

Faculty of Engineering & Design

Meeting: FACULTY BOARD OF STUDIES

Date and Time: Wednesday 2 March 2022 at 2.15 pm

Venue: Via TEAMS

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| Present: | Prof Tim Ibell | Dean (<i>Chair</i>) |
| | Prof. John Chew | Dept. of Chemical Engineering |
| | Dr Sally Clift | Associate Dean (International) |
| | Dr Charles Courtney | Dept. of Mechanical Engineering |
| | Dr Jos Darling | Dept. of Mechanical Engineering (<i>left at 2.55 p.m</i>) |
| | Prof. Marianne Ellis | Dept. of Chemical Engineering |
| | Prof. Stephen Emmitt | Dept. of Architecture & Civil Engineering |
| | Prof. Adrian Evans | Dept. of Electronic & Electrical Engineering |
| | Dr Mark Evernden | Dept. of Architecture & Civil Engineering |
| | Dr Jeff Gavin | Dept. of Psychology (H&SS Faculty) |
| | Dr Vaggelis Giannikas | School of Management |
| | Dr Sabina Gheduzzi | Dept. of Mechanical Engineering |
| | Dr Marion Harney | Associate Dean (Education) |
| | Dr Carmelo Herdes Moreno | Dept. of Chemical Engineering |
| | Dr Nigel Johnston | Dept of Mechanical Engineering |
| | Dr Tristan Kershaw | Dept of Architecture & Civil Engineering |
| | Prof. Davide Mattia | Deputy Dean, Dept. of Chemical Engineering |
| | Dr Ben Metcalfe | Dept. of Electronic & Electrical Engineering |
| | Prof. Andrew Plummer | Dept. of Mechanical Engineering |
| | Mr David Stacey | Subject Librarian |
| | Dr Jannis Wenk | Dept. of Chemical Engineering |

In Attendance: Mrs Rachel Summers Faculty Assistant Registrar

Apologies: Apologies for absence were received from Prof. Kirill Cherednichenko.

2061 WELCOME, APOLOGIES & DECLARATION OF INTERESTS

ACTION

Apologies as detailed above were noted. The Dean asked for any declarations of interest which were not going to be declared during subsequent discussions. There were none.

2062 MINUTES OF THE PREVIOUS MEETING (FE2021-22/086)

The unreserved minutes of the meeting of the Board of Studies held on 12 January 2022 were approved as a correct record of the proceedings. There were no matters arising

2063 MATTERS ARISING

Minute 2045: Monitoring of Standards (Scaling). The Board noted that the annual monitoring of units with atypical unit means (identified in the Annual report received at the January meeting of Board of Studies) was in hand in the Dept of Mechanical Engineering (to be considered by the March meeting of DLTQC) and had already been considered by the Elec Eng DLTQC.

2064 DEAN'S BUSINESS & REPORT

The Dean reported on the following items,

- I. **Institute for Advanced Automotive Propulsions Systems (IAAPS)**. The Dean had made his first visit to the IAAPS facilities which are hugely impressive and provide incredibly opportunities for diversified research with marine, aviation and hydrogen research already active on site. Colleagues were encouraged to attend Professors Hawley & Brace's presentations on the IAAPS facilities and research strategy which are scheduled in the coming weeks.
- II. **Focussed Research Weeks**. University Executive Board (UEB) has agreed to hold Research Focus weeks during which research activity would be prioritised e.g., there would be no University, Faculty or departmental meetings in these weeks
- III. **Faculty Teaching/Recruitment Fund**. The AD Education had circulated details of funds available for projects in support of teaching and/or recruitment related activities. Key Priorities for the Faculty are international student recruitment at any level and Widening Participation at UG level for receiving funding. Applications for funding can be for big or small ideas/initiatives or equipment to enhance our recruitment/retention/progression/success in these areas. Deadline for applications Friday 25th March 2022
- IV. **Department Heads**. The Dean thanked Professor Evans, who is stepping down as Head of Department in the summer, for his immense contribution to the Faculty and his leadership of the Dept of Electronic & Electrical Engineering – Professor Peter Wilson is taking on the HoD role for EE from 1 August. Likewise, Professor Ellis will be stepping down from the HoD role in Chemical Engineering in the summer with Professor John Chew recently appointed as the new HoD. The Dean thanked Professor Ellis for her leadership of the Department during such an extremely challenging period.

