some funding. The funding Panel met last Friday (8 December 2017) and notifications of bid outcomes should be circulated next week (w/c 18 December 2017). The Chair requested that details of successful bids be noted by the Committee at its next meeting.

Secretary's note: Paper on approved bids to the Faculty of Science Learning and Teaching Fund 2017/18 added to the agenda for noting at the January FLTQC meeting.

The Committee enquired as to the decision-making criteria for approving bids. The Chair reported that proportionality of bids to the number of students in a Department had not been the determining factor.

- University Teaching Development Fund 2018: Expressions of interest have been sought (with a deadline of 15 December 2017) to participate in a 'sandpit' (think-tank) event taking place on 10 and 11 January 2018 to bring mixed disciplinary teams together from across the University to develop and launch curriculum transformation projects. A total of £60,000 is available each year.
- The Committee noted the new University Moodle Baseline (Paper 38), designed to enhance Moodle unit pages. The Baseline builds upon expert guidance from across the HE sector, and has been co-designed with Bath students. A series of workshops were held for academics in November 2017.

The Student Representative commented that provision of model answers should form part of the Bath Baseline, as opposed to Bath Baseline +. The Committee explained that it may only be possible to provide *outline* answers in some disciplines. The Committee noted that currently the Baseline serves as good practice, but expressed concerns that in the future compliance may become mandatory and be audited. The Committee agreed that clarification was needed as to whether a link to the Unit Description should be to the online unit catalogue (which does not provide full unit information) or Unit Descriptions should be downloaded from CMIS and uploaded to Moodle (which carries a version control risk). The Committee agreed that some statements in the Baseline were redundant and/or required clarification. For example, it is unclear what is meant by 'provide a statement that helps learners to orientate themselves, outlining how they are expected to learn and engage'. The Committee also questioned the need for teaching staff to upload their profile picture and for lecturers to upload introduction videos. The Committee noted that Keith Brown, Faculty Learning Technologist, had circulated a Faculty Moodle page template and had developed exemplar Moodle pages. Keith Brown had also worked with staff to help them develop their Moodle pages in line with the Baseline. The Committee requested that Dr Chris Bonfield, Technology Enhanced Learning Manager, and Keith Brown, be invited to the next FLTQC meeting to run a 10 minute session on the Baseline, and its implementation, respectively.

Secretary's note: Both speakers agreed to run this session at the January FLTQC meeting.

- ULTQC subgroup membership.
The Committee noted that the Faculty is represented across all 3 subgroups: Dr M Hejmadi is on the Education Strategy Engagement Group, Dr A Hayes is on the Degree Outcomes Group and Dr C Edmead is on the Student Systems Direction Group (Paper 39). The Committee noted that the membership of these subgroups comprised members of ULTQC and that other academic and professional service staff, and student representatives, may be invited to meetings to provide support, and expert input, to the subgroups as appropriate. The Committee sought clarification as to how the Faculty's representatives had been selected as members of ULTQC.
Secretary's note: In addition to the Associate Dean nominated by the Dean (Dr A Hayes), ULTQC includes one current or former DoS / DoT from the Faculty nominated by the Dean (Dr M Hejmadi) and one National Teaching Fellow employed by the University nominated by the Pro-Vice-Chancellor (Learning and Teaching) (Dr C Edmead).

Chair's actions:

The Committee noted that the Chair had approved the following items of business under delegated powers:

- Approval of Special Programmes of Study / Assessment Arrangements (see Reserved business).
- Approval of change in supplementary assessment for all Maths units to like-for-like reassessment for 2017/18 (approved 10 November 2017) (Paper 40).

Students' business:

The Student Representatives brought the following matter to the table for discussion:

- Communicating scaling to students (if it has taken place for their exams).

The Chair explained that while the Faculty scaling reports are considered under FoIA business, and Departments can share scaling reports with DLTQCs / SSLCs as necessary, Student Representatives are discouraged from sharing scaling data with the wider student body to avoid it from being misinterpreted and possibly causing concern in the absence of context. The Chair reminded the Student Representative that, regardless of whether scaling has taken place, the Board of Examiners for Units (including the External Examiner) will have ensured that the finalised marks for individual units are an accurate reflection of the standards achieved by candidates.

Directors of Studies' business:

There was none.

2660 UNIT/PROGRAMME CHANGES

As a result of unit/programme changes having been submitted late in CMIS, the Committee agreed to divide the unit/programme changes between members for scrutiny, with comments to be returned to the Secretary by close of play on 22 December 2017. It was agreed that unit / programme change proposers would amend their change proposals in response to comments received, following which the Chair would consider the proposals for approval for 2018/19 under Chair's action.

The Committee agreed that the Secretary should explore locking down CMIS so that no change proposals can be submitted after the FLTQC paper deadline.

Secretary's note: Unit/programme changes divided between members for scrutiny and lock down established following meeting.

Department of Biology and Biochemistry

[https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Biology and Biochemistry](https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Biology%20and%20Biochemistry)

FLTQC

Department of Chemistry

https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Chemistry

The DoT explained that the proposal is to reduce the number of optional units in Semester 1, Year 1 for BSc and MChem (Hons) Chemistry programmes, thereby also reducing reliance on units delivered by other Departments. The Committee noted that the proposal would not completely remove student choice. Optional units have been left in from the Drug Discovery, and Chemistry with Management programmes. The DoT reported that the Department had discussed this with the Pro-Vice-Chancellor (Learning and Teaching) over the summer who had supported the retention of this small degree of flexibility in the programmes since it did not affect the timetabling of these options. The DoT explained that the Royal Society of Chemistry requires Master's students to undertake 400 hours of work in the laboratory. The MSci change proposal is designed to address this through introduction of a Computational Chemistry unit in Year 3 (and removal of other units) which brings the programme in line with the MChem. The Committee sought clarification as to whether all current undergraduate students to be affected had been informed of the changes in writing and consulted.

Department of Computer Science and Learning Partnerships Office

https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Computer Science

The Committee was informed that the International Foundation Year (IFY) unit changes were designed to help better prepare students, through an improved fit, for their desired undergraduate degree. The changes were also designed to improve mapping of the IFY to A level syllabus to close any gaps and to reflect more clearly the curriculum being taught.

Department of Mathematical Sciences

https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Mathematical Sciences

Department of Pharmacy and Pharmacology

https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Pharmacy and Pharmacology

The Committee noted that the proposed AP3T programme change was yet to be reflected in the Programme Description and would also need to be rolled out across the 15 variants.

Department of Physics

https://solutions.bath.ac.uk/sites/cmis/SitePages/Requests_FLTQC.aspx?Dept=Physics

2661 STAFF/STUDENT LIAISON COMMITTEE (SSLC) POSTGRADUATE TAUGHT ANNUAL REPORT OVERVIEW

The Committee noted the Students' Union overview of cross-institutional themes and good practice arising from the postgraduate taught SSLC annual reports for 2016/17 (Paper 47). The report's recommendation will be considered by the Education Strategy Engagement Group.

2662 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 8 November 2017 (Paper 50).

Department of Chemistry: 3 October (Paper 51A) and 14 November (Paper 51B) 2017.

Department of Computer Science: 24 October 2017 (Paper 52).

Natural Sciences: 25 October 2017 (Paper 53).

Department of Pharmacy and Pharmacology: 11 July (Paper 54A) and 11 October (Paper 54B) 2017.

2663 ANY OTHER BUSINESS

There was none.