



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**
Place Microsoft Teams
Date and Time Wednesday 3 March 2021 at 14:15

Present	Professor M V Hejmadi Mr T Cheung Miss M Clutterbuck Miss S Fazal Professor M Jones Dr F R Laughton Mr K Maharaj Dr K Mattacks Dr F Nemetz Mrs S Paine Dr P J Rogers Dr T Shardlow Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Postgraduate Taught student representative (Department of Computer Science) Learning Partnerships Office (alternate for Dr F Bisset, Head of Learning Partnerships) Careers Service (for minute 3007) Department of Chemistry Department of Physics Undergraduate student representative (Department of Computer Science) Centre for Learning and Teaching (CLT) Department of Computer Science Programmes Manager (Operations) Department of Pharmacy and Pharmacology Department of Mathematical Sciences Department of Biology and Biochemistry Natural Sciences programmes
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Dr F Bisset Miss F Jackson Professor S Ward Mr J Withington	Head of Learning Partnerships Students' Union Sabbatical Officer (Community) Associate Dean (International) Undergraduate student representative (Department of Physics)

Action

3007 THINKING AHEAD

TRENDS IN GRADUATE EMPLOYABILITY: Saiyada Fazal, Faculty Careers Adviser (15 minute presentation, followed by 15 minute Q&A):

Miss Fazal gave a presentation on graduate employability in the context of Covid. Last year the government's focus was on global Britain, Brexit, UK R&D and UK Science. It will be interesting to see how Covid disruption affects this year's budget. There is a new OfS Chair and it seems as though the OfS' focus is on the WP and social mobility agenda as well as on how graduate outcomes/success is measured. The government is focussing on graduate success in economic terms. The post-study work visa has been reinstated but is unlikely to benefit international students given the current bottleneck of graduate talent.

•*Student recruitment survey 2020: Challenge and resilience in the year of Covid-19.* Key trends and issues in student recruitment in the recruitment season 2019/20.

•[*Covid-19: Global impacts on graduate recruitment.*](#) This report was created through a partnership between the Institute of Student Employers (ISE) and the International Network of Employers and University Careers Services (INEUCS).

•*Covid-19: The impact of the crisis on student recruitment and development.* Supported by AGCAS, this report explores the current situation for those employers who would normally be involved in recruiting entry-level staff.

Employers:

- Economic recovery is going to be slow ([ONS, Labour Market summary, 23rd February](#)). Graduate vacancies are running at just over 50% of normal rates.
- ISE members (mainly large multinationals who recruit at all levels through multiple avenues) reported in September 2020 that they planned to recruit 12% less graduates and 40% less summer interns and placement students (*Student recruitment survey 2020: Challenge and resilience in the year of Covid-19*). The ISE have not engaged much with the Government's Kickstart Scheme; it may be more relevant to SMEs and stimulating non-graduate areas of the labour market.
- ISE shift to in-house direct student engagement activities (rather than going through universities) is creating an uneven playing field for SMEs.
- Grad Schemes represent between 8-10% of the Graduate Job Market ([High Fliers, The Graduate Job Market in 2021](#)).
- The impact on SMEs is unclear. We need to encourage our students to engage with SMEs who are vital to delivering our placements and who need universities to act as a conduit, while ensuring we do not lose links with large employers.
- FE White Paper ([Skills for Jobs](#) - response to the Auger Review). The Government questions the value of university education in terms of graduate level employment, and has started to promote apprenticeships within FE (which may be of most interest to ISE).

How do we convince employers that Bath is the right institution to target, bearing in mind that social mobility and WP are high on policy makers' and employers' (especially ISE) agendas? How do we ensure that students who are unable to secure a placement due to Covid disruption get an equal employability experience?

ISE members plan to recruit 40% less interns and placement students.

[Employability within the University of St Andrews Experience](#). The University of St Andrews has mapped out the student employability journey and is beginning to recognise equally the value of extra co-curricular activities in terms of developing employability skills and assets, with a strong emphasis on volunteering, as well enterprise and entrepreneurial activities.

"Extracted Employability":

- Captured in the [King's College London KASE approach](#). King's College promote summer internships (rather than placements) and have used a QAA approach to make employability skills explicit in unit descriptions and to develop the KASE framework: Knowledge, Attributes, Skills and Experience.
- Employers in the UK are degree agnostic.
- Make obvious the employability value of what is being taught.
- Supported with creation of relevant language of employability.

