



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place Microsoft Teams  
Date and Time Wednesday 9 June 2021 at 09:15

Present	Professor M V Hejmadi Mr D Howells  Professor M Jones Dr F R Loughton Mr K Maharaj  Dr K Mattacks Miss S McFarlane Dr F Nemetz Mrs S Paine Dr P J Rogers Dr T Shardlow Dr C M Todd Professor J White Mr J Withington	Associate Dean (Learning and Teaching) (Chair) Head of Undergraduate Admissions and Student Immigration Compliance (for minute 3043) Department of Chemistry Department of Physics Undergraduate student representative (Department of Computer Science) Centre for Learning and Teaching (CLT) Head of Undergraduate Student Marketing (for minute 3043) Department of Computer Science Programmes Manager (Operations) Department of Pharmacy and Pharmacology Department of Mathematical Sciences Department of Biology and Biochemistry Natural Sciences programmes Undergraduate student representative (Department of Physics)
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Dr F Bisset Mr T Cheung  Miss F Jackson Professor S Ward	Head of Learning Partnerships Postgraduate Taught student representative (Department of Computer Science) Students' Union Sabbatical Officer (Community) Associate Dean (International)

**Action**

**3043 NAMING OF PLACEMENT AND STUDY ABROAD COURSE VARIANTS**

The Board discussed a proposal (Paper 101) to standardise the University's approach to identifying and naming course variants involving placements and study abroad, with Mr David Howells, Head of Undergraduate Admissions and Student Immigration Compliance, and Miss Sarah McFarlane, Head of Undergraduate Student Marketing.

Mr Howells explained that, following feedback, the revised proposal is to reduce the complexity and number of different variants that exist at the course level (with a few exceptions, e.g. MPharm pre-reg year and MMath SYA) for marketing and admissions purposes, so that students join a single course. 3 options will be proposed to UEB (where both placement and SYA are offered):

- i) BSc (title) with work or study placement, or
- ii) BSc (title) with professional or study placement, or
- iii) a fixed, but more flexible, set of course titles from which depts choose.

The Committee highlighted the need to ensure that the Faculty Marketing and Communications Manager was supportive of the course titles proposed.

Underneath the course level title, the individual programme titles (route/pathway) would remain the same as they are now (albeit with some standardisation, subject to consultation), and these titles would be reflected on the transcript, e.g. BSc (title) with Study Year Abroad. This included the MPhys with research placement courses; the phrase 'research placement' would continue to be included in course titles and on students' transcripts. The Committee noted that placement activity does not appear on the certificate.

The principle reason for this change is that the course title is contractual so has CMA implications if it became impossible to provide the SYA, and it reduces the administrative burden associated with student programme changes. There is less concern about placements because there is less risk of not being able to provide placements.

Mr Howells commented that adding courses does not necessarily increase recruitment, unless there is a clear distinction in what is being offered. Dr Laughton expressed concern that the range of programme variants available will not be visible to students at the marketing stage. Dr Laughton suggested use of the term 'study abroad' instead of 'study placement'. Mr Withington commented that students value being able to choose from a range of courses at the application stage.

*Secretary's note: Following the meeting it was confirmed that it is expected that the naming aspect of the proposal will be referred to Senate once it has been considered by UEB.*

#### **3044 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 28 April 2021 (Paper 102).

#### **3045 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 103) which reported the following:

##### **M3025 MINUTES OF PREVIOUS MEETING**

The Chair reported the following response from CLT regarding responsibility for producing accessible materials for teaching and exams. The interim Digital Accessibility policy (owned by DD&T) means that responsibility for producing accessible content lies with the staff member. This includes any digital content used to support teaching and learning (e.g. if personal websites are being used to deliver teaching content). To make it easier for those developing digital content to meet the accessibility requirements, CLT installed Blackboard Ally within Moodle. In addition to the [guidance](#) around using Blackboard Ally, there are a further series of links around developing accessible Maths content ([Technical](#); [Figures](#); [Equation editor](#); [Maths with rmarkdown](#); Maths with [Moodle](#)).

