



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**
Place 1 West 3.30
Date and Time Wednesday 4 March 2020 at 14:15

Present	Professor M V Hejmadi	Associate Dean (Learning and Teaching) (Chair)
	Dr K Angus-Cole	Curriculum Development Officer
	Dr A Hayes	Department of Computer Science
	Professor M Jones	Department of Chemistry
	Dr F R Laughton	Department of Physics
	Mr C Okayo	Postgraduate Taught Representative (Department of Biology and Biochemistry)
	Mrs S Paine	Programmes Manager (Operations)
	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 K Campbell	Faculty Coordinator (Learning and Teaching) (Observer)
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

2926 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 22 January 2020 (Paper 85).

2927 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 86) which reported the following:

M2912 CHAIR'S BUSINESS

The Committee noted that the PVC L&T had emailed HoDs requesting that Depts review their degree outcomes data and complete a short questionnaire, by 16 March, to provide observations on what factors might be influencing outcomes. The Dept responses will be considered by the Degree Outcomes Group at its next meeting to inform the University's 2019/20 Degree Outcomes Statement. The Statement will set out the University's degree classification profile and the findings of its institutional review, and will be published on the University's website during 2019/20, as required by the UK Standing Committee for Quality Assessment.

2928 CHAIR'S BUSINESS

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

Chair's actions:

- Approval of retrospective minor change to the assessment pattern for Semester 1 unit BB20020 for 2019/20 (approved 3 February 2020).
- Approval of retrospective minor change to the assessment pattern for Semester 1 unit CM50278 for 2019/20 (approved 4 February 2020).
- Approval of addition of optional units CH30236 / CH40236 to penultimate / final years of BSc and MChem Chemistry for Drug Discovery for 2020/21 (approved 4 February 2020).

2929 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 4 February 2020 (Paper 98).

Department of Chemistry: 21 January 2020 (Paper 99).

Department of Computer Science: 14 January 2020 (Paper 100).

Natural Sciences: 12 February 2020 (Paper 101).

Department of Pharmacy and Pharmacology: 8 January 2020 (Paper 102).

2930 ANY OTHER BUSINESS

There was none.



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**
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Present	Professor M V Hejmadi Dr K Angus-Cole Dr K Cherednichenko Dr A Hayes Professor M Jones Dr F R Loughton Mr C Okayo Mrs S Paine Dr P J Rogers Dr T Shardlow Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Curriculum Development Officer Department of Mathematical Sciences (for agenda item 2933) Department of Computer Science Department of Chemistry Department of Physics Postgraduate Taught Representative (Department of Biology and Biochemistry) 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 Mrs K Campbell	Faculty Assistant Registrar (Secretary) Faculty Coordinator (Learning and Teaching) (Observer)
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

2931 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the previous FLTQC meeting held on 22 January 2020 (Paper 85).

2932 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 86) which reported the following:

M2919 CURRICULUM TRANSFORMATION: PHASE 2/3

Department of Chemistry

- Course level information and Course Description (in CT App):

The Committee noted that correction of the MChem Chemistry for Drug Discovery title, and of 'Science' in the Intended Award Title for the MSci, was still required.

- Course Intended Learning Outcomes (in CT App):

The Committee noted that the Department was yet to add another MChem Learning Outcome specifically in relation to the difference between the MChem and BSc taught component.

Secretary's note: Following the meeting, the Department adapted one of the MChem Learning Outcomes to emphasise the difference between the MChem and BSc taught component.

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The Committee noted that the following documentation was yet to be submitted for approval by Dr Laughton and under Chair's action:

- Confirmed BSc and MSci (Hons) Chemistry with Management structure.
- Mapping of Course Intended Learning Outcomes to Units in CT App.

Secretary's note: Mapping was completed following the meeting, except for Management units which will be undertaken as soon as the unit ILOs are known.

- Completion of the 'Feedback and Oversight' section in the CT App.
- Update on RSC accreditation.

