



Meeting **BOARD OF STUDIES FOR THE FACULTY OF SCIENCE**
Place 1 East 3.6
Date Wednesday 23 November 2016 at 14:15

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

6269 MINUTES OF PREVIOUS MEETING **ACTION**
The Board approved the minutes of the previous meeting of the Board held on 12 October 2016 (Paper 65) and there were no matters arising.

6270 CHAIR'S BUSINESS
The Chair welcomed Professor C Mundell as new Head of Physics and brought the following matters to the attention of the Board:

- All academic staff (new and existing) will be strongly encouraged to gain a

formal teaching qualification since it is expected that this will form a metric measurement of the Teaching Excellence Framework.

- Undergraduate recruitment: Applications to date (we are currently at the mid-way point in terms of our historic expectations on applicant numbers) are down across the University (by approx. 15%), nationally (by approx. 10%) and across our competitors (by approx. 8%) on the same point in the last cycle. The University's EU applications are down by a larger proportion than its UK applications. The University's Admissions team will continue to analyse the application decreases.

For example, while Chemistry applications are comparable to subject-specific competitors and the sector as a whole, Computer Science and Physics are significantly behind the sector at a time when competitors' applications in these subject areas have increased. Overall, the Faculty needs to focus on conversion activity. The Faculty Marketing and Communications Manager will work with all departments to increase application and conversion rates, particularly those experiencing the largest decreases. The Head of Physics reported that the Department is currently analysing its application statistics; in the past Physics applications have been anomalously high, but now are anomalously low. This may be partly due to the University's drop in league table ranking combined with the Department's continued high offer. The Head of Natural Sciences reported increased applications by 2.8% this year against a relatively low recruitment target, and a willingness to over-recruit if required.

- Postgraduate Taught Experience Survey (PTES) results 2016: The Faculty performed well with Computer Science and Biology related sciences having significantly high levels of satisfaction compared to the Russell Group. Computer Science had the most positive results at Bath relative to the KPI HEIs benchmarking group (11.9% higher) and the Russell Group upper quartile benchmarking group (6.6% higher).
- The Faculty will establish teaching prizes for academic staff, PG teaching assistants and technical support staff for award at the end of the 2016/17 academic year. A proforma for nominations and details of the selection panel and process will be circulated in due course.
- Mental health issues: Mental health is a high priority in the University, nationally and in the media. A customised Mental Health First Aid training programme for the Faculty of Science is being organised: the expectation is not for academic staff to become mental health experts; the training is designed to raise awareness of mental health and to support staff in helping students who may have mental health problems, e.g. by signposting them to Student Services.

6271 MEMBERSHIP OF BOARDS OF EXAMINERS FOR UNITS (BEUs) AND PROGRAMMES (BEPs) FOR 2016/17

The Board approved the proposed BEU and BEP membership for the following:

Department of Biology and Biochemistry (Paper 69).

Department of Chemistry (Paper 70).

Department of Computer Science (Paper 71).

Learning Partnerships Office (Paper 72).

Department of Mathematical Sciences (Paper 73).

Natural Sciences (Paper 74). The Board requested that the External Examiner's institution be corrected to Lancaster University.

Secretary's note: this correction was made immediately after the meeting.

Department of Pharmacy and Pharmacology (Paper 75).

Department of Physics (Paper 76).

6272 2016/17 STAFF STUDENT LIAISON COMMITTEE (SSLC) TERMS OF REFERENCE AND MEMBERSHIP

The Board noted that QA48 states that each Department is normally required to have at least one SSLC per level of study, i.e. UG, PGT and PGR. The Board agreed last year that Departments should establish separate PGR and UG SSLCs, and should consider where PGT cohorts will sit within this model.

The Board noted that for a number of programmes across Departments there is only one or no student representative per year for a programme(s), whereas QA48 requires two per year. The Chair requested that Departments continue efforts to fill all vacancies to meet the requirements of QA48 and to ensure that SSLCs are as representative as possible.

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

Department of Biology and Biochemistry

Undergraduate programmes (Paper 77).

PGT/R programmes (Paper 78).

Department of Computer Science

Undergraduate programmes (Paper 79).

The Board noted that there were no Year 3 or placement year student representatives.

The Board was informed that the Year 4 student representatives were responsible for representing Years 3, 4 and 5.

Learning Partnerships Office

FdSc and BSc (Hons) Applied Computing (licensed) delivered by Bath College and Wiltshire College, and International Foundation Year (licensed) delivered by Bath College (Paper 80).

The Board noted that in line with QA48, the Board of Studies is only required to approve the terms of reference of these SSLCs for licensed programmes, not the membership.

The Board requested that explicit mention of 'considering annually the operation of the personal tutor system' (as stipulated in QA48) be included in the terms of reference.

F Bisset

Department of Mathematical Sciences

Undergraduate and PGT programmes (Paper 81).

The Board noted that there were no Year 3 student representatives. The Board was informed that the Year 4 student representatives were responsible for representing Years 3, 4 and 5.

PGR programmes (Paper 82).

Natural Sciences

Undergraduate programmes (Paper 83).

Department of Pharmacy and Pharmacology

Undergraduate programmes (Paper 84).

PGR programmes (Paper 85).

The Board enquired as to the SSLC arrangements for PGT (AP3T distance-learning) students. The Head of Department agreed to investigate and report back to the Board.

S Ward

Department of Physics

Undergraduate programmes (Paper 86).

PGR programmes (Paper 87).

The Board requested that the following SSLC terms of reference and membership be submitted in time for consideration at the next (January) Board of Studies meeting:

- Department of Chemistry UG, PGT & PGR programmes.
- Department of Computer Science PGT & PGR programmes.
- Faculty Graduate School.

**UG and
Graduate
School
Managers**

6273 STAFF STUDENT LIAISON COMMITTEE (SSLC) MEETINGS

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

Department of Biology and Biochemistry 28 October 2016 (Paper 92).

Department of Mathematical Sciences 26 October 2016 (Paper 93).

Department of Pharmacy and Pharmacology 26 October 2016 (Paper 94).

Department of Physics 27 April (Paper 95A) and 1 November 2016 (Paper 95B).

6274 ANY OTHER BUSINESS

There was none.