#### **3046 CHAIR'S BUSINESS**

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

- There will be two results release dates for this year only. This will be communicated to students as 'the earliest you will get them is 23 September and the latest will be 30' but in reality there will be only two 'switch on' dates. The Committee agreed that it would be better to communicate the precise date when results will be available, rather than a 'results window' where students have to keep checking SAMIS.

*Secretary's note: The Committee's recommendation was relayed to Registry immediately following the meeting.*

- NSS response rate 76.32% and PTES 20.36%. Individual departmental response rates were:

Science	NSS RR	PTES RR
Biology and Biochemistry	83.4 3%	42.50 %
Chemistry	78.3 3%	N/A
Computer Science	67.6 2%	17.60 %
Mathematical Sciences	70.9 3%	33.33 %
Natural Sciences	88.5 7%	N/A
Pharmacy and Pharmacology	81.1 3%	3.61 %
Physics	76.8 4%	N/A

The OfS will undertake an analysis of the NSS results to assess any possible impact of Covid-19 before a decision is made about publication. Normally, results would be received in the first week of July.

Advance HE will release the national benchmarking reports and sector results for PTES later in the summer (usually mid-July).

- University Teaching Awards 2021 (nominations closed 24 February, decision made by the Awards Committee in April, event on 6 May):
  - Leadership in Learning and Teaching Award: Professor Matthew Jones, Department of Chemistry.
  - Mary Tasker Award: Dr Sarah Bailey, Department of Pharmacy and Pharmacology.
  - Director of Studies Award: Dr John Benardis, Department of Computer Science.
  - Best Team in Support of Student Learning Award: The Director of Studies Team in the Department of Computer Science.
- SU Education Awards 2021 (nominations closed 7 April, event on 6 May):
  - UG Academic Rep of the Year: Miss Kirsty Carotti, Department of Computer Science.
  - Personal Tutor of the Year: Dr Neil Brown, Department of Biology and Biochemistry.
  - Support Staff Member of the Year: Mrs Zoe Graham, Department of Computer Science.
  - Peer Support Team of the Year: Mr Luke Cummins, Mr Sergios Gavriilidis and Miss Lauren Taylor, Department of Computer Science.

EQSC approved at its meeting on 18 May:

- SU proposal to allow coursework extensions of a minimum of 5 days to be approved without any requirement for evidence for 2021/22. ADL&Ts, Registry and SU to produce a final proposal on this.
- Phase 2 and 3 of Curriculum Transformation (CT) to be approved by FLTQC (CTC only to approve exemptions from 'shoulds' from the Academic Framework and/or deviations from Phase 1 plans). Approval of course level material information for the prospectus (to be published in February 2022 for UG) (Phase 2 of CT) for transformed courses starting in 2023/24 at FLTQC on:
  - ❖ **20<sup>th</sup> October** (paper deadline **6<sup>th</sup> October**) 2021: All programmes.
  - ❖ **24<sup>th</sup> November** (paper deadline **10<sup>th</sup> November**) 2021: Nat Sci programmes.
 Meetings will include 2 CTC members, the CDO, 1 Registry and 1 CLT representative. Approval of full unit descriptions (Phase 3 of CT) to take place by July 2022. Course level material information to be submitted in CT App (and exported as PDF to SharePoint) – a date will be set shortly by when all templates to be completed will be made available:
  - ❖ course description;
  - ❖ basic unit summaries (unit title, credit size, summary);

- ❖ basic course structure (unit titles, credit sizes, levels of study information);
- ❖ overall approach to assessment (high-level breakdown of assessment types);
- ❖ overall approach to delivery (high-level breakdown of delivery modes).

The Committee highlighted the importance of releasing the required templates, the parameters for shell units and the new assessment regulations as soon as possible. PGT Phase 2 & 3 is to be approved by FLTQC in March/April 2022.

- Course pages to no longer link to unit catalogue (due to CMA risk), and instead to include summary information about each compulsory unit and blocks of options.
- Proposal to be discussed with FLTQCs whereby, for the purposes of advertising to prospective students, courses with placement/study year abroad are listed as 'course name with placement' from 2023 (see first agenda item).
- There will be two student rep election periods; one in Spring for returning UG students and one in Autumn for 1<sup>st</sup> year UG and PGT.

