



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place Council Chamber  
Date and Time Wednesday 17 April 2019 at 14:15

Present	Dr A Hayes Dr F Bisset Ms S Gnanenthiran Dr M V Hejmadi Dr M Jones Dr F R Laughton Ms E Rimmer Dr P J Rogers Dr P Snow Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Head of Learning Partnerships (for minutes) Undergraduate Representative (Department of Chemistry) Department of Biology and Biochemistry Department of Chemistry Department of Physics Undergraduate Representative (Natural Sciences) Department of Pharmacy and Pharmacology Natural Sciences programmes Department of Biology and Biochemistry Department of Mathematical Sciences
In attendance	Mrs M L Hallett Miss M Clutterbuck Mrs S Paine Miss A Steane	Faculty Assistant Registrar (Secretary) Learning Partnerships Office (Observer) Programmes Manager (Operations) 2019/20 Undergraduate Representative (Physics)
Apologies	Mrs C Haines Ms A Lobo Dr J Power Mr M Seddiquian	Student Experience Officer Students' Union (SU) Sabbatical Officer (Community) Department of Computer Science Postgraduate Taught Representative (Department of Biology and Biochemistry)

**Action**

**2828 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 20 February 2019 (Paper 93).

**2829 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 94) which reported the following:

**M2809 CHAIR'S BUSINESS**

The Committee noted that Registry had been informed of the matters it had raised regarding the early release of Semester 1 results.

**2830 CHAIR'S BUSINESS**

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

- Thanks to all involved in completing the Phase 1 Curriculum Transformation documentation on time.
- Dr Snow will hand over the role of Head of Natural Sciences to Dr White from 2019/20.
- The Students' Union election is complete: 3 continuing and 3 new officers (including new Education Officer).

- SU Education Awards and University Teaching Awards 2019: 3 of the 4 awards for Excellence in Academic Representation went to Science students, Ella Rimmer was awarded Excellence in Faculty Representation, Amelia Steane (Physics) won SSLC Chair of the Year and Alessio Santamaria (Comp Sci) won Postgraduate Teacher of the Year. Dr Fabio Nemetz (Comp Sci) won joint Director of Studies Award and Professor Jean Van Den Elsen (B&B) won the Excellence in Doctoral Supervision Prize.
- The Curriculum Transformation Committee (CTC) has met twice, with a number of meetings scheduled in July 2019 for Phase 1. The operation / membership of the CTC is being reviewed in light of the volume of documentation due for scrutiny.
- UCU pay: only 41% supported strike action so no strike will be taking place this year.
- The University Secretary post has been made redundant; Mark Humphriss left the University at the end of March 2019. Peter Lambert (Pro VC L&T) will undertake the student-facing aspects of the post (OIA, student complaints) and Nicky Kemp will cover all other aspects of the role.
- Subject level TEF: sector wide discontent re. resource implications and whether subject level TEF has value for students. A national review as to whether to proceed with subject level TEF will conclude in July. Consequently, the University's TEF readiness preparations have been scaled down. The mock exercise taking place this summer will now only involve one Department per Faculty. Having reviewed the metrics, it has been agreed that this Department will be Mathematical Sciences; the metrics will be provided in due course and a 5 page narrative required.
- NSS response rates: NSS 2019 opened on 4 February and will close on 30 April. Ipsos MORI sent out reminder emails on 29 March, with a follow up on 8 April, to non-respondents in Departments that had not reached 50% response or at least 10 responses (i.e. the publication threshold). NSS returns are above the average of the last 5 years; most Departments are achieving higher response rates than last year. A £500 prize will be provided to the Department within the Faculty who achieves the highest response rate; it was agreed this incentive should be publicised more widely, if offered again, next year.
- Semester 2 Online Unit Evaluations (OUEs) will remain open for 3, as opposed to 2, weeks so that they close after the end of the semester, giving students more time to reflect upon their unit before they complete the evaluation.
- An assessment taxonomy will be developed for ULTQC approval with mandatory implementation for transformed courses.
- At its meeting on 19 March, ULTQC considered Faculty annual reports on examination and assessment offences. E&D and H&SS had flagged inconsistencies between their Departments in offence identification and application of penalties. Academic Registry will work with Assistant Registrars to develop more consistent and streamlined approaches to reporting the data. The CLT is still investigating alternatives to the Academic Integrity Training and Test (AITT).
- Due to a Turnitin / Moodle integration issue, the University is considering options for alternative plagiarism detection software providers.
- Senate approved, at its meeting on 6 February, the Academic Framework for Curriculum Transformation subject to a) removal of the limit on combinations of optional units per year, and b) introduction of a mechanism by which not all optional elements must be passed. Further detail will be considered at the May ULTQC.
- Senate has agreed to extend academic status to teaching fellows, thereby enabling them to transfer to become lecturers and senior lecturers and so have a more secure career footing.

#### **Chair's actions:**

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

#### **Students' business:**

Ms Rimmer highlighted that 2 models of calculators (old and new models of Casio, with different functionality) are used in examinations which puts some students at a

disadvantage. The Committee requested that this matter be raised with SREO, together with errors in the formula book; the Committee requested that either the errors are corrected or Departments be permitted to issue their own formula books.

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

Dr Rogers enquired as to whether other Departments name individual lecturers in OUEs. It was confirmed that other Departments name up to approx. 5 individual lecturers in OUEs and that names of staff are automatically removed from OUE feedback provided to students. The Committee noted that while the probationary process includes a review of OUE scores, decisions regarding probation will not be based on OUE scores alone.

### **2831 UNIT/PROGRAMME CHANGES**

The Committee approved the following PGT unit/programme changes in CMIS from the **Department of Mathematical Sciences** for 2019/20:

#### Integrated PhD Statistical Applied Mathematics:

The Committee noted that the proposed changes related to the renewal of the CDT. The Committee considered the cover note (Paper 96A) and Programme Specification (Paper 96B) and approved the proposed changes, subject to:

#### Programme Specification:

- Confirmation from the Doctoral College that the MPhil option is viable.
- Clearer distinction being made between MSc and MRes.
- Inclusion of appropriate wording to address the issue of Tier 4 students and placements / internships.

The Committee highlighted the need to input the Programme Specification changes into CMIS in due course.

#### Unit Descriptions:

- Stipulation of the supplementary assessment requirements.

Dr Snow enquired as to how the Interdisciplinary Research Projects are interdisciplinary. Dr White explained that the new Interdisciplinary Research Projects unit will make use of projects arising from Integrative Think Tanks that have not been developed into PhD thesis topics; these projects are based on problems requiring research solutions presented to students by industrial / academic partners from outside the Department.

#### MSc Modern Applications of Mathematics:

The Committee approved the addition of new unit 'Mathematics of Machine Learning' and MA40255, and removal of ME40054.

The Committee approved the change to PH40085 prerequisites in CMIS from the **Department of Physics** for 2020/21.

### **2832 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES**

The Committee noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 15 March 2019 (Paper 105).

**Department of Chemistry:** 22 January (Paper 106A) and 5 March (Paper 106B) 2019.

**Department of Computer Science:** 26 February 2019 (Paper 107).

**Department of Mathematical Sciences:** 6 March 2019 (Paper 108).

**Department of Physics:** 28 February 2019 (Paper 109).

### **2833 ANY OTHER BUSINESS**

There was none.

**Dr S  
Douglas**