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2933 **NEW PROGRAMME PROPOSAL**

MSc MATHEMATICS WITH DATA SCIENCE FOR INDUSTRY for 2021/22

There was a discussion.

The Committee considered the following Phase 2/3 documentation, with reference to the latest (Senate 5 February) version of the Academic Framework (Paper 84D):

- QA3.1 Resource Implications (to note) (Paper 84A).
- QA3.3 Market Information (to note) (Paper 84B).
- Extracts of University Executive Board, Board of Studies and Academic Programmes Committee minutes (Paper 84C).
- Rationale for course design (in CT SharePoint).
- Proposed course structure (in CT SharePoint).
- Unit Descriptions (in CT SharePoint).
- Course level information and description (in CT SharePoint).
- Course Intended Learning Outcomes mapped to units (in CT SharePoint).

The Committee requested that the following documentation be submitted for approval by Dr Hayes and under Chair's action:

- Completion of the 'Feedback and Oversight' section in the CT App.

The Committee agreed to recommend to CTC for Stage Two Full Approval the proposal for the new MSc Mathematics with Data Science for Industry degree, in the Department of Mathematical Sciences, for commencement from 2021/22, subject to the action points above being addressed for approval under Chair's action.

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2934 **CURRICULUM TRANSFORMATION: PHASE 2/3**

Department of Mathematical Sciences

Dr T Shardlow presented this item, and Dr A Hayes scrutinised.

The Committee considered the following Phase 2/3 documentation, with reference to the latest (Senate 5 February) version of the Academic Framework (Paper 84D) for:

- BSc (Hons) Mathematics (with Year Long Work Placement and SYA)
- BSc (Hons) Mathematics and Statistics (with Year Long Work Placement and SYA)
- BSc (Hons) Mathematics, Statistics and Data Science (with Year Long Work Placement and SYA)
- MMath (Hons) Mathematics (with Year Long Work Placement and SYA):

- Rationale for course design (in CT SharePoint):

Dr Hayes commented that the rationale focused almost entirely on Year 1. Dr Shardlow explained that this was not the intention and agreed to review the rationale to make it more balanced.

Dr Hayes enquired as to the rationale for including 'shell' units. Dr Shardlow explained that the Dept considered that it was more appropriate for students to pass some elements on average; sub-units from outside the Department had not been included in the 'shell' units. The Committee requested provision of greater explanation of the need for 'shell' units in the course rationale.

- Proposed course structures (in CT SharePoint):

The Committee noted that in Year 3 students would complete 1 Maths ('shell') unit per semester.

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- Unit Descriptions (in CT SharePoint):

Dr Hayes flagged that no units had learning outcomes. The Committee requested that this be addressed, including for all 'shell' units. The Committee also requested specification of the assessment of 'shell' units.

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The Committee noted that the current templates / CT App did not require the provision of content of sub-units within 'shell' units. The Committee was unclear how Timetabling would know how many students would be undertaking each sub-unit. The Committee agreed that the Unit Description template needed to be adapted to accommodate 'shell' units. Dr Angus-Cole, Curriculum Development Officer (CDO), agreed to flag this issue to CLT / CT App developers. The Committee noted that 'shell' units should not be used as a mechanism to bypass aspects of the Academic Framework but also that the Academic Framework included no mention of 'shell' units. The Committee noted that Chemistry, Maths and Physics currently plan to use 'shell' units. Given the model adopted by Maths, Dr Todd commented that B&B might now also consider the use of 'shell' units.

CDO

- Course level information and description (in CT SharePoint):

Dr Hayes enquired as to whether Royal Statistical Society (RSS) and Institute of Mathematics and its Applications (IMA) requirements should be mapped to unit and/or programme learning outcomes. Dr Shardlow explained that such mapping had not been completed since RSS accreditation requirements are expected to change soon and IMA accreditation is light touch.

- Course Intended Learning Outcomes (ILOs) mapped to units (in CT SharePoint):

Dr Hayes highlighted that not all ILOs were met by a unit. Dr Shardlow agreed to review this.