**Chair's action approval of:**

- Special Programmes of Study / Assessment Arrangements (see Reserved business).
- Approval of retrospective change to the assessment pattern for Semester 1 unit CM50273 for 2020/21 (approved 28 April 2021).
- Approval of retrospective change to the assessment pattern for Semester 2 unit MA50250 for 2020/21 (approved 7 June 2021).

**3047 STUDENT BUSINESS**

Mr Withington reported that students had been spending more time on examinations than the duration specified on examination rubrics, which had affected adversely student mental health. Mr Withington suggested reducing the examination window down from 24 hours, e.g. to 3-4 hours. The Chair requested that Mr Withington obtain student views across the Faculty on shorter examination windows and online vs on-campus invigilated examinations. Dr Nemetz suggested triangulating InSpera data with Panopto data to establish the extent of Panopto recordings being watched on the day of associated examinations. Dr Nemetz commented that the 24 hour examination window had led to examinations becoming a learning activity, for which students were not revising in advance.

Professor Jones advocated depts being given the choice to reintroduce on-campus invigilated examinations to ensure greater academic integrity for units for which online examinations were less appropriate. Mr Maharaj highlighted a risk of perceived unfairness by students of different units being examined differently. Mr Maharaj reported that the 3 hour Maths examinations felt like they were designed for 6 hours and the 24 hour Comp Sci examinations felt like they were designed for 12 hours.

Mr Withington commented that students had appreciated open-book exams, particularly the shift in emphasis from memorising large amounts of information to applying knowledge. Dr Laughton commented that the University needed to actively consider its approach for examinations next year, and give depts the autonomy to determine what is appropriate. On-campus examinations could still be open-book (e.g. students permitted to bring in notes), and students could be permitted to stay in the examination hall for longer than the intended duration of the exam, e.g. for 3 or 4 hours, to reduce the time pressure. Professor Hejmadi reported that the CLT would be producing a report on this, which would include data on student mental health and degree outcomes.

**Mr  
Withington**

**3048 INCLUSIVE CURRICIULUM**

Dr Mattacks reported that collaboration was taking place with the Decolonising Society in Engineering. Professor Hejmadi reported that the Faculty Decolonising Science Student Society would work on an action plan over the summer to take the momentum forward, e.g. working on inclusive projects and supporting depts with related initiatives.

**3049 DEGREE OUTCOMES GROUP (DOG): SEMESTER 1 EXAM OUTCOMES**

The Committee noted the difference between the performance of bursary and non-bursary students in the Faculty in Year 1 (Paper 104). Professor Jones reported that the DOG would

monitor this next year, thereby providing more than just two data points, to identify any trends, taking into account the multiple factors involved.

**3050 ROYAL SOCIETY OF BIOLOGY (RSB) ANNUAL ACCREDITATION REPORT**

The Committee approved the annual report prior to submission to the RSB (by 22 June deadline) (Paper 105).

**3051 FEEDBACK FROM COMMITTEES**

**Education, Quality and Standards Committee (EQSC)**

The Committee noted the minutes of the meeting held on 16 March 2021 (Paper 106).

**Academic Programmes Committee (APC)**

The Committee noted the minutes of the meeting held on 26 May 2021 (Paper 108), in particular approval of:

- Withdrawal of BSc (Hons) Mathematical Sciences programmes from 2023/24 (Chair's action approval on 11 September 2020).
- Withdrawal of MSc Modern Applications of Mathematics from 2022/23 (recruitment suspended for 2021/22 but programme kept on the books for any student suspending in 2020/21) (Chair's action approval on 25 March 2021).
- The criteria to be met by AP3T PG Diploma students to be eligible for transfer from the ECTS programme (being taught out) to the new all-taught CATS MSc.

**3052 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES**

The Committee noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 21 April 2021 (Paper 109).

**Department of Computer Science:** 20 April 2021 (Paper 110).

**Department of Pharmacy and Pharmacology:** 12 May 2021 (Paper 111).

**3053 ANY OTHER BUSINESS**

There was none.