



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place 1 West, Room 3.30  
Date and Time Wednesday 23 October 2019 at 14:15

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

#### Action

The Chair thanked Dr A Hayes for all his work as Associate Dean L&T over the past 6 years and welcomed new FLTQC member Dr T Shardlow and, in their absence, new Faculty UG student representatives Ms Amelia Steane, MSci (Hons) Mathematics and Physics (Year 4), and Mr Christopher Lai, MPharm (Hons) Pharmacy (Year 3).

#### 2870 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 3 June 2019 (Paper 1).

#### 2871 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 2) which reported the following:

##### M2851 MATTERS ARISING

##### UNIT/PROGRAMME CHANGES

The Committee noted that a) Registry had confirmed that a named MPhil was not viable and b) Registry and the Head of Student Immigration had confirmed the wording to address the issue of Tier 4 students and placements / internships. The Programme Specification and Description changes had therefore been inputted into CMIS.

##### M2852 CHAIR'S BUSINESS

##### Directors of Studies' (DoS') business:

The Committee noted that in response to the concerns raised by the Committee regarding the need for a broader database of scribes to be held centrally and student expectations to be better managed, the Director of Student Services had advised that the 2018/19 Semester 2 examination period saw an unusually high number of Natural Sciences and Chemistry students with temporary injuries. The University contracts out to an external

company, Randstad, the employment and organisation of scribes which experienced problems in meeting demand over this period. Student Services appreciate the efforts of departmental colleagues towards ensuring these exams were covered.

The primary focus for the Disability Service is to ensure that examination arrangements for students with permanent disabilities are in place. Temporary arrangements are not part of the core remit of the Service, however, it is recognised that the Service is probably better equipped than most to be able to assist Departments to meet the needs of these students. There exists a central database of scribes across the University and the Disability Service works with Departments throughout the year to recruit as many scribes, with specific subject knowledge, as possible in advance of examination periods, but it is hard to predict where additional scribes are going to be required to cover examinations for those with temporary needs. The Disability Service is reviewing its procedures with a view to improving how it can better support Departments across the University to minimise the impact as much as possible over the coming year.

By their very nature, temporary injuries sometimes result in last minute requests for adjustments and these cannot always be met. Although not ideal, the IMC process is a legitimate and helpful route for students and Departments to address the impact on assessment of temporary injuries during examination periods.

Disability Service Manager, Joel Staley, is happy to attend a future FLTQC meeting to discuss the matter further if this would be helpful.

## 2872 CHAIR'S BUSINESS

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

- SU Top Ten 2019/20:
  1. Commit to building a floodlit 3G pitch with students as priority users by the start of the 2021/22 academic year.
  2. Ensure there is an effective, reliable and affordable bus service for students.
  3. Prioritise urgently the continuation and development of the #NeverOK work.
  4. Improve policies and procedures around the pastoral aspects of personal tutoring.
  5. Ensure that students are not financially disadvantaged by the University's business travel provider.
  6. Create a culture where students feel confident to raise supervisory issues.
  7. Improve transparency and monitoring of complaints and disciplinary process and procedures to ensure effective support for students involved.
  8. Take steps to address student loneliness.
  9. Involve students effectively and early in key decision making.
  10. Commit to radical action in its university strategy to combat the climate crisis.
- Congratulations to Dr Jane White on her award of National Teaching Fellowship and Professor Matthew Jones on his professorship.
- Proposed early release of Semester 1 results from 20-27 February, with the expectation that most results are available at the start of this period. 20 February is three days later than 2018/19 but a week earlier than 2017/18. The Committee sought clarification as to when the release date(s) would be finalised.
- Switch from Turnitin to a Scandinavian originality checking service, Urkund, as part of the Moodle upgrade over the summer (submissions still made through Moodle, and originality score and report still provided). To ensure retention of coverage of previous student work that was submitted to Turnitin, the last 5 years of student work have been submitted to Urkund as part of the transition.
- Academic Integrity Training and Test (AITT) will remain for 2019/20, although new training materials have been provided. It is anticipated that a revised test will be launched for the 2020/21 academic year.
- Attendance monitoring 2019/20: All UG Tier 4 students will be required to register their attendance at the start of all timetabled teaching events via an 'Attendance Monitoring Check-in' app on their mobile phone, or by scanning the QR code in the teaching space.

**Head of  
Registry  
Services**

Only 1 timetabled event per week will be randomly selected by the Student Immigration Service as the 'key event' for monitoring purposes.

- Academic staff are encouraged to engage in Teaching Development Fund bids.
- New Vice President Student Experience (0.6 FTE): Dr Cassie Wilson.
- The Placements Information Management System (PIMS) has been launched to students starting placements in 2019/20, with further versions rolled out throughout the year. The SAMIS-based system brings together data from all four Faculties/School and the International Mobility Office (IMO), to efficiently identify the location of all UG students, in the UK and overseas, during their placement and/or study year abroad. Along with the requisite information (location, contact details, role, employer details, time frame, salary etc) the system facilitates Tier 4 monitoring requirements and fees/funding information for HESA reporting.

