



Meeting
Place
Date

BOARD OF STUDIES FOR THE FACULTY OF SCIENCE

1 West 3.30
Wednesday 11 January 2017 at 14:15

Present	Professor N Brook Dr R Bradford Ms A Brady Dr J Bultitude Professor A D Burrows Dr J Doughty Mrs G Eggleston Professor C Frost Dr A Gorbach Mr M Humberstone Mr H Jackson Dr P Mitchell Professor P Morters Professor C Mundell Professor E O'Neill Dr P Snow Professor C Wilson Professor S Wonnacott	Dean of Science (Chair) Department of Computer Science Postgraduate Research representative (Department of Mathematical Sciences) Faculty of Humanities and Social Sciences Department of Chemistry Department of Biology and Biochemistry Learning and Teaching Enhancement Officer, Academic Registry (for minute 6302) Head of Department of Chemistry Department of Physics Students' Union (SU) Sabbatical Officer (Community) Undergraduate student representative (Department of Mathematical Sciences) Department of Pharmacy and Pharmacology (alternate for Professor S G Ward) Head of Department of Mathematical Sciences Head of Department of Physics Head of Department of Computer Science Head of Natural Sciences Associate Dean (Research) Associate Dean (Graduate Studies)
In attendance	Mrs M Hallett	Faculty of Science (Secretary)
Apologies	Dr F Bisset Professor C Bowen Professor F Burstall Dr S Gebhard Mrs A L Harper Dr A Hayes Professor R S G Jones Dr J Nordstrom Professor R J Scott Dr D A Taylor Professor S G Ward Dr Z Yalabik	Learning Partnerships Office Faculty of Engineering and Design Department of Mathematical Sciences Department of Biology and Biochemistry Faculty of Science (Observer) Associate Dean (Learning and Teaching) Department of Pharmacy and Pharmacology Department of Mathematical Sciences Head of Department of Biology and Biochemistry Department of Pharmacy and Pharmacology Head of Department of Pharmacy and Pharmacology School of Management

6294 MINUTES OF PREVIOUS MEETING

The Board approved the minutes of the previous meeting of the Board held on 23 November 2016 (Paper 124).

ACTION

6295

MATTERS ARISING

M6272 STAFF STUDENT LIAISON COMMITTEE (SSLC) TERMS OF REFERENCE AND MEMBERSHIP

The Board noted that explicit mention of 'considering annually the operation of the personal tutor system' (as stipulated in QA48) had been included in the Learning Partnerships Office licenced provision SSLC terms of reference.

In response to the Board's enquiry as to the SSLC arrangements for PGT (AP3T distance-learning) students, the Board noted that, in the past, the Department of Pharmacy and Pharmacology had attempted to get its PGT students to engage with the standard SSLC processes, but found that this was unsuccessful, because:

1. AP3T students are physically on campus infrequently and typically cannot attend the scheduled meetings.
2. AP3T students anecdotally identify less well with the role of 'student'; they are all practicing Pharmacy professionals, and the forum of SSLC is felt to be more relevant to undergraduates.

The Department is mindful of the importance of gathering effective student feedback in order to quality assure and contribute to the ongoing review and development of all of its programmes, and therefore has sought to replicate, with input from AP3T students, the function of SSLC through specific regular feedback session activities scheduled within the AP3T face-to-face teaching days.

Twice a year on each PGT programme, a Director of Programmes-led feedback session is scheduled, in which the following is typically covered:

- 'You said, we did' review of how previous feedback has been acted upon.
- Request for feedback on specific topical elements of programme design and/or delivery. Recent examples have included: How the 'additional skills' tasks are distributed within the taught units, views on parity of work burden/assessment between these elements, and practice-base applicability. In the next cycle of feedback for the Secondary Care programme students will be asked for their views on the organisation and delivery of face-to-face workshops, since this is an area flagged for review by NHS Trusts in the South West region.
- Open forum for students to raise/discuss any issues they feel are in need of review.

In addition to this the Department also gains feedback via standard University end of Unit/Programme feedback requests and during workshop sessions on the quality of all taught face-to-face workshop elements.

At present the Department feels that this is an effective strategy for gaining useful and representative student feedback and involving PGT students in the process of reviewing the design and delivery of all programme strands.

The Board agreed that these arrangements provided an appropriate two-way channel of communication between staff and AP3T students about all aspects of the student learning experience.

The Board noted that all outstanding SSLC terms of reference and membership would be considered under agenda item 6 (see Papers 127-130).

6296

CHAIR'S BUSINESS

There was none.

Secretary's note: following recent news of the sudden death of Dr Jim Caunt, Lecturer in the Department of Biology and Biochemistry, the Chair wished to express sadness and pay respects on behalf of the Faculty.

6297 2015/16 STAFF STUDENT LIAISON COMMITTEE (SSLC) TERMS OF REFERENCE AND MEMBERSHIP

The Board approved the SSLC terms of reference and membership for the following:

Department of Chemistry

Undergraduate and PGT programmes (Paper 127).

PGR programmes (Paper 128).

Department of Computer Science

PGT/R programmes (Paper 129).

The Board noted that the Department would continue efforts to appoint PGT student representatives, although the Board acknowledged that the EngD student representatives undertake a taught element as part of their degree.

Faculty Graduate School PGT/R programmes (Paper 130).

The Board noted that the Graduate School and Department of Chemistry would continue efforts to appoint a Chemistry PGR student representative, particularly since Chemistry had also been the only Department not represented on the Faculty SSLC last year.

6298 STAFF STUDENT LIAISON COMMITTEE (SSLC) MEETINGS

The Board noted the minutes of the following departmental SSLC meetings:

Department of Chemistry 26 October 2016 (Paper 136).

Department of Computer Science 10 November (Paper 137A) and 8 December (Paper 137B) 2016.

Department of Mathematical Sciences 30 November 2016 (Paper 138).

The Undergraduate student representative raised the following matters:

- Possible alternatives to moving from loose answer paper to booklets in examinations. The Dean reported that he had attended the Department's Executive Committee at which this matter had been raised and that he would also attend the Department's SSLC in February.
- The UKES survey 2015 results revealed that 25% of students had concerns about their mental health for which only half had sought support. The Undergraduate student representative expressed concern that the University's Student Services may be underprepared for this increasing proportion of students. The Chair explained that the resourcing of the University's counselling service would have taken into account projected demand, and future planning would endeavour to keep pace with this demand. The Chair added that the Faculty is currently collaborating with Student Services to provide bespoke mental health awareness raising sessions for academic staff.

Natural Sciences 2 November 2016 (Paper 139).

Department of Pharmacy and Pharmacology 23 November 2016 (Paper 140).

Department of Physics 23 November 2016 (Paper 141).

Faculty Graduate School 28 November 2016 (Paper 142).

6299 ANY OTHER BUSINESS

There was none.