



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**
Place Council Chamber
Date and Time Wednesday 20 February 2019 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Ms S Gnanenthiran	Undergraduate Representative (Department of Chemistry)
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Dr M Jones	Department of Chemistry
	Dr F R Laughton	Department of Physics
	Dr J Power	Department of Computer Science
	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
	Dr J White	Department of Mathematical Sciences
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
	Mrs S Paine	Programmes Manager (Operations) (Observer)
Apologies	Dr F Bisset	Head of Learning Partnerships
	Mrs C Haines	Student Experience Officer
	Ms A Lobo	Students' Union (SU) Sabbatical Officer (Community)
	Dr C M Todd	Department of Biology and Biochemistry

Action

2807 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 23 January 2019 (Paper 75).

2808 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 76) which reported the following:

**M2792 MATTERS ARISING
UNIT/PROGRAMME CHANGES
Department of Chemistry**

The Committee noted that CH40166 would be retained for 2019/20 in case two students in suspense do not consent, when asked upon their return, to the MChem programme change being considered for approval by CPAC on 13 March. The unit would then be withdrawn from 2020/21.

Department of Physics

The Committee noted that changes to the content of PH20018 would be made in due course.

M2793 CHAIR'S BUSINESS

- Natural Sciences and DoS approved units.

The Committee noted that in response to the Committee's request that the Head of Natural Sciences review current processes to ensure that Unit Convenors are provided with

appropriate confirmation that a) Natural Sciences students have the necessary prerequisites, and b) there are no timetable clashes, the Head of Natural Sciences had revised the Natural Sciences DoS approved unit request form for 2019/20 to address these matters.

- NSS: 3-5 'We said, you did' examples for promotional material.

The Committee noted that all Departments had provided 'We said, you did' examples in time for Marketing to produce associated promotional materials.

M2794 UNIT/PROGRAMME CHANGES

Department of Biology and Biochemistry

The Committee noted that the action points had been completed and unit/programme changes approved in CMIS.

2809 CHAIR'S BUSINESS

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

- NSS response rates: NSS 2019 opened on 4 February and will close on 30 April. Weekly response rates by Department are available from the [Surveys Data Wiki Page](#), and are being displayed on screens around the University. To facilitate the encouragement of students to complete the survey, this year the Faculty is running a competition for Departments. A £500 prize will be provided to the Department within the Faculty who achieves the highest response rate of students completing the survey. The prize money can be put towards equipment for future students, a social event, a donation towards a society or another use, which Heads of Department can decide on together with their students. There is also a range of prizes being offered to students by the University, including a Thermae Bath Spa session and graduation gown hire. The Committee requested that details of the prize be circulated to all members following the meeting: *Secretary's note: this was actioned post-meeting.*
- Early release of Semester 1 results: The Committee supported the earlier release of Semester 1 results (from 18 Feb), but noted that this had placed Departments under pressure for whom BEUs had been scheduled for the Friday (15 Feb). The Committee therefore requested that this be reviewed for next year so that results are released 1.5 weeks, instead of 2 weeks, earlier (so on 20 Feb this year). The student reps reported that the earlier release had been welcomed by students but that the Pro-Vice-Chancellor's (L&T) email had caused confusion with students worrying that their marks may be less accurate because staff have had less time to mark. The Committee agreed that the emphasis placed on results being provisional was unhelpful because Semester 1 marks have always been provisional, although the Committee accepted that post-BEU changes to marks (caused by delayed scaling decisions awaiting External Examiner feedback, and correction of errors) were likely to be more visible with an earlier release. The Committee noted that all UG students (except those on placement or in suspense) are sent, in S1 and S2, an email containing their agreed results. In S2, the email is sent post-BoS, together with the progression / award decision. Students are not emailed supplementary assessment results. After receipt of results via email, students may log in to SAMIS to view the breakdown of their marks (e.g. coursework vs exam, as opposed to just overall unit result). The Committee noted that SAMIS staggers the availability of results by Department to prevent it falling over. The Committee requested that students be informed of this staggered approach in advance to avoid students logging in constantly. The Committee agreed it might be more helpful to stagger the release of results by unit.
- Chancellor's Prize: nominations are now open for best final year undergraduate student; the closing date is 7 May.
- Ede and Ravenscroft Prize 2019: nominations are now open for best PGR student; the closing date is 26 April.

Chair's actions:

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

Registry

Students' business:

There was none.

Directors of Studies' (DoS') business:

There was none.

2810 UNIT/PROGRAMME CHANGES

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

- Withdrawal of 6 credit optional unit CM50269 from MSc Data Science and MSc Machine Learning and Autonomous Systems and addition of a DoS approved unit to MSc Data Science to maintain student choice (of two units from a list of three).

The Committee noted that material from CM50269 had been incorporated into revised unit CM50265 so students would still be able to cover the learning outcomes.

2811 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 14 January 2019 (Paper 87).

Department of Pharmacy and Pharmacology: 6 February 2019 (Paper 88).

2812 ANY OTHER BUSINESS

There was none.