



Meeting	FACULTY TEACHING & QUALITY COMMITTEE	
Place	Wessex House 3.36	
Date and Time	Wednesday 21 October 2009 at 1.15pm	
Present	Dr S B Bedford	Department of Chemistry (for M1459-1461)
	Mr A Hayes	Department of Computer Science
	Dr M V Hejmadi	Department of Biology & Biochemistry (for M1459-1461)
	Dr A C Jeffries	Natural Science Programmes
	Dr F R Laughton (Chair)	Department of Physics
	Dr M B Reed	Department of Mathematical Sciences
	Dr P J Rogers	Department of Pharmacy & Pharmacology
	Dr C M Todd	Department of Biology & Biochemistry
	Dr G Mathlin	Department of Physics
	Mrs E F Bird (Secretary)	Faculty of Science
Apologies	Dr A D J Taylor	Department of Pharmacy & Pharmacology

Dr Laughton welcomed members to the first meeting of the 2009-10 academic year.

Members congratulated Mr Alan Hayes for his award of a National Teaching Fellowship, and Dr Momna Hejmadi for being shortlisted for this year's UK Centre for Biosciences Ed Wood Teaching Award.

1459 MEMBERSHIP AND DATES

The FT&QC noted details of membership and dates of meetings for 2009-10 (paper 1).

1460 UNIVERSITY'S APPROACH TO QUALITY MANAGEMENT

The FT&QC noted a paper setting out the University's approach to quality management (paper 2).

1461 UPDATE

The following updates were noted (paper 3).

Annual Programme Monitoring Reports (AMRs)

Details of the Vital Statistics Project were circulated (paper 4) and members were

encouraged to provide feedback on the use of these statistics. Directors of Studies may also use other statistical data provided by the SREO.

New templates, guidance and statistical data for the completion of AMRs have recently been circulated by LTEO/SREO. Information on the mechanisms by which students were informed about action taken in response to their feedback on units and programmes, or via the University or national satisfaction surveys should be specifically addressed.

Directors of Studies are encouraged to comment only on trends that are out of the norm, for example, wastage rates that are over 10%.

Details of submission deadlines will be circulated shortly.

Secretary

Good Practice discussions

The 2009-10 Topic for discussion is:

‘Integrating of multicultural students with particular reference to group working’. LTEO will circulate details in due course.

Student Services

The New Student Services one-stop shop in 4 West has just opened. The FT&QC welcomed the idea of a ‘one stop shop’ but had some initial concern that there may be perceived barriers now in place that reduce the accessibility of information and support for students. Departments are advised to suggest that students use the relevant web pages at www.bath.ac.uk/students in seeking initial advice.

Fitness to study policy

This new policy has recently been approved (Appendix 2 of the University Regulations) (paper 5). Those Directors of Studies who have already been involved in the process of determining if a specific student is fit to study, have welcomed the new policy and process.

A copy of the relevant pro forma will be circulated to Directors of Studies.

Secretary

The FT&QC noted that RPSGB is in the process of implementing a separate policy (a Student Code of Conduct) for Pharmacy students. The Department of Pharmacy & Pharmacology is working with the University Secretary to ensure full compliance and alignment with the University’s policies.

Student Mental health

Following concerns raised within the Faculty Overview of annual monitoring reports last academic year, the Quality Assurance Committee has accepted that the policy for Student Mental Health goes as far as is possible legally in undertaking to disclose information quickly to Departments on students’ mental health issues.

The FT&QC noted that the adequacy of continuing support to students with

difficulties while out on placement, is under continuing consideration by the Placement Tutors' Forum.

Individual Mitigating Circumstances (IMCs)

A final version of the IMC Policy will be considered at Senate on 21 October 2009 with consequent amendments to the NFA.

The implementation date is 2 November 2009. There will be a single sheet for staff and students detailing IMCs/ongoing conditions. The new policy will include the establishment of departmental Mitigation Panels. It was agreed that implementation of the new policy will be discussed at the next FT&QC, particularly focussing on Mitigation Panels. Members agreed that cross membership, especially for Natural Sciences, should be encouraged.

Transcripts

The implementation of University transcripts from 1 June 2009 is ongoing and includes the following:

- Work with departments and the Placement Tutors' Forum on agreed text to be used to describe placement activities on transcripts is underway.
- The printing of transcripts on specialised plain paper for security purposes is still under investigation.
- Following further consultation with the Students' Union, the Academic Council will shortly consider potential forms of display of mitigation on the new transcript formats. Most members of the FT&QC were in favour of mitigation being shown on transcripts.
- Further work to store and produce all the information required via SAMIS is continuing.

