



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place Council Chamber  
Date and Time Wednesday 4 December 2019 at 14:15

Present	Professor M V Hejmadi Miss M Clutterbuck Dr A Hayes Professor M Jones Mr C Lai  Dr P J Rogers Dr S Shaw  Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Learning Partnerships Office (alternate for Dr F Bisset) Department of Computer Science Department of Chemistry Undergraduate Representative (Department of Pharmacy and Pharmacology) Department of Pharmacy and Pharmacology Department of Mathematical Sciences (alternate for Dr T Shardlow) Department of Biology and Biochemistry Natural Sciences programmes
In attendance	Mrs M L Hallett Mrs K Campbell	Faculty Assistant Registrar (Secretary) Faculty Coordinator (Learning and Teaching) (Observer)
Apologies	Dr F Bisset Dr F R Laughton Mr C Okayo  Mrs S Paine Dr T Shardlow Ms A Steane	Head of Learning Partnerships Department of Physics Postgraduate Taught Representative (Department of Biology and Biochemistry) Programmes Manager (Operations) Department of Mathematical Sciences Undergraduate Representative (Department of Physics)

**Action**

**2893 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 23 October 2019 (Paper 28).

**2894 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 29) which reported the following:

**M2872 CHAIR'S BUSINESS**

The Committee noted that the release period for Semester 1 results had now been finalised as 20-27 February, with the expectation that most results would be available at the start of this period. The Committee noted that it is not possible to hold back 2018/19 UG placement / SYA results until 27 February, i.e. until after they have been approved by BoS on 26 February, without also holding back Semester 1 2019/20 results. Therefore, students will see their provisional placement / SYA results potentially a week before they have been approved by BoS. While the majority of results would be Pass/Fail, some students would be receiving marks that count towards their final degree classification, e.g. BSc & MMath SYA students. Given the implications associated with this (e.g. appeals / mark changes) the Programmes Manager (Operations) will work with

**Programmes  
Manager  
(Operations)**

Departments to review holding these BEPs earlier so that next year's results are approved by BoS prior to the Semester 1 release period.

The Committee noted the importance of Semester 1 BEU Chairs agreeing with BEU Secretaries, for recording in the BEU minutes, the wording to be communicated to students for scaling reasons and methods, especially where 'other' and free text is to be applied.

## 2895 CHAIR'S BUSINESS

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

- Curriculum Transformation: transformed courses are to be launched in the academic year 2022/23, as opposed to 2021/22. Deadline for a draft Phase 2/3 submission for UG programmes to DLTQC and FLTQC is 11 March 2020 (so 22 Jan / 12 Feb / 4 March FLTQC), with a deadline for final UG and PGT submission to CTC in June/July 2020 (so PGT Phase 2/3 submission to FLTQC 29 April / 4 June). John Adams has been appointed as Project Manager to oversee institutional implementation of CT, supporting the management of associated marketing, admissions, and system development. Curriculum Development Officer (CDO) contracts (Karen Angus-Cole) have been extended until July 2021.

The Committee agreed to the following Department pairings for CT Phase 2/3 documentation support / peer review and scrutiny:

- B&B with P&P
- Chemistry with Physics
- Comp Sci with Maths
- Nat Sci shared between B&B and Physics.
- Academic Regulations: Most DoSs are in favour of dropping the requirement for PGT students to achieve 70% in the dissertation as well as overall, to get a distinction. Registry are reviewing the effect of this on grade inflation. Science & Health want Integrated Masters thresholds to remain, but the SU is opposed to this. Further consultation will take place, for discussion at ULTQC and Senate.
- An overhaul of the QA Code of Practice, alongside the new Academic Framework and Regulations, will take place over the coming months to make clearer the distinction between requirements and guidance, especially when running two sets concurrently for a period, and to reflect practice in the sector, e.g. forming a regulatory baseline. Stakeholders will be consulted, e.g. DoS forum.
- A revised University Formula Book will be available for the Semester 1 examinations.
- UCU strike action, over pay and pensions, took place from 25-29 November and 2-4 December 2019. Registry have asked HoDs for data on strike action and remedial measures implemented per unit as it did last year. University priorities are minimising disruption to the student learning experience and maintaining effective relationships with all staff.
- A Working Group will be established (comprising CLT, the SU, Audio Visual, Trade Unions) to draft a policy on lecture capture (for approval by ULTQC in January) in response to student feedback, to ensure greater consistency and appropriate (alternative, if necessary) provision for students with a DAP. A separate Student Systems Recruitment Group will review technical aspects.
- The Personal Tutoring Working Group (chaired by Cassie Wilson) has agreed to roll out training, piloted this semester, for staff on providing Personal Tutoring services, to ensure greater consistency, raise the baseline level of service provided and set student expectations appropriately. This may be tied into staff appraisals.
- International Student Attendance Monitoring: the monitoring App worked intermittently so had to be taken down for 10 days. This caused anxiety amongst International students, who have called for the monitoring to apply to all students.
- Proposed changes to the Bath course will be presented to ULTQC in March.

