



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**
Place Microsoft Teams
Date and Time Wednesday 19 January 2022 at 14:15

Present	Professor M V Hejmadi Miss L Beaven Dr F Bisset Mrs K Campbell Mr J Dean Dr M De Vos Ms P Gabriel Dr F R Laughton Mr K Maharaj Mr G Mathlin Dr K Mattacks Mr J Ogunyemi Dr P J Rogers Professor T Rogers Dr T Shardlow Dr G Shermer Dr C M Todd Professor S Ward	Associate Dean (Education) (Chair) Centre for Learning and Teaching (CLT) Head of Learning Partnerships (for agenda item 3090) Faculty Coordinator (Student Engagement) (for agenda item 3088) Postgraduate Taught student representative (Department of Computer Science) Department of Computer Science (alternate for Dr F Nemetz) Programmes Manager (Operations) Department of Physics Undergraduate student representative (Department of Computer Science) Natural Sciences programmes Centre for Learning and Teaching (CLT) Undergraduate student representative (Natural Sciences) Department of Pharmacy and Pharmacology Department of Mathematical Sciences (for agenda item 3084) Department of Mathematical Sciences Department of Chemistry Department of Biology and Biochemistry Associate Dean (International)
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Miss M Crossman Dr F Nemetz	Students' Union (SU) Sabbatical Officer (Community) Department of Computer Science

Action

3084 THINKING AHEAD

EMPLOYER ADVISORY BOARD (EAB) UPDATE:

The Committee received a verbal update from Dr F Laughton and Professor T Rogers. The Faculty's EAB (comprising 15-20 people) has identified three priority workstreams:

- Innovation and Entrepreneurship:
Innovation and Entrepreneurship exists in pockets within departments, e.g. Chemistry, Computer Science and Biology and Biochemistry have Entrepreneurship within units, but it needs to be more deep rooted. New programmes with Innovation and Entrepreneurship in the degree title were not supported centrally. The Chair welcomed suggestions from the Committee of individuals who could take over leadership of this workstream from Professor Frost who is leaving the University in March.
- Embedding Skill Sets (Employability) and Vertically Integrated Projects (VIP):

Dr Laughton reported that an enthusiastic and engaged sub-group (4-5 people) of the EAB is taking this workstream forward. Dr Laughton welcomed suggestions from the Committee of areas of focus for the sub-group, particularly in relation to teaching. The sub-group is working to encourage students to take part in VIP, e.g. employer representatives could make some pre-recorded videos or run sessions with students, that highlight reasons to engage in VIP, e.g. skills development, enhancing CVs, for around March time to coincide with when students make their unit choices for next year. Dr Laughton explained that VIP, comprising teams of students across different disciplines and year groups, have been running at the University for a couple of years as non-credit bearing. From next year, VIP will be offered as a credit-bearing unit, and will form part of the Nat Sci programmes.

- Professional Skills Development, Equality and Diversity:

Professor Rogers reported that this workstream arose from a discussion around Widening Participation (WP) but broadened into Equality, Diversity and Inclusion (EDI) and outreach. The sub-group is about to launch an investigative piece, led by a SAMBa student, into opportunities currently available for students interested in WP, outreach and EDI, both extracurricular and within the curriculum across the Faculty, and for increased provision in this area. The sub-group will explore the feasibility of implementing student-led outreach learning activities and dissemination using different online platforms, possibly building on the VIP model, cross-Faculty and within the curriculum. The employer representatives wish to recruit graduates who are aware of EDI issues.

3085 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 8 December 2021 (Paper 31) and noted CTC approval of Nat Sci Phase 2 proposals (at its meeting on 10 December 2021) and APC approval (Chair's action on 13 January 2022, following email circulation) of change from the original Phase 1 plans. The Committee noted that there were no action points arising from the previous meeting.

3086 CHAIR'S BUSINESS

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

- Nominations are now open for the University Teaching Awards 2022; deadline for nominations is 18 February 2022. The Chair encouraged the student representatives to publicise the awards to their student communities, once exams had finished.
- Planning for Phase 3: documentation and process requirements would be circulated by Registry shortly.
- Exemptions for Semester 2 examination arrangements (deadline 17 January 2022).
- NSS 2021 and Semester 1 2021/22 Student Pulse survey and action plans for Semester 2 and 2022/23 (deadline 17 January 2022). NSS opens on 7 February.
- Degree Apprenticeships update: two working groups have been established, around funding and the forthcoming Ofsted visit.

Chair's action approval of:

- Special Programmes of Study / Assessment Arrangements (see Reserved business).
- Institute of Physics reaccreditation documentation (noted 29 November 2021) (Paper 32).
- MSc Computer Science major programme change to include a Postgraduate Certificate exit award with immediate effect (approved 15 December 2021) (Paper 33).