Mismatch between needs and wants re. graduate attributes:

Academics:

1. Communication
2. Critical thinking
3. Problem solving
4. Resilience
5. Adaptability

Employers:

1. Resilience
2. Emotional intelligence
3. Digital skills
4. Data handling / data analyses

5. Commercial awareness

- How do we prepare students (e.g. with transferable / soft / life skills) for a world in which specific knowledge quickly becomes redundant?
- How do we 'teach' lifelong learning?
- How do we prepare students for a range of possible careers?

Graduate Outcomes data is available on the University wiki:

<https://wiki.bath.ac.uk/display/dlhe/home>

The PGT student representative highlighted the importance of ensuring that non-Science students are provided with essential skills training (e.g. digital programming, project management, apps development, coding). Miss Fazal reported that Johns Hopkins University has endeavoured to embed digital skills across all their units.

The Committee agreed the need to involve alumni more. The Chair flagged that the Faculty Employer Advisory Board is primarily comprised of alumni and advises on curriculum and planning.

3008 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 20 January 2021 (Paper 63).

3009 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 64) which reported the following:

M2992 THINKING AHEAD - DECOLONISING THE CURRICULUM:

The Committee noted that inclusive curriculum had been added as a standing FLTQC agenda item and that the Chair had drafted a paper (to be considered under agenda item 5) on what the Committee would aim to achieve (i.e. what the impact would be) in considering decolonising the curriculum, how and within what timeframe.

3010 CHAIR'S BUSINESS

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

- NSS 2021 opened on 8 February and will close on 30 April.
- Responsibility for producing accessible materials for teaching and exams: minimum requirements.

The Chair reported that Dr Chris Bonfield, Acting Director of CLT, had assured that communications would be going out to Departments soon clarifying the matter.

The Committee agreed that Caption Ed in Panopto, required for accessibility purposes, rarely translates accurately and can therefore be misleading, distracting and offensive to students. Similarly, Urkund is not fit-for-purpose for Science, e.g. for mathematical notation and chemical symbols, and does not always detect sections in students' work that have been cut and paste from unattributed sources, especially if the material has come from behind a paywall. The CDO agreed to raise these matters with CLT and to report back. The Committee requested that the CDO find out whether, until the problems with Caption Ed are remedied, Science can be permitted to switch off Caption Ed.

Chair's action approval of:

- Special Programmes of Study / Assessment Arrangements (see Reserved business).
- Approval of change to MSc Computer Science Degree Apprenticeship for 2020/21: Withdrawal of Semester 2 optional units CM50284, CM50285 and CM50287 and addition of new Semester 2 optional units CM50353 Functional Programming and CM50354 Entrepreneurship (approved 27 January 2021).

CDO

3011 INCLUSIVE CURRICIULUM

The Committee considered this standing agenda item and Chair's paper on what FLTQC will aim to achieve (i.e. what the impact will be) in considering decolonising the curriculum, how and within what timeframe (Paper 65).

A Student Council workshop was held on decolonising the curriculum. CLT have produced questions for tutors on how to decolonise the curriculum (particularly with regard to BAME students) and have identified good practice. The Chair encouraged DoTs to share Paper 65 with their DLTQCs.

3012 UNIT/PROGRAMME CHANGES

The Committee confirmed the Faculty list of structural changes for 2021/22 (Paper 67) and approved the unit/programme changes from the following Departments for 2021/22:

Department of Biology and Biochemistry

https://cmis.sp.bath.ac.uk/SitePages/Requests_FLTQC.aspx?Dept=Biology%20and%20Biochemistry

- Reinstatement of BB40124 as a final year option for BSc (Hons) Biology and BSc (Hons) Biomedical Sciences (with and without placement).

Department of Chemistry

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

- Reinstatement of CH30159 as a final year option in the BSc programmes.

Department of Computer Science

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

- MComp amended Programme Specification (for 2020/21) (Paper 68):
Dr Nemetz explained that the proposal is to allow students to transfer from MComp Year 4 (placement) to BSc with placement, whereby the placement becomes their last year of study, and to impose a deadline by which students are required to make this decision should they wish to graduate that same year.
- CM10227 to no longer be a DEU (but remain as compulsory) or have a qualifying mark of 40% for each assessment component.
- Withdrawal of optional unit CM30229.
- Withdrawal of CM50230.
- Replacement of compulsory unit CM50230 with EE50238 in MSc Machine Learning and Autonomous Systems (with and without placement).
- Addition of CM50258 as an optional unit to MSc Human Computer Interaction (with and without placement) and EngD Digital Entertainment.