- 2019/20 OUEs for Semester 1 will run 1 December to 12 January, and for Semester 2 from 5 April to 10 May (i.e. extended to run from the end of semester to just before exams start).

**Chair's actions:**

- Approval of Special Programmes of Study / Assessment Arrangements (see Reserved business).
- Stage Two Full Approval, following a virtual meeting, of a proposal for a new PhD in Aerosol Science, in the Department of Chemistry, for commencement from 2019/20. The Committee noted Chair's action (Paper 30A), cover note (Paper 30B), FDSC and UDSC minute extracts (Paper 30C), Programme Specification (Paper 30D) and Unit Descriptions (Paper 30E).

**2896 UNIT/PROGRAMME CHANGES**

The Committee approved the intermediate change (requisites and assessment) to CM30080 from the Department of Computer Science for 2020/21. Dr Shaw confirmed that the Department of Mathematical Sciences DLTQC had approved, at its meeting on 27 November, removal from 2020/21 of CM30080 and CM30075 as optional units to final year students on its BSc programmes (BSc Mathematics, BSc Mathematical Sciences, BSc Mathematics and Statistics, BSc Statistics, including all variants with SYA or industrial placement) and the penultimate and final years of its MMath programme (including all variants with SYA or industrial placement), leaving open the option for students to take these units as DoS approved units. To gain DoS approval, students would need to consult the Comp Sci DoS to explain how their background experience adequately prepared them for the units (e.g. having learned C++ during an industrial placement year). Dr Shaw confirmed CM30080 would also be removed as an optional unit from MSc Modern Applications of Mathematics, while remaining available as a DoS approved unit.

The Committee noted that the rationale for this was that over the past couple of years, as the Comp Sci syllabus had evolved, feedback from Maths students and the Comp Sci DoS had been that the specified Maths pre-requisite units did not fully prepare Maths students for these two units with the result that they may need to undertake additional background learning and/or learn additional computing languages; this was flagged at Options time in April 2019.

Dr Shaw reported that the unit change had been discussed at the Maths SSLC on 20 November and that students had provided limited feedback.

**2897 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 2019 (Paper 44).

**Department of Chemistry:** 8 October (Paper 45A) and 8 November (Paper 45B) 2019.

**Department of Computer Science:** 22 October 2019 (Paper 46).

**Learning Partnerships Office:** 30 April 2019 (Programme and Partner Management Committee minutes, Bath College, International Foundation Year) (Paper 47).

**Department of Mathematical Sciences:** 30 October 2019 (Paper 48).

**Natural Sciences:** 6 November 2019 (Paper 49).

**Department of Pharmacy and Pharmacology:** 9 October 2019 (Paper 50).

**Department of Physics:** 4 November 2019 (Paper 51).

**2898 ANY OTHER BUSINESS**

There was none.



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**Action**

**2899 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous FLTQC meeting held on 23 October 2019 (Paper 28).

**2900 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 29) which reported the following:

**M2877 CURRICULUM TRANSFORMATION SCHEDULE 2019/20**

In response to its queries regarding Phase 2/3 documentation, the Committee noted the following from CLT / Registry:

- CT Leads may remove the 'by course year' requirement of the Intended Learning Outcomes (ILO) drafting template if this aids completion.
- Registry had been made aware of the Committee's suggestion that, in light of the need to specify an additional ILO for Professional Placement / Study Abroad regardless of whether it counts towards the final degree classification, Professional Placement / Study Abroad be included on degree certificates. The Chair agreed to discuss this matter with the other Associate Deans L&T as a potential issue to raise direct with the PVC L&T.

**Chair**

- Following meetings of key stakeholders (PVC L&T, Associate Deans L&T, Registry and CLT) guidance would be published in the next few weeks on pressing issues, including shell units, co-teaching UG and PGT, optional units, CATS denominations, GAUs and changes post-CT.
- How unit timetabling information will be gathered (since the unit description template does not appear to require this information) and how specific / accurate total contact time needs to be was still to be determined. CLT / Registry had been made aware of the Committee's request for clarification on this.
- The 'Skills mapping template' labelled as 'further resource' on the CT webpage is optional; it is not required for CTC submission but is important to consider during development.