The system will periodically monitor students' wellbeing. This enables the Faculty/School placement teams and IMO to monitor and record students' responses to questions such as 'Do you have any issues outside of work?' 'Do you need any additional support from the University?' and take steps to contact the student (over and above the usual communications processes in place).

Future versions will record data for PGT students relating to placements, projects and study exchange experiences.

Currently, as PIMS moves through the development stages, the placement and IMO teams have access to PIMS and will use this to create reports for Placement Tutors and Unit Convenors.

For further information contact Placements Manager Louise Oliver.

- Departments are encouraged to use the Library Scanning Service (e.g. for PDFs for Moodle) to ensure compliance with CLA requirements and new web accessibility guidelines effective from September 2019 (linked to from Moodle).
- Continued streamlined approach to QA activity for 2019/20 (Paper 3).

#### **Chair's actions:**

- Approval of Special Programmes of Study / Assessment Arrangements (see Reserved business).
- Approval (on 24 June 2019) of amendments to the MSc Computer Science online Programme Specification 2019/20 (Paper 4).
- Approval (on 3 September 2019) of amendments to the MSc Computer Science Degree Apprenticeship delivery schedule (Paper 5A), and programme regulations (Paper 5B), for 2019/20.
- Approval (on 25 September 2019) of a major programme change to MSc Drug Discovery: Exemption from NFAAR-PGT to be requested from ULTQC from 2019/20, to permit a maximum retrieval of failure of no more than 24 ECTS credits in the taught phase of the programme, where the failure includes an 18 credit unit. This was approved under ULTQC Chair's action on 27 September 2019 (Paper 6).

### **2873 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES**

The Committee noted the minutes of the meeting held on:

**Department of Pharmacy and Pharmacology:** 17 July 2019 (Paper 20).

### **2874 ANY OTHER BUSINESS**

There was none.



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place 1 West, Room 3.30  
Date and Time Wednesday 23 October 2019 at 14:15

Present	Professor M V Hejmadi Mr N Haddington	Associate Dean (Learning and Teaching) (Chair) Department of Pharmacy and Pharmacology (for minute 2880)
	Dr A Hayes Professor M Jones Dr F R Laughton Dr P J Rogers Dr T Shardlow Dr C M Todd Dr J White	Department of Computer Science Department of Chemistry Department of Physics Department of Pharmacy and Pharmacology Department of Mathematical Sciences Department of Biology and Biochemistry Natural Sciences programmes
In attendance	Mrs M L Hallett Mrs S Paine	Faculty Assistant Registrar (Secretary) Programmes Manager (Operations)
Apologies	Dr F Bisset Mr C Lai  Ms A Steane	Head of Learning Partnerships Undergraduate Representative (Department of Pharmacy and Pharmacology)  Undergraduate Representative (Department of Physics)

**Action**

**2875 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous FLTQC meeting held on 3 June 2019 (Paper 1).

**2876 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 2) which reported the following:

**M2858 NEW PROGRAMME PROPOSAL: BSc and MSci (Hons) Pharmaceutical Sciences and Drug Development for 2020/21**

The Committee noted that all action points raised by the Committee at its last meeting had been addressed and approved under Chair's action. The new programmes had been approved by CPAC on 17 July 2019 and by Senate under vacation powers.

**M2860 COMMUNICATING SCALING DECISIONS TO STUDENTS**

The Committee noted that its feedback on the proposed mechanism, for implementation from Semester 1 2019/20, for communicating to students the action taken by BEUs as a result of scaling had been forwarded to the Head of Registry Services and that an updated proposal, approved by ULTQC on 24 September 2019, would be considered by the Committee under agenda item 6.

**2877 CURRICULUM TRANSFORMATION SCHEDULE 2019/20**

The Committee noted the Curriculum Transformation Committee (CTC) deadline for:

- UG programmes of 11 March 2020 (for which Phase 2/3 documentation would be submitted to December 2019, January or February 2020 FLTQC meetings).
- PGT programmes of 29 May 2020 (for which Phase 2/3 documentation would be submitted to March or April 2020 FLTQC meetings). The Committee noted that an earlier deadline would be set for new programmes.

There followed a discussion.

#### **2878 NATIONAL STUDENT SURVEY 2019**

The Committee considered NSS 2019 (2018/19) headline results (Paper 9A) and NSS 2019 results by Department (Paper 9B).

The Committee noted that HoDs had been asked to submit Department action plans for 2019/20 to the Dean by 31 October (informed by collated responses of 'what worked well' circulated following Faculty Executive on 10 September), with student feedback added by 15 November.

The Committee agreed to review 2019/20 NSS action plans at its next meeting to enable sharing of good practice.