Students can print off their annual results at any time from SAMIS, and it is therefore unnecessary for Departments to do this for them at the end of each year unless a certified copy is required. In consequence, QA16 has been amended to remove the requirement to produce paper copies for students each year.

Personal Tutorial System

The Personal Tutorial System will be fully implemented in 2010-11. Senior Tutors have been appointed within each department who will be responsible for the development and co-ordination of the Personal Tutorial System in departments. A Senior Tutors' Forum has been set up and met for the first time on 20 October 2009.

Peer Mentoring

Pilot projects are being set up in the Departments of Pharmacy and Pharmacology and Computer Science.

Special programmes of study, special assessment arrangements

Special programmes of study and special assessment arrangements outside those developed with Student Disability Advice (formerly Learning Support) and any non-standard change of programme that does not fall within existing programme

regulations should all be submitted to the Dean for approval. Agreed programmes/arrangements will be reported to the FT&QC for information.

1462 UNIT AND PROGRAMME CHANGES

The FT&QC noted the following changes that have been approved during the Summer 2009.

- New BB unit 50XX Individual Literature Review and Research Proposal
- Changes to PA10282
- Changes to PA10236/7/9
- EngD in Systems Engineering regulations (choice of units)
- Changes to choice of units in the MRes in Sustainable Chemical technologies
- Ordinary degrees in the Department of Computer Science.

1463 MINUTES

The FT&QC approved the minutes of the meeting held on 3 June 2009 (paper 7).

1464 MATTERS ARISING

M1447 Ordinary degrees

Discussions between the Departments of Computer Science, Mathematical Sciences and Physics on a draft set of regulations have continued over the summer and are being submitted to the relevant departmental teaching committees for further consideration prior to submission to the FT&QC.

M1449 Department of Physics Degree Scheme Review

The report and recommendations have been accepted by the Quality Assurance Committee.

1453 PG Certificate/PG Diploma and MSc in Advanced and Specialist Healthcare Practice

The FT&QC noted the formal approval of these new programmes. These awards have been set up for mid-career pharmacists as part of the suite of programmes within AP3T (Advanced Programmes in Pharmacy Practice and Therapeutics).

1465 VACATION POWERS 2009-10 ACADEMIC SESSION

The FT&QC agreed to grant the Chair of the FT&QC and the Dean of Faculty of Science power to act on behalf of the FT&QC during vacations, and at any other time if required, of the 2009-10 academic session.

1466 PROGRAMME AND UNIT CHANGES

On behalf of the Board of Studies, the FT&QC approved the following minor and intermediate changes to units and programmes (papers 8 and 9 and tabled paper 9a and 9b).

Department of Biology and Biochemistry

- BB10157 assessment changes

Department of Pharmacy & Pharmacology

- Obsolete units in the Department of Pharmacy & Pharmacology
- Changes to PA50267, PA50202, PA50221 and PA20046. Clarification of the coursework assessments will be provided before the unit descriptions are sent to SREO.

1467 DEGREE SCHEME REVIEW FOR UNDERGRADUATE PROGRAMMES IN THE DEPARTMENT OF BIOLOGY & BIOCHEMISTRY

The FT&QC considered the Degree Scheme Review report, examples of good practice, recommendations and departmental responses for undergraduate degrees in the Department of Biology & Biochemistry (papers 10 and 11).

Dr Laughton reminded members that they are responsible for evaluating the Review Report in detail, assuring themselves that the Review Report covers all required areas, that the outcomes are appropriate, and that the action plan is both specific and sufficient to the purpose of ensuring that the process results in quality enhancement.

The FT&QC is also responsible for ensuring that

- good practice identified through the Degree Scheme Review process is shared across the Faculty
- the action plan arising from the Degree Scheme Review is implemented to an agreed timescale
- any Faculty -level issues are addressed.

The FT&QC confirmed that the DSR report addressed all the required issues and that the outcomes were more than satisfactory. The FT&QC commented that the review process had been thorough and useful.

The FT&QC then focussed on the DSR report, Recommendations and Action Plan. In discussion the following points were made.

- The practice of drawing together a SWOT analysis early on in the review process was commended.
- It was noted that the Department had been encouraged to conduct a survey of recent graduates, although the Department wished to review the feasibility and value of a graduate questionnaire.
- The Department was commended on the provision of two postgraduate demonstrators who are on funded four-year postgraduate research studentships.
- There was discussion about the allocation and loading of student projects, and the variation across different departments in the Faculty.
- It was noted that most First and Second Year units are team taught. This is not the norm in other science disciplines in the Faculty. The benefits and limitations of this system, as outlined in the Review report, were discussed.