The Committee noted that the Chair had liaised with other Associate Deans L&T to make a joint request to delay CT until 2022/23, and this request had been granted. The Committee noted that its proposed unified approach to Integrated Masters thresholds had been communicated to the CLT Academic Director and PVC L&T. Registry had since been tasked with presenting a proposal to the SU, who are opposed to thresholds, which enables thresholds to be included in the new Regulations.

#### **M2878 NATIONAL STUDENT SURVEY 2019**

The Committee noted that 2019/20 NSS action plans would be reviewed, to enable sharing of good practice, under agenda item 6.

#### **M2880 GENERAL PHARMACEUTICAL COUNCIL (GPhC) REACCREDITATION**

The Committee noted that the wording on p37 regarding the University's Annual Monitoring Report requirements had been amended in the GPhC reaccreditation submission for the Independent Prescribing course, and that the document (with appendices) had been approved under CPAC Chair's action on 27 November.

#### **2901 UNDERGRADUATE PROGRAMME ANNUAL MONITORING REPORTS 2018/19**

The Committee approved the Annual Monitoring Reports 2018/19 for the following Learning Partnerships Office / Department of Computer Science programmes:

- FdSc and BSc (Hons) Applied Computing licensed to Bath College (Paper 31).
- FdSc and BSc (Hons) Applied Computing licensed to Wiltshire College (Paper 32).

The Committee noted that the above two Reports had been reviewed by Dr Hayes as Link Academic Adviser and approved by Comp Sci DLTQC via a virtual meeting.

- International Foundation Year licensed to Bath College (Paper 33).

The Committee noted that recruitment to Science degrees remained low but welcomed the College Agents Newsletter including a focus on Maths and Computer Science degrees, with material provided by the Faculty Marketing team. Dr White requested specific inclusion of Natural Sciences degrees. Miss Clutterbuck reported that University recruitment teams have supported Bath College recruitment activities.

#### **2902 DEPARTMENT 2019/20 NSS ACTION PLANS**

The Committee reviewed the following Department 2019/20 NSS action plans, to enable sharing of good practice:

**Department of Biology and Biochemistry** (Paper 34)

**Department of Chemistry** (Paper 35)

**Department of Computer Science** (Paper 36)

**Department of Mathematical Sciences** (Paper 37)

**Natural Sciences** (Paper 38)

**Department of Pharmacy and Pharmacology** (Paper 39)

**Department of Physics** (Paper 40)

The Committee noted that the SCoPE forum on 7 November had focussed on assessment and feedback action planning, to be followed up at the SCoPE forum on 18 December.

The Chair reported that B&B would pilot next semester marking in small groups. Professor Jones reported that, as DoT, he will visit students every Tuesday in Semester 2 in teaching and research labs to encourage them to complete NSS and to gauge student morale / identify any current concerns. Introduction of a 15 credit unit for MChem had been well received.

The Chair highlighted as good practice 'mini' SSLCs (15 mins, attendees standing) held once every 4 weeks in Comp Sci over the past few years, in addition to formal SSLC meetings.

Dr Shaw reported that Maths placement students are no longer required to write a report. Instead they give a poster presentation (on a Wednesday afternoon) which students find more rewarding; sessions are well attended and help to build a learning community. Each year cohort is provided with a social event and a lunchtime walking group for staff and students met 3 days a week (1:15-2:15pm) throughout Semester 1 to help engender community and promote wellbeing.

Dr White reported that information was being gathered on the assessment and feedback initiatives of other Departments, with Nat Sci only having 3 units of its own. Social events had not been well attended to date but a number of other community building initiatives were planned. Efforts had been made to encourage Nat Sci students to view 3 South foyer as their 'home', although it is not viewed as 'home' by students majoring in Physics.

Dr Rogers highlighted that in order to address student concern around consistency in marking, fewer staff would mark single assessment items and staff would engage more in cooperative marking.

## **2903 FEEDBACK FROM COMMITTEES**

### **Academic Programmes Committee (APC)**

The Committee noted the minutes of the meeting held on 23 October 2019 (Paper 41).

### **Courses and Partnerships Approval Committee (CPAC)**

The Committee noted the minutes of the meeting held on 17 July 2019 (Paper 42).

### **University Learning, Teaching and Quality Committee (ULTQC)**

The Committee noted the minutes of the meeting held on 24 September 2019 (Paper 43).

## **2904 ANY OTHER BUSINESS**

There was none.