2065 RESEARCH CENTRE – PROSPOSAL FOR CHANGE OF CENTRE DIRECTOR (FE2021-22/074)

The Board considered the proposal for the temporary change of Centre Director for the Centre for Autonomous Robotics (CENTAUR) from Professor Peter Wilson to Dr Dingguo Zhang. The Board noted the Centre's research vision and ambitious action plan; Professor Evans commented that the Centre had already held a series of interface seminars.

APPROVED: the temporary change of Centre Director for the Centre for Autonomous Robotics (CENTAUR) from Professor Peter Wilson to Dr Dingguo Zhang with immediate effect.

2066 GRANTS & CONTRACTS 2021-22 QUARTER 2 (FE2021-22/075)

The Board received and noted the second quarter Grants & Contracts report for 2021/22. The Dean commented that the Faculty's research awards were currently tracking slightly below target. There were award offers of approximately £9 million not yet finalised and the Board noted that finalising of offers should be turned around much more quickly. The application

pipeline looked positive but a degree of caution should be exercised as a proportion of awards included in the figures had already been notified as being unsuccessful. Professor Mattia commented that the Faculty continued to struggle in putting together large grant applications (> £2 million) and this was a key element of the Faculty's Research Strategy.

2067 FACULTY STAFF STUDENT LIAISON COMMITTEES – TERMS OF REF, MEMBERSHIP (FE2021-22/076)

APPROVED: Membership of Staff Student Liaison Committee (SSLCs) in the Dept of Electronic & Electrical Engineering as detailed in paper FE2021-22/076. The Board noted that the incorrect terms of reference had been provided – Dept to be advised.

2068 REPORTS FROM DEPUTY DEAN, ASSOCIATE DEANS, HEADS OF DEPARTMENT & DIRECTOR OF DOCTORAL STUDIES (FE2021-022/077)

The Board noted the summary reports as detailed in Paper FE2021-22/077.

Dr Harney (AD Education) brought to the Board's attention that the PVC Education had granted exemption from the University's Exam Parameters for six undergraduate units in the Department of Mechanical Engineering to hold in person invigilated examinations in semester two (*Secretary's note:* the units granted exemption are ME10009, ME10010, ME10305, ME20015, ME20021, ME20026). Dr Harney asked for clarification of the consultation process undertaken by the Department and the rationale for requesting the exemptions as she had neither been included in any discussions or been informed of the Dept's proposals. Professor Plummer explained that the Department had been under time pressure to submit the exemption request in order to meet an Academic Registry deadline and had had limited time to consult either more widely within the Dept or with other stakeholders e.g. the Dept of Electronic & Electrical Engineering or students. Professor Plummer thought that the process could have been much better handled. The Board noted that a number of requests requiring action had been sent out by Academic Registry in the weeks before the Christmas vacation with unfeasible deadlines. Members of the Board commented that there had been consultation amongst the mech eng unit convenors putting forward their units for exemption in order that a unified approach was agreed for semester two assessments. *Post-meeting clarification note: the Dept of Mechanical Engineering had followed due process in submitting its exemption request from exam parameters.*

The Dean noted that the February meeting of Senate had considered proposal regarding exam arrangements from 2022/23 and had asked the PVC (Education) to form a working group to establish a plan for ensuring integrity in arrangements for exam and invigilation and report back to Senate. A follow-up report would be considered at the next Senate meeting. The Board noted that the Department of Mechanical Engineering had concerns that examinations conducted remotely online were more open to students colluding (cheating) and that in person invigilated exams prevented this. The Dean noted that the same charge could be levelled at coursework assignments – the key issue was that the design and format of assessments needed to be such that the potential for plagiarism was reduced. Departments were asked to focus their thinking on how assessments are framed, for example, assessments that prompt students to ask questions rather than providing answers. Dr Harney commented that the Faculty's student representatives had recently conducted an exam survey of undergraduate students in the Faculty and the subsequent report had concluded that the majority of students who'd completed the survey (269 of the 324 completed surveys) preferred exams online (not invigilated). The Mechanical Eng decision to return to in person exams was therefore out step with student views. Dr Darling advised however that feedback from mech eng students following the announcement of in person exams had been broadly supportive. The Board noted the following

- I. The Dept of Mechanical Engineering will be setting mock time limited assessments, to be completed under exam conditions, to prepare and support students in advance

of the semester two exams. The Board noted that students may not have sat formal exams for four or in some cases five years due to the pandemic and may therefore need additional preparatory support.