3087 STUDENT BUSINESS

- Students' Union Top Ten 2021/22 (Paper 34):

Dr Todd commented that Issue 2 "Tackle gaps in support through the Personal Tutor system by increasing capacity for students to meet departmental staff to discuss pastoral and non-academic issues" had workload implications for staff. The Chair explained that this issue related to a need for greater consistency in Personal Tutor support provided, both within and between departments. The Committee agreed a need to balance student expectations, and

expectations as set out in QA33, with the capacity of staff to deliver. Dr Todd highlighted the need for appropriate pastoral / non-academic issues training for Personal Tutors. Dr Mattacks reported that a new role had been created for training Personal Tutors in EDI. Dr Mathlin commented that he had attended a useful HR run course called 'Confident Conversations'.

3088 INCLUSIVE CURRICIULUM

The Committee received a verbal update from Dr Mattacks and Mrs Campbell on the decolonising science project. Mrs Campbell commented that decolonising the curriculum was a SU Top Ten issue last year, and CT was an opportunity for staff to reflect upon it and make progress. In Semester 2 last year students were invited to form a group (DecolSci) to work with departments on decolonising the curriculum; approx. 20 students joined. This year the group comprises UG, PGT and PGR students and some alumni, and is actively seeking to expand its membership. Its aims are to a) curate a library resource, and b) explore how to influence and support CT. Dr Mattacks encouraged departments to nominate a member of staff to 'buddy' with a student member(s) of the group into Phase 3 of CT (e.g. to decolonise assessment) and pre-delivery (e.g. to create space in the content for decolonisation, such as EDI themed tutorials). The group will work with other decolonising curriculum groups across the University to share good practice. Dr Rogers highlighted the need to publicise the Faculty's work in this area more widely. Dr Shermer agreed to circulate a meeting invite to a talk on 11 March, organised jointly with Chem Eng, from Professor David Smith and Professor Caroline Dessent, University of York, who have just published a paper on [decolonising the chemistry curriculum](#).

3089 DEPARTMENT FEEDBACK POLICY CHANGES

The Committee approved amendments to the Department of Chemistry's feedback policy, some of which related to online exams (Paper 35). Dr Shermer reported that the revised policy had been discussed at DLTQC, SSLC and staff meetings, and would be posted on the Moodle undergraduate hub. Dr Shermer agreed to also circulate the updated policy by email to staff and students at the beginning of Semester 2. Mr Ogunyemi suggested also reminding students of the updated policy at the start of core lectures.

The Chair requested that DoTs ensure that students are reminded at the start of Semester 2 of their department assessment marking criteria and feedback policies, e.g. through slides shown at the start of first sessions back.

3090 UNDERGRADUATE PROGRAMME ANNUAL MONITORING REPORTS 2020/21

The Committee considered the Annual Monitoring Reports 2020/21 for the following Learning Partnerships Office / Department of Computer Science programmes:

- FdSc and BSc (Hons) Applied Computing licensed to Bath College (Paper 36):

Dr Bisset reported that Applied Computing is being taught out due to decreasing recruitment.

- International Foundation Year (IFY) licensed to Bath College (Paper 37):

Dr Bisset reported that the IFY had a successful year, in light of the impact of Covid on international students. There was high progression to the University.

3091 NEW PROGRAMME PROPOSAL: MSc Data Science and Statistics (Health)

The Committee considered for Stage 2 Full Approval a proposal for a new MSc Data Science and Statistics (Health) programme, in the Department of Mathematical Sciences, for commencement from 2022/23. Dr Tony Shardlow presented this item.

Dr Shardlow explained that this programme is a new stream of the existing MSc Data Science and Statistics programme owned by the Department of Computer Science. The new programme will be hosted entirely in the Department of Mathematical Sciences, but will share all the same units as the existing MSc, except for 2 new units: a year-long 12 credit Data Science and Statistics for Health unit and a bespoke 30 credit Dissertation unit. The Dissertation unit will include supervision from Health disciplines across the University (the

Department for Health, Department of Pharmacy and Pharmacology and Department of Psychology); the partner departments will provide data for mathematicians and statisticians to analyse. The new MSc includes a 12-month placement opportunity, which comes before the Dissertation so that the placement forms part of study and to enable students to use their work experience (e.g. in biotech) to inform their Dissertation.

The Committee considered the following documentation:

- Extract of BoS and APC minutes (Paper 38A):

The Committee noted that resourcing remains under consideration. Dr De Vos stated that the Department of Computer Science is under severe resource constraint, so accepting more students on Computer Science units will have an impact in the current situation.