The Committee noted that the University did not participate in UKES 2019 due to low response rate, and to avoid survey fatigue.

The Committee noted that there are no PTES 2019 results because the University participated in the OfS pilot survey instead over the summer; 12% of students responded and results should be available at the end of the month. PTES 2020 will run in the spring, but not PRES which will be biennial.

**Secretary**

#### **2879 COMMUNICATING SCALING DECISIONS TO STUDENTS**

The Committee considered the ULTQC approved (on 24 September 2019) mechanism, for implementation from Semester 1 2019/20, for communicating to students the action taken by Boards of Examiners for Units (BEU) as a result of scaling (Paper 10).

#### **2880 GENERAL PHARMACEUTICAL COUNCIL (GPhC) REACCREDITATION**

Mr N Haddington presented this item. Mr Haddington explained that within the AP3T suite of programmes, one unit 'Independent Prescribing' is accredited by the GPhC. The Independent Prescribing unit allows pharmacists to annotate their registration with the GPhC as an Independent Prescriber.

The deadline for submission to the GPhC is 27 November 2019 in time for a reaccreditation meeting with the GPhC in London on 8 February 2020.

Mr Haddington explained that the GPhC had changed the Learning Outcomes (LOs) from 16 to 32 and its Standards for Course Providers. Part 1 of the submission document focusses on how each LO is taught and assessed and Part 2 focusses on how quality indicators are demonstrated. Mr Haddington reported that the current Independent Prescribing unit has 16 LOs which will be rationalised to map to the GPhC's new 32 LOs.

The Committee enquired as to why much of the document was written in the future, as opposed to present, tense. Mr Haddington explained that this was because the course was being aligned to the new LOs and Standards for the June 2020 intake. In addition, the course now involves non-medics (DPPs) providing supervision and the DPP competency framework has not yet been published.

The Committee enquired as to whether the Department was confident the Independent Prescribing unit content had been reduced sufficiently to accord appropriately with its reduced credit size (i.e. 36 to 30 credits). Mr Haddington explained that the reduction had been informed by input from the External Examiners, and would be reviewed after the first cohort.

The Committee suggested that the commentary under Standards 1 and 2 could include more information on admissions / access, e.g. analysis of the proportion of applicants from diverse backgrounds compared to the proportion accepted. Mr

Haddington commented that the Department rejects few applications and is confident no aspects of bias are attributed to that process. Mr Haddington reported that appropriate adjustments are made for disabled students, and the Primary Care course delivered in Pall Mall recruits a more diverse cohort than the equivalent in Bath. Mr Haddington added that the Department recently revised its marketing materials to ensure inclusion of more representative images, e.g. covering a wider range of ethnic backgrounds.

The Committee approved the GPhC reaccreditation submission (without appendices) for the Independent Prescribing course (Paper 11), for consideration by CPAC under Chair's action, subject to amendment of the wording on p37 regarding the University's Annual Monitoring Report requirements.

**Programmes  
Manager  
(Operations)  
& DoS**

**2881 STUDENT EXCHANGE RENEWAL**

The Committee approved renewal of the student exchange arrangement between the Department of Chemistry and Jaume I University, Spain (Paper 11A).

**2882 2018/19 ERRORS IN EXAMINATION PAPERS REPORT**

The Committee noted the 2018/19 Semester 2 and Supplementary errors in exam papers reports (Paper 12A) and update from The SU on errors in exam papers (Paper 12B).

**2883 BRITISH COMPUTER SOCIETY (BCS) ACCREDITATION**

The Committee noted the BCS accreditation report for Computer Science undergraduate and postgraduate taught programmes (Paper 13A) and the Department's response (Paper 13B).

**2884 ROYAL SOCIETY OF BIOLOGY (RSB) ACCREDITATION REPORT**

The Committee noted the RSB accreditation report for Biology and Biochemistry undergraduate programmes, which includes the Department's response (Paper 14).

**2885 PERSONAL TUTORING: SENIOR TUTOR ROLE REVIEW AND ANNUAL REPORT 2018/19**

The Committee noted the update on personal tutoring during 2018/19 and a proposed role description for Senior Tutors to apply from 2019/20 (Paper 15).

**2886 QA CODE OF PRACTICE CHANGES 2019-20**

The Committee noted changes to the QA Code of Practice, effective from 1 August 2019 (Paper 16).

**2887 FEEDBACK FROM COMMITTEES**

**Academic Programmes Committee (APC)**

The Committee noted the minutes of the meetings held on 29 May 2019 (Paper 17A) and 18 July 2019 (Paper 17B).

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

The Committee noted the minutes of the meeting held on 15 May 2019 (Paper 18).

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

The Committee noted the minutes of the meetings held on 21 May 2019 (Paper 19A) and 16 July 2019 (Paper 19B).

**2888 ANY OTHER BUSINESS**

There was none.