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Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**  
Place 1 West 3.30  
Date and Time Wednesday 18 October 2017 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Ms M Aspbury	Undergraduate Representative (Natural Sciences)
	Miss C Chan	Undergraduate Representative (Department of Pharmacy and Pharmacology)
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Dr M Jones	Department of Chemistry
	Dr F R Laughton	Department of Physics
	Mrs P Lowton	CMIS Project Manager (for minute 2635)
	Dr J Power	Department of Computer Science (alternate for Dr F Nemetz)
	Dr P J Rogers	Department of Pharmacy and Pharmacology
	Dr P Snow	Natural Sciences programmes
In attendance	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
Apologies	Dr F Bisset	Head of Learning Partnerships
	Dr F Nemetz	Department of Computer Science
	Mr B Palmer	Students' Union Sabbatical Officer (Community)

## 2635 CURRICULUM MANAGEMENT INFORMATION SYSTEM (CMIS) LAUNCH

The committee received a CMIS launch presentation from the CMIS Project Manager, Phillippa Lowton.

The CMIS site is now live and accessible via the following link:

<http://www.bath.ac.uk/services/access-cmis-curriculum-management-information-system/>

The site link is available from the staff homepage via the Academic Resources menu.

CMIS is a new online tool to support unit and programme changes and new programme developments. Internet Explorer is the ideal internet browser through which to access CMIS but Firefox / Chrome also work.

Training orientation sessions are available to book until December for those with proposals in development. Staff are advised to contact Phillippa Lowton or Jen Scheppers to access the help sessions, or to discuss transitional arrangements, if QA3 or QA4 paperwork has already been started in Word documentation.

Phillippa Lowton will be working closely with the Faculty/School Assistant Registrars and DLTQC secretaries to transition current proposals and future approved changes (not yet in SAMIS) into CMIS.

All intermediate / major change proposals must be discussed with Associate Deans L&T before accessing CMIS. All changes should be submitted as a package in accordance with the Faculty guidance on unit / programme changes. New / changes to assessment should take into account the assessment taxonomy guidance. Along with stipulating assessment type, there is also an expectation to state the number of pieces of assessment and the breakdown of percentage weighting.

The project team will be starting on Phase 3 looking at management reporting capabilities and data (e.g. assessment type by programme / year of study) visualisation in the coming weeks.

A few anomalies in CMIS have already been identified and are being addressed, e.g. issues with Unit Convenor common names. Changes to unit assessment patterns are made by Programme Administrators in SAMIS and this data has been pulled through into CMIS so may contain inaccuracies. Members were invited to check their unit / programme information in CMIS and to inform Phillippa of any further anomalies identified.

The timetabling section in all Unit Descriptions in CMIS is currently blank because SAMIS does not hold this information. Members were advised to hold-off on populating these sections as this part of the Unit Description template may change in the near future.

All academic staff have been given access to raise changes and it is possible for two people to work on the same proposal simultaneously. CMIS serves as a drafting area for change proposals which only become 'live' once approved by the FLTQC secretary.

The URL link to the CMIS change proposal page can be entered into, and accessed from, SSLC / DLTQC agendas in BSS Boards. Alternatively, proposals can be exported as Word files.

CMIS will, from now on, serve as the single point of truth, i.e. definitive source, for the final version of Unit Descriptions, Programme Descriptions (i.e. variants and structure) and Programme Specifications. CMIS will be used by Helen Buick to update SAMIS and the online unit catalogue. The Faculty shared drive may be maintained for a short period of time as a back-up but it is expected that this will soon become obsolete.

Units that are not linked to programmes, e.g. visiting student units, are included in CMIS. After the first year of operation an archive site will be available in CMIS that will enable a historical view of unit / programme information to be taken. It is possible to give external parties 'read only' access to CMIS.

## **2636 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous FLTQC meeting held on 7 June 2017 (Paper 1) and there were no matters arising.

## **2637 CHAIR'S BUSINESS**

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

- Updated FLTQC membership 2017/18 (Paper 3). The Committee noted that its single academic representative from each Department was now the Director of Teaching and that the membership no longer included a representative from Academic Registry.
- Students' Union (SU) Top 10 (Paper 4):

- ❖ *Reassess the requirement for students to submit hard copies for printed coursework and dissertations:*

The Committee noted that the cost of printing currently falls on the student. The SU plans to work with Departments to reduce the amount of hard-copy submissions. The Committee highlighted that should academics be required to do their own printing (so the cost is covered by the Department / Faculty) this would create a significant time burden for academics. It was noted that hard-copies are requested partly to avoid formatting issues and due to the increasing (memory) size of electronic submissions.