- II. Supplementary assessments for the mech eng units being assessed by in person invigilated examinations would also have to be held as in person exams. This was a serious concern as it would require students to return to Bath during the summer with consequential issues for international students and was also contrary to the University's Climate Action Framework (CAF). The Dept. may have to consider making arrangements for students based overseas to sit supplementary exams in their home country e.g. in British Council offices, with the Dept. liable for any associated costs. Clarification would be sought from Academic Registry
- III. Special provision would need to be put in place for students with Disability Action Plans (DAPs) or those that are studying remotely to be coordinated and funded where necessary by the Dept.
- IV. Consistency and clarity of information was vital in communicating with both students and academic colleagues, particularly where units are taken by students from other departments (e.g. IMEE students).

The Dean and AD Education requested that they be fully briefed on all further exam parameter exemption proposals and alerted of any future requests for information or action from Academic Registry that do not allow sufficient time for appropriate consultation and discussions.

Professor Evans (HoD Electronic & Electrical Engineering) provided an update on his report – the new furniture for the 2 East Foyer would be installed in the week beginning 10 March.

2069 REPORT FROM STUDENT REPRESENTATIVES/ STUDENTS' UNION OFFICER

A report had not been provided.

2070 LIBRARY MATTERS

Mr Stacey reported on the following,

- The new Library foyer is mostly complete (thanks to Matthew Wickens for design work), new desk partitions are in place on L3-5. Toilet refurbishment work is also scheduled
- A number of database trials were ending this month: Engineering Case Studies Online; Building Types Online
- The Library Consultative Group met on 1 March. Not all FED Library reps in attendance but Tom and David will follow up with them. Discussions centred on
 - Library Annual report and future priorities
 - Library Lists – uptake, activity stats etc.
 - JISC ebook paper re: Cost/affordability/availability/sustainability. Webpages detailing the issues for academic staff are currently being prepared
- The Library is liaising with FRKEC regrading research Plan S (April) and OA requirements. More information to follow from Cath Borwick and David Stacey
- Library Research Analytics Librarian vacancy - HR are currently planning a campaign for both this and the vacant Senior Data Librarian post.
- Library displays in March – British Science Week and Sustainability theme.
- Ongoing work to update key library facts & figures is underway; a link to the revised webpage will be shared and admissions tutors informed.
- Elsevier transformational agreement – the final agreement is within sight, having been accepted by the majority of institutions.

2071 FACULTY EXECUTIVE COMMITTEE MINUTES (FE2021-22/078)

The unreserved (unconfirmed) minutes of the Faculty Executive Committee meeting held on 10 January 2022 were received and noted.

2072 FACULTY LEARNING TEACHING & QUALITY COMMITTEE MINUTES (FE2021-22/079)

The unreserved (unconfirmed) minutes of the Faculty Learning Teaching & Quality Committee meeting held on 19 January 2022 were received and noted.

2073 FACULTY RESEARCH & KNOWLEDGE EXCHANGE COMMITTEE MINUTES (FE2021-22/080)

The unreserved (unconfirmed) minutes of the Faculty Research & Knowledge Exchange Committee meetings held on 26 January 2022 were received and noted.

2074 BOARD OF STUDIES DOCTORAL MINUTES (FE2021-22/081-082)

The unreserved minutes of the Board of Studies Doctoral meetings held on 11 October and 1 November 2021 were received and noted.

2075 FACULTY DOCTORAL STUDIES COMMITTEE MINUTES (FE2021-22/083-84)

The unreserved minutes of the Faculty Doctoral Studies Committee meetings held on 20 October and 24 November 2021 were received and noted.

2076 FACULTY SSLC MINUTES (FE2021-22/085)

The minutes of the following Staff Student Liaison Committees were received and noted,

- (i) Electronic & Electrical Eng. SSLC minutes of 3 November 2021

2077 ANY OTHER BUSINESS.

There were no other items of business.