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The Committee requested that the actions above be addressed and the following documentation submitted for approval by Dr Hayes and under Chair's action:

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- Completion of the 'Feedback and Oversight' section in the CT App.

2935 CURRICULUM TRANSFORMATION: PHASE 2/3

Department of Biology and Biochemistry

Dr C Todd presented this item and Dr P Rogers scrutinised.

The Committee considered the following Phase 2/3 documentation, with reference to the latest (Senate 5 February) version of the Academic Framework (Paper 84D) for:

- BSc and MBiochem (Hons) Biochemistry (with Professional Placement)
- BSc and MBiol (Hons) Biology (with Professional Placement)
- BSc and MBiomed (Hons) Biomedical Sciences (with Professional Placement)

- Rationale for course design:

The Committee requested that the 'transformation highlights' section be reworked.

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- Proposed course structures (in CT SharePoint):

The Committee noted that the course structures were not the latest version and that the Dept may now consider including 'shell' units. Dr Rogers noted, in particular, the Dept's plan to have 6 x 20 CATS units in Years 1 and 2.

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- Unit Descriptions:

The Committee noted that these were yet to be completed.

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- Course level information and description:

The Committee noted that these were yet to be completed.

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- Course Intended Learning Outcomes mapped to units (in CT SharePoint):

The Committee noted that the mapping needed to be updated, to correlate with the finalised course structure.

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The Committee requested that the complete set of documentation, to include the 'Feedback and Oversight' section in the CT App, be submitted for reconsideration by FLTQC on 29th April.

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2936 CURRICULUM TRANSFORMATION: PHASE 2/3

Department of Pharmacy and Pharmacology

Dr P Rogers presented this item and Dr C Todd scrutinised.

The Committee considered the following Phase 2/3 documentation, with reference to the latest (Senate 5 February) version of the Academic Framework (Paper 84D) for:

- BSc (Hons) Pharmacology (with Year Long Work Placement)
- MPharmacol (Hons) Pharmacology

- Rationale for course design (in CT SharePoint):

The Committee noted that documentation on old versions of templates would need to conform to the latest template when inputted into the CT App.

The Committee noted that a separate rationale for course design should be completed along the same lines as for the Phase 1 documents. While parts of the rationale would be the same across courses, it would be necessary to distinguish between BSc and Masters for example.

Dr Todd noted that the placement had been highlighted as a key learning and teaching feature and enquired as to whether students opting not to undertake a placement as part of the BSc would have sufficient skills to succeed in their final year.

Dr Rogers explained that the placement had been highlighted for marketing purposes.

Dr Todd flagged as good practice the explicit references to the principles for CT throughout the document.

- Proposed course structures (in CT SharePoint):

Dr Todd noted that DAU (DoS Approved Units) had been included in the Final Year and flagged that DoS approved units are not normally permitted. The Committee requested that this be addressed.

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Dr Todd enquired as to whether it was sufficient to only offer unit choice in the second semester of the Final Year. Dr Rogers explained that this was the case under the current programme design.

Dr Todd enquired as to whether assessment would still be bunched at the end of semesters. The Committee requested that information be provided on this.

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Dr Todd sought clarification as to the FHEQ Level of the placement. Dr Rogers confirmed that the placement would be at Level 5 for BSc and Level 6 for MPharmacol.

- Unit Descriptions:

The Committee noted that these were yet to be completed.

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- Course level information and description:

The Committee noted that these were yet to be completed. The Committee noted that Programme Teams were expected to build on initial information generated in Phase 1, in liaison with the Faculty Marketing Manager.

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- Course Intended Learning Outcomes mapped to units (in CT SharePoint):

Dr Todd suggested the addition of another Learning Outcome for the MPharmacol to ensure sufficient differentiation between the Learning Outcomes of the BSc and MPharmacol. Dr Todd flagged omission of the Course Year / FHEQ Level row and that 4 Learning Outcomes had not been addressed by any of the final year units. Dr Todd enquired as to whether the Project, Placement and/or Dissertation should be designated as 'Progression Required', i.e. must be passed to allow the student to progress to the next course-year.