- It was noted that Personal Tutors provide guidance about students' unit choices. Students on placement will be provided with written advice.
- It was noted that the External Examiners are provided with a comprehensive induction programme. This includes the provision of programme specifications which enables them to be aware of programme learning outcomes.
- The Department rarely scales unit marks. It was agreed that Dr Laughton should convene a Faculty meeting to discuss various aspects and models of scaling. This meeting should take place before Semester 1 assessment.
- The FT&QC commended the DSR recommendation for the appointment of a departmental or faculty person to help staff create/manage courses in a more effective and coherent manner on Moodle. Dr Rogers commented that the e-Learning support provided in his own Department was invaluable.
- The Department has already formulated plans to withdraw its undergraduate masters provision over the next few years. The Review Panel had noted that the Department had made this decision in response to changes in demand for undergraduate Masters programmes and that withdrawing such programmes will allow for more flexibility in the BSc programmes.
- Members agreed that the recommendations and actions were achievable and on target and in addition that a number of actions were already in hand and would have taken place without a formal review.

FRL

The FT&QC noted the examples of good practice that were highlighted in the report.

The FT&QC fully endorsed the report, which will be submitted to the Quality Assurance Committee for further consideration of the report and the review process.

QAC

1468 ANNUAL QUALITY REPORT 2008-09

The FT&QC considered a draft report on the activities of the FT&QC over the previous year (paper 12). This report is intended be reflective and evaluative rather than descriptive of the FT&QC's contribution to quality management.

The FT&QC endorsed the report, having provided some feedback on the first year of NFA and made a number of minor comments and amendments for inclusion in the report before submission to the Quality Assurance Committee.

QAC

1469 FEEDBACK ON NFA

Members were invited to comments on the first year of operation of the NFA.

In general, members were positive about the assessment regime. The following comments were made on certain issues that may need consideration when a review of NFA is conducted.

- Year long units (especially those with 12 or more credits) have a significant impact on an assessment outcome, especially for a failing student after supplementary assessments.
- Departments commented differently as to whether more students or fewer students were required to withdraw or repeat the year at the end of Year 1 under NFA than previously.
- The FTQC asked that NFA should have a specific requirement that a student should normally only have two attempts at the same unit. This is explicit in QA35 (para 8.4), but not in the NFA. This would prevent most students being permitted to repeat the year more than once.
- The Department of Mathematical Sciences continues to be concerned about the condonement threshold and the removal of the opportunity for a student placed on an Ordinary degree to be able to recover to an Honours programme.

JH

These comments will be included in the Annual Quality Report and also drawn to the attention of the Deputy Academic Registrar.

1470 PG COMMONALITY RULES

The FT&QC noted some revisions to the PG Commonality rules that reflected changes to the HE Qualifications & Credit Framework. From 2010/2011, students will be required to gain at least 75 credits at M level in order to be eligible for this award (paper 13).

Relevant PG Directors of Studies of MSc and MRes programmes in the Faculty will be reminded to ensure that their programmes complied with all aspects of the PG Commonality Rules.

PGDoSs

1471 GOOD PRACTICE DISCUSSIONS

The FT&QC discussed and noted various recommendations of good practice from last year's Good Practice Discussions on 'Induction into Higher Education' (paper 14).

In particular members noted that some departments have developed pre-arrival online resources on Moodle for new students. This can be arranged once such students have been provided with a BUCS username and password.

Members also commended suggestions that academic departments should be encouraged to integrate Library sessions into the teaching timetable; and that the Working Party on Induction should consider investigating whether Library training sessions can take place early in the timetabling process in order to secure suitable PC labs.

1472 QA CODE OF PRACTICE

The FT&QC noted revisions to QA Statements that came into force on 1 August 2009 (paper 15).

1473 QUALITY ASSURANCE COMMITTEE

The FT&QC noted the minutes of the meetings of the Quality Assurance Committee for 26 May 2009, 3 July 2009 and 9 July 2009 (papers 16-18).

M968 Changes to the HE Qualifications & Credit Framework

These changes have implications primarily for Ordinary degrees and postgraduate taught Masters programmes.

Informal feedback of the meeting held on 29 September 2009

Dr Laughton commented that NSS and SES results were considered at the meeting. It would be helpful for departments if these results had been circulated in a more 'digestible' form.