The student representatives suggested that students be provided with access to a pre-paid printer or with an allowance for printing. The Committee noted the environmental concerns associated with printing.

- ❖ *Embed sustainability within the formal curriculum and wider university environmental practices:*

The Committee agreed that it may be preferable to develop a Faculty-wide sustainability (possibly combined with community) unit, rather than attempting to incorporate sustainability into subject-specific units.

- ❖ *Enhance the conditions, training and development opportunities for postgraduates who teach:*

The Committee noted that in the Postgraduate Research Experience Survey (PRES) only 57% of Graduate Teaching Assistants (GTA) felt that they had been adequately trained. The Committee agreed that it would be useful to know whether concerns about training related to that provided by the Centre for Learning and Teaching (CLT) or 'in house' training provided by Departments. The Committee noted that Dr Andrew Pitchford, Head of Learning and Teaching in the CLT, had been invited to attend the next FLTQC on 13 December to explain CLT's role in transforming curriculum and vanguards. It was agreed that Dr Pitchford should also be asked to inform the Committee of the CLT's planned response to the SU concerns regarding GTA training.

- ❖ *Provide focussed mental health support across the student community:*

The SU plans to work with the newly formed mental health steering group to identify ways to ensure that mental wellbeing does not prevent student success.

- ❖ *Review current processes to ensure students have an effective understanding of plagiarism:*

The Committee requested that Dr Pitchford be asked to inform the Committee of the CLT's planned response to the SU concerns regarding the currency and effectiveness of the Academic Integrity Training and Test (AITT). The Committee agreed that students continue to commit assessment offences through ignorance, rather than wilful negligence. The SU plans to work with CLT to review the AITT and with Departments to identify ways to ensure students are aware of plagiarism and its consequences, e.g. allowing students to check their submissions through Turnitin.

The Committee requested that Dr Pitchford be asked to inform the Committee of the CLT's plans to provide students with training on unconscious bias (e.g. in completing OUEs), equality and diversity and other ethical issues.

*Secretary's note: immediately after the meeting the Secretary asked Dr Pitchford to cover the topics identified above at the next FLTQC meeting in December.*

- Curriculum Transformation Principles for 2020/21 (and vanguard programmes for 2019/20) (Paper 5):

The Committee noted the broad aims of curriculum transformation, to:

- ❖ reduce summative assessment, e.g. reduce the number of examinations at the end of the first semester;
- ❖ reduce the overall number of units, e.g. reduce the number of optional units;
- ❖ maintain current levels of contact time;
- ❖ maintain current usage of physical teaching space;
- ❖ develop larger, longer units and/or assessment across units.

The Committee was informed that there had been discussion at ULTQC about whether too much unit choice can be detrimental to student satisfaction and the possibility of offering choice within a unit ('intra-unit optionality'). There was no proposal currently to remove all Year 1, Semester 1 options or DoS approved units.

The Faculty 'vanguard' programme (i.e. programme identified for curriculum transformation / development) will be the new proposed MSc Molecular Biosciences for 2019/20.

The Pro VC L&T and CLT Academic Director will attend Faculty Executive meetings over the coming months to explain the general principles underlying Papers 5 and 6, which were approved by Senate on 11 October 2017 (e.g. a change from ETCS to CATS, and change in PGT pass mark from 40% to 50%).

The Faculty representatives on Senate reported general agreement by Senate for the University to review its taught provision and delivery. However, Senate had expressed reservations regarding timescales and lack of guidance on parameters, objectives, process (in light of suspension of TraCA) and support to be provided by CLT. The Committee questioned the extent of change required to be deemed 'transformational' and who would make this judgement.

The Committee noted that the Pro VC L&T had asked Deans to nominate programmes to serve as vanguard. The Committee expressed concerns that decisions arising from the vanguards may not be appropriate for all Departments. The Committee agreed that it would be difficult to use lesson learnt from vanguards in 2019/20 to inform wider curriculum transformation for 2020/21; it would only be possible to assess the impact of vanguards once they had run for a couple years. The Committee noted the difficulties associated with rolling out changes, particularly when students are returning from placement.