Programme Team

The Committee requested that the complete set of documentation, to include the 'Feedback and Oversight' section in the CT App, be submitted for reconsideration by FLTQC on 29th April.

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The Committee considered the following Phase 2/3 documentation, with reference to the latest (Senate 5 February) version of the Academic Framework (Paper 84D) for:

- MPharm (Hons) Pharmacy (and with integrated pre-registration year):

The Committee noted that the GPhC was expected to promulgate this year (but stakeholder funding issues involving HEE, OfS, employers and the 25 Pharmacy

Schools in England were complex) new accreditation standards for a 5 year, or (4+1), MPharm course. Scotland, which was less complex, with just two Schools, had put back implementation by 12 months. Consequently, it was unlikely that this first attempt at a post-CT MPharm would actually run as written. The Dept would need to redraft a new MPharm course to these new standards and graduate outcomes. This current exercise was viewed by the Dept as migrating its 'new' MPharm to a CATS structure, making any necessary housekeeping and minor changes now.

The Committee also noted that the proposed structure, in which the Placement Year followed 4 years of study was non-standard (its FHEQ level was not 'normal') so would likely require an exemption from the new Academic Framework; Registry were considering options. Registry were also looking into options to:

- i) have a zero-weighted 20 CATS unit in each year from 1-4, containing all atypical assessment with non-standard and variable, pass marks.
- ii) award students a Master's level exit award if they obtain the credit for the 4 years on campus but fail the pre-reg placement year (as is the case currently).

- Rationale for course design (in CT SharePoint):

The Committee requested that 'without A-Level Biology of Mathematics' be corrected to 'without A-Level Biology or Mathematics'.

- Proposed course structure (in CT SharePoint):

See comments above.

- Unit Descriptions: (in CT SharePoint):

The Committee noted that these were yet to be completed beyond Year 1. Dr Todd questioned the appropriateness of 'appreciate' and 'have knowledge of'.

- Course level information and description (in CT SharePoint):

The Committee noted that the MPharm course description was yet to be completed and would require input from Marketing.

- Course Intended Learning Outcomes mapped to units (in CT SharePoint):

Dr Todd questioned the appropriateness of 'Exhibit the values, attitudes...'

The Committee requested that the complete set of documentation, to include the 'Feedback and Oversight' section in the CT App, be submitted for reconsideration by FLTQC on 29th April.

The Committee noted that Dept transition plans had not been requested and agreed to discuss this once all programme structures had been finalised, e.g. during revision week.

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2937 STUDENT EXCHANGE RENEWALS

The Committee approved renewal of the student exchange arrangements between the **Faculty of Science** and:

- a) University of Western Australia (Paper 87).
- b) University of Queensland (Paper 88).
- c) Dalhousie University, Canada (Paper 89).
- d) Simon Fraser University, Canada (Paper 90).
- e) University of Canterbury, New Zealand (Paper 91).
- f) Yonsei University, Republic of Korea (Paper 92).
- g) National University of Singapore (NUS) (Paper 93).
- h) University of Zaragoza, Spain (Paper 94).
- i) Binghamton University, USA (Paper 95).

The Committee noted that Dr J White, as Head of Natural Sciences, was yet to confirm support for the renewal proposals.

Secretary's note: The Natural Sciences HoD confirmed support for the renewal proposals shortly after the meeting.

2938 FACULTY INDIVIDUAL MITIGATING CIRCUMSTANCES (IMC) DATA TRENDS

The Committee noted the rise in IMC claims from 2015/16 to 2018/19, and the proportion of claims for mental health, and medical, reasons (Paper 96).

2939 FEEDBACK FROM COMMITTEES

Courses and Partnerships Approval Committee (CPAC)

The Committee noted the minutes of the meeting held on 22 January 2020 (Paper 97).

2940 ANY OTHER BUSINESS

There was none.