Natural Sciences

<https://cmis.sp.bath.ac.uk/SitePages/Requests.aspx?Dept=Natural%20Sciences>

- XX20109 Placement unit: registration of students (not in Faculty list):

The Committee agreed to discuss this outside the meeting.

Secretary's note: Following the meeting it was agreed to suspend XX20109 for 2021/22, with Nat Sci students registering instead directly onto the relevant Department coded placement unit. This would aid Department communications with students, management of placement visits and assessment, thereby safeguarding quality of student support overall. It was agreed that to improve cohort identity separate placement preparatory and poster sessions could be held for Natural Sciences students. It was also agreed that BB, CH and PH would review their placement units with a view to increasing consistency in FHEQ level (CH BSc unit) and assessment. However, it was acknowledged that, similar to the Final Year Project, while broadly similar and equivalent, differences may exist between Departments suitable to the discipline. The Chair agreed that the proposed minor changes to XX20109 would be approved for 2022/23 in case the Committee agrees to later reintroduce the unit.

- New zero credit weighted Year 2 skills unit (non DEU, non lab):

Dr White explained that the unit would provide students with the opportunity to practice report writing and statistics (supported by MASH). The Committee raised concern that this unit would generate additional student and staff workload (for Personal Tutors of Nat Sci students who are based in Departments in terms of marking the report in particular). Professor Jones

highlighted, for example, that while the new zero credit weighted unit included a 50% weighted report, Chemistry & Nat Sci students are already required to complete a report as part of their labs. Furthermore, Nat Sci students are already invited to Chemistry skills sessions. Professor Jones also flagged that Year 2 is already an intense year due to students having to apply for placements so additional workload should be kept to a minimum. Dr White explained that the unit would require approx. 20 hours of student work and added that students would not be required to undertake the unit. Dr White confirmed that the SSLC had been in support of the new unit. Dr Laughton commented that skills sessions could be timetabled without the need for a specific skills unit. Dr White explained that the new unit would require 4 hours of timetabled slots across the year (which could be requested to be timetabled out of core hours, i.e. 9am-5pm, so as not to adversely affect timetabling for other Departments). Dr White explained that the new Year 2 unit aligns with, and builds upon, the zero credit weighted Year 2 skills unit (DEU, lab-based).

- Move XX30172 from Semester 2 to Semester 1.

Department of Physics

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

- Reinstatement of PH30089 as a penultimate year option for MPhys (Hons) Physics and MPhys (Hons) Physics with Astrophysics.
- Move PH30108 from compulsory to optional in the Final Year of BSc (Hons) Physics with Astrophysics.

3013 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Chemistry: 12 January 2021 (Paper 71).

Department of Computer Science: 26 January 2021 (Paper 72).

Natural Sciences: 17 February 2021 (Paper 73).

Department of Pharmacy and Pharmacology: 17 February 2021 (Paper 74).

Department of Physics: 26 January 2021 (Paper 75).

3014 ANY OTHER BUSINESS

There was none.



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3015 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous FLTQC meeting held on 20 January 2021 (Paper 63).

**3016 MATTERS ARISING
M3002 ANY OTHER BUSINESS**

The UG student representative requested an update on student complaints that some exams seemed as if they had been designed to be completed in a longer timeframe than stipulated. The Chair reported that Departments are aware of this matter, i.e. ensuring that the exam questions are appropriate for the expected exam length, and that this would be addressed in communications to students for Semester 2.
The UG student representative added that some exams contained lengthy reading material at the start. The Chair requested that this matter be raised in the first instance at the relevant SSLC.