From 2019/20 all students entering universities will be progressing from A Levels that will have been wholly assessed summatively at the end of the year. The Committee agreed that heavy reliance on end-of-year assessment places greater pressure on students and their mental health, and may result in increased Academic Appeals.

The Committee noted that assessment mapping was still not available, although would form part of Phase 3 of the CMIS project. The Committee agreed that this made it difficult to assess the extent to which, if at all, programmes are currently being over-assessed.

The Committee agreed that evaluation of assessment mapping in comparison with the rest of the sector should have been carried out first to inform decision-making regarding the need for curriculum transformation. The Committee noted other objectives linked to reducing assessment such as staffing resourcing and NSS scores.

The Committee agreed that in removing Semester 1 examinations, pressure may be placed on reducing the length of the academic year which could result in the Government calling for widespread development of 2 year degrees.

The student representatives expressed concern regarding the removal of Semester 1 examinations through the development of year-long units and reported that they would wish to retain some form of mid-unit summative assessment. The Committee noted the difficulty in replacing Semester 1 examinations with summative coursework whilst attempting to reduce the overall assessment burden. Dr Rogers reported that in Year 4 of the MPharm, Semester 1 examinations have been replaced with summative projects and simulations. The Committee noted possibilities for introduction of a reading week.

- Preparing for a New Academic Framework (PGT pass mark, ECTS to CATS) (Paper 6):

The Committee noted that the University's regulations would be reviewed in parallel with curriculum transformation. The Committee noted that the PGT pass mark was an arbitrary threshold so could be changed relatively easily to bring the University in line with rest of the sector. 1 CAT is 10 study hours.

- ULTQC briefing note (circulated 11 Sept '17) (Paper 7):  
The Committee noted that there is no requirement to produce an Annual Monitoring Report this year (reporting on 2016/17 academic year). The Committee requested that the Secretary find out whether UG and PGT vital statistics will still be made available.  
*Secretary's note: Academic Registry have confirmed that UG and PGT vital statistics will still be made available.*
- The following Bath graduates were awarded 2017 Royal Pharmaceutical Society awards: Siew Fern Agnes Wong (2017) achieved Student of the Year, Emily Rose (2009) achieved an Innovation in Quality Improvement award and Professor Molly Stevens (1996) was awarded the Harrison Medal.
- Learning and Teaching Hub launch is imminent.
- Institute of Coding (£20m HEFCE bid).
- Bath-Bristol Science Park, Emersons Green, Bristol [to be home to the Institute for Advanced Automotive Propulsion Systems (IAPPS)].
- UG and PGT/R recruitment across the Faculty is healthy:

5 <sup>th</sup> October	Home		Overseas	
	Registered	Target	Registered	Target
UG	1063	1065	47	53
PGT	98	125	51	43
PGR	99	87	15	12

- The University has applied to be part of next year's pilot of the subject-level TEF to be implemented in 2019/20. NSS will be halved in its input to the TEF score in future. A metric against grade inflation will be introduced.
- Today (18 October) is the deadline for submitting PTES departmental responses / summaries (to Pro VC L&T, copied to the Dean and Associate Dean L&T).

**Chair's actions:**

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

- Approval of changes to PG Cert/PG Dip/MSc/MRes Statistical Applied Mathematics programmes for 2017/18 (approved 13 September 2017) (Paper 8).
- Approval of Special Programmes of Study / Assessment Arrangements (see Reserved business).

**Students' business:**

There was none.

**Directors of Studies' business:**

There was none.

**2638 STAFF/STUDENT LIAISON COMMITTEE (SSLC) UNDERGRADUATE ANNUAL REPORT OVERVIEW**

The Committee noted the Students' Union overview of cross-institutional themes and good practice arising from the undergraduate SSLC annual reports for 2016/17 (Paper 17).

The Committee noted that no specific recommendations had been made because there were many recurring themes (e.g. assessment & feedback issues, inconsistent use of Panopto, placement support and re-induction, library, personal tutoring). The new ULTQC subcommittees (see Paper 14) will review these and decide how best to take issues forward. The Committee noted the request for Open SSLC meetings to be minuted.

**2639 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC)  
MINUTES**

The Committee noted the minutes of the meetings held on:

**Department of Chemistry**

23 May 2017 (Paper 21).

**Department of Mathematical Sciences**

5 July 2017 (Paper 22).

**2640 ANY OTHER BUSINESS**

There was none.