- QA3.1 Resource Implications (Paper 38B).
- QA3.2 Programme Specification (Paper 38C).
- QA3.3 Market Information (Paper 38D):

The Committee enquired as to whether the two MSc programmes would be competing in the same pool of placements. Dr Shardlow stated that there may be some overlap, but students on the new MSc would be strongly encouraged to find health-based placements, e.g. with large pharma and biotech companies.

New Unit Descriptions:

- Data Science and Statistics for Health (Paper 38E).
- Dissertation (Paper 38F).

The Committee agreed to recommend to CPAC for Stage 2 Full Approval the proposal for a new MSc Data Science and Statistics (Health) programme, in the Department of Mathematical Sciences, for commencement from 2022/23.

3092 UNIT/PROGRAMME CHANGES

The Committee approved unit/programme changes from the following departments for 2022/23:

Department of Computer Science:

https://cmis.sp.bath.ac.uk/SitePages/Requests_FLTQC.aspx?Dept=Computer%20Science

- MComp (Hons) Computer Science and Mathematics: to make compulsory unit XX40211 Research Project a DEU, in line with the Department's other MComp degrees. The Committee agreed that in order to graduate with an Integrated Masters, students should have demonstrated the ability to do research.
- New Final Year, Semester 1, 6 credit, optional unit Reinforcement Learning. Dr De Vos explained that currently UG students can take CM50270 Reinforcement Learning as a DoS approved unit in Semester 2, but this is quite late if they are doing a Reinforcement Learning based dissertation. So, as part of ensuring that teaching is research focussed, it makes sense to offer a Level 6 equivalent unit to UGs in Semester 1. Moreover, the PGT cohort taking CM50270 is large; providing a separate UG equivalent unit decouples the two cohorts and enables delivery to be more tailored to UG. Dr De Vos commented that while this decoupling will increase staff workload, as the unit will be delivered twice, it is mainly run as a flipped classroom for PGT which will be adjusted for UG. The Committee noted that this unit would be offered as a temporary measure until CT, after which both units would be replaced with year-long equivalents.

Department of Chemistry:

https://cmis.sp.bath.ac.uk/SitePages/Requests_FLTQC.aspx?Dept=Chemistry

- Changing Placement / SYA units from Level 6 to Level 5. Dr Shermer explained that this change brings the units in line with the rest of the Faculty, thereby ensuring consistency, which is particularly important for Nat Sci. Dr Shermer agreed to check whether this change should also apply to MChem at the next DLTQC meeting.
- CH3/40220 (3 credits) change of assessment from 100% exam (1 hour) to 100% coursework. Dr Shermer reported that the Unit Convenor considered that coursework would enable better assessment of the learning outcomes. Dr Shermer explained that the change was in response to student feedback from OUEs, i.e. that it is difficult to answer the exam questions at the level of depth (e.g. analyse and apply) required.

Department of Mathematical Sciences:

https://cmis.sp.bath.ac.uk/SitePages/Requests_FLTQC.aspx?Dept=Mathematical%20Sciences

- New Year 3, Semester 2, 6 credit, optional unit Mathematics of Planet Earth (to replace MA3/50046 Linear Control Theory). Dr Shardlow commented that with the high priority given to climate this unit is topical and is expected to appeal to students. Dr Shardlow confirmed that the unit should be at Level 6.

Secretary's note: this correction was made immediately following the meeting.

- MSc Mathematics with Data Science for Industry: 50% progression threshold from Taught Stage to Dissertation introduced. Dr Shardlow explained that this change brings the new MSc in line with how the old MSc (MAM) operated.
- Integrated PhD / MRes / MSc Statistical Applied Mathematics: movement of MA50084 from List B to List A.
- MA50250 change to prerequisites (reduction).

Natural Sciences:

- Inclusion of the new Vertically Integrated Project unit in the BSc programmes. The Committee agreed that Chair's action could be taken to approve this documentation once submitted.

3093 POSTGRADUATE PROGRAMME ANNUAL MONITORING REPORTS 2020/21

The Committee noted the Annual Monitoring Reports 2020/21 for the following Learning Partnerships Office / Department of Computer Science programmes:

- MSc Computer Science online degree (Paper 41).
- MSc Artificial Intelligence online degree (Paper 42).

3094 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 11 November (Paper 43A) and 9 December (Paper 43B) 2021.

Department of Chemistry: 7 December 2021 (Paper 44).

Learning Partnerships Office: 20 April (Paper 46A) and 23 November (Paper 46B) 2021 (Programme and Partner Management Committee minutes, Bath College).

Department of Mathematical Sciences: 17 November 2021 (Paper 47).

Department of Pharmacy and Pharmacology: 8 December 2021 (Paper 48).

Department of Physics: 4 October (Paper 49A) and 21 December (Paper 49B) 2021.

3095 ANY OTHER BUSINESS

There was none.