3017 NEW PROGRAMME PROPOSAL:

BSc / MPhys (Hons) Physics with Theoretical Physics

Dr F Laughton presented this item. Dr Laughton explained that this was a new suite of courses to be introduced from 2022, ahead of now delayed CT. The Committee noted that, consequently, possibly just a single cohort would go through on this version of the courses, after which they would be transformed alongside the existing Physics portfolio. For that reason, the Dept has tried to balance keeping the courses broadly similar to what is currently offered, with ensuring that sufficient new specialist units (e.g. maths for physicists / more applied maths) are offered to make the new courses attractive to applicants. The new units are part way along the line to what the Dept expects to introduce through CT and will be offered as optional units on the Physics and Physics with Astrophysics programmes, and may also be made available to Maths and Natural Sciences students.

Year 1 of the new programmes is identical to that of the Physics and Physics with Astrophysics programmes. In Year 2 there is a small amount of difference; there will be a different lab course (Theoretical Physics students will do less experimental labs). Dr Laughton confirmed that the proportion of labs is not an issue for accreditation and is not dissimilar to equivalent provision in other institutions.

The Committee considered the following documentation:

New courses in Physics with Theoretical Physics rationale (Paper 66A).

BSc (Hons) Physics with Theoretical Physics Programme Specification and Description (Paper 66B).

MPhys (Hons) Physics with Theoretical Physics Programme Specification and Description (Paper 66C).

Dr Laughton explained that there is not a significant difference in the Programme Learning Outcomes of the new courses and the Physics courses because the Physics students could choose to take the same units. The new courses differ from the Physics courses to the same extent as the Physics courses differ from the Physics with Astrophysics programmes. In accordance with QA3 2.2 at least 25% of the credits are covered by Theoretical Physics.

New Unit Descriptions:

PH2 Experimental physics, scientific computing and theory skills (Paper 66D).

PH2 Techniques for theoretical physics (Paper 66E).

PH3 Advanced classical mechanics (Paper 66F).

PH3 Symmetry and topology (Paper 66G).

PH4 Phase transitions & critical phenomena (Paper 66H).

PH4 Advanced general relativity (Paper 66I).

PH4 Cosmology (Paper 66J).

The Committee agreed to recommend to CPAC for Stage Two Full Approval the proposal for new BSc / MPhys (Hons) Physics with Theoretical Physics degrees, in the Department of Physics, for commencement from 2022/23. Dr Laughton acknowledged the need to appoint an External Reviewer in time for their report to be submitted to CPAC for 12 May 2021.

**Dr
Laughton**

3018 MSc COMPUTER SCIENCE (ONLINE) ANNUAL REPORT 2019/20

The Committee noted the Annual Report 2019/20 for the MSc Computer Science (online) programme (Paper 69).

3019 ANY OTHER BUSINESS

- Semester 1 result release:

Dr Shardlow reported that some students had found the staggered release of S1 unit marks over a period of 1 week (from 18-25 February) stressful (the two week window this year was to accommodate the additional flexibility given for coursework extensions: SoM and H&SS experienced delays due to large volumes of coursework in S1). Dr Shardlow explained that in Maths some unit results were released after others because of scaling.

The Committee agreed that the intention was for Depts to release unit results in bulk by cohort. It was acknowledged, however, that where there is scaling, it can be difficult for Depts to predict how long scaling decision-making and processing will take. This can make it difficult for Depts to be able to manage student expectations by communicating to students a date upon which (and ideally a time by which) all results will be released. The Committee agreed that 18 February was too early and, in a number of Depts, had resulted in errors being identified after results had been released in a hurry; 2-3 more working days would be helpful. The Committee also noted that when downloading mark sheets from SAMIS to enter marks some students had not been included on the SAMIS generated list.

- Assessment offences:

Dr Shardlow reported that Maths had seen an increase in plagiarism and collusion (involving larger groups of students, e.g. taking it in turns to sit the exam, across a larger number of units) in online exams this semester, despite restricting the exam length to 3 hours. The Chair reported that analysis of Semester 1 offences data (only when certainty can be placed in the data set being complete), including comparison with last year's Semester 2, would be considered at a future meeting. Dr Mattacks reported that the CLT had produced 'quick wins' guidance on how to mitigate, through course design, against the risk of assessment offences. The Chair suggested that the CLT run a Faculty-wide workshop on this.

- Teaching Hub webpages:

Dr Todd reported problems with access to the homepage following log-in, and ability to search Teaching Hub webpages from the University webpage. Dr Todd added that it is possible to find Teaching Hub webpages, through a search, that are not linked to from any of the menus at the top of the page. The CDO agreed to take these matters back to the CLT to be addressed.

CDO