1474 LEARNING & TEACHING COMMITTEE

The FT&QC received the minutes of the meeting held on 11 June 2009 (paper 19).

Informal feedback of the meeting held on 6 October 2009 (paper 20)

Mr Hayes drew attention to the issue of feedback of examination papers. SSLCs will be canvassed for their views and proposals.

1475 DEPARTMENTAL SSLCS AND SSLC ELECTIONS

Members agreed that the arrangements for SSLC elections this year have not been much of an improvement on the previous year. The whole process was opaque as far as departments were concerned. Dr Laughton reported that she will be meeting with the Vice President (Education) of the Students' Union to provide him with feedback.

FRL

The FT&QC noted that it was not mandatory to produce the SSLC annual report on the template provided in QA48.

1476 PROGRAMME APPROVAL PANELS, DEGREE SCHEME REVIEWS, EXCHANGE PROGRAMMES

The FT&QC noted current progress on the following:

Programme Approvals

At planning stage

- MSc in Systems Biology
- New undergraduate programmes in the Department of Physics
- DPharm?

Degree Scheme Reviews (DSRs)

- Undergraduate programmes in the Department of Computer Science (Panel: Autumn 2009) for QAC 26 Jan 2010

- Undergraduate programmes in the Department of Pharmacy & Pharmacology (Panel ideally Easter 2010)

Degree Scheme Review Progress reports prior to submission to QAC (QA13) in 2010

- Undergraduate degrees in the Department of Physics
- Undergraduate degrees in the Department of Biology & Biochemistry
- Undergraduate degrees in Computer Science

Programme Withdrawals

- MBiol in Biology: last entry Oct 2006 so the last students to graduate should be in summer 2010.
- MBiol in Molecular & Cellular Biology: last entry 2009, so the last students will graduate in summer 2013.
- MBiochem: last entry 2009, so the last student will graduate in summer 2013.

Student Exchange Programmes, Department/Faculty/Institutional

New programmes

- Curtin University

Renewal of existing programmes

- Ferris State University
- University of Michigan, Ann Arbor
- University of Texas, Austin College
- University of Florida at Gainesville
- Other Faculty exchange programmes (previously regarded as institutional agreements).

Accreditation of Programmes

- Undergraduate degrees in Physics and Maths and Physics (submitted to the IoP Oct 2009).

1477 FUTURE MEETINGS

For discussion at FT&QC on 2 December 2009

- Ordinary degrees
- Unit and Programme major changes for 2009-10
- New IMC Policy, (implementation, implications, Mitigation Panels). See 'Duties of departments, and IMCs Panels')
- Undergraduate Programme Monitoring Reports; External Examiners' reports and Departmental responses, *Summary report to be drafted from FT&QC for QAC.*
- Membership of Boards of Programmes for Units and Programmes
- Monitoring Reports for Academic Reviews (to January QAC), Formal Written Student Complaints and Examination and Assessment offences
- SSLC reporting lines.

For discussion at FT&QC on 13 January 2010

- Minor changes to Units and Programmes prior to submission to SREO for the Programme & Unit catalogue
- Good Practice Discussions for 2009-10 initial discussions
- Scrutiny of Degree Scheme Review Progress reports prior to submission to QAC (QA13) Undergraduate degrees in Physics
- Computer Science DSR report

For discussion at FT&QC on 7 February 2010

- PGT Programme Monitoring Reports; External Examiners' reports and Departmental responses. *Summary report to be drafted from FT&QC for QAC*
- Scrutiny of Degree Scheme Review Progress reports prior to submission to QAC (QA13) Undergraduate degrees in Biology & Biochemistry

For discussion at FT&QC on 24 March 2010

- Good Practice discussions: draft report
- New programme approvals

For discussion at FT&QC on 28 April 2010

- Degree Scheme Review Progress reports prior to submission to QAC (QA13) Undergraduate degrees in Pharmacy & Pharmacology
- Good Practice discussions: final report prior to submission to L&TC

For discussion at FT&QC on 9 June 2010

- Appointment of External Examiners for 2010-11 and onwards
- Degree Scheme Review Progress reports prior to submission to QAC (QA13) Undergraduate degrees in Computer Science
- Any outstanding business

1478 DEPARTMENTAL TEACHING/COURSES/PROGRAMMES COMMITTEES

The FT&QC received the minutes of the following meetings (paper 21 and tabled 21a).

Department of Biology & Biochemistry
28 April 2009

Department of Mathematical Sciences
12 May 2009

Department of Pharmacy & Pharmacology
23 September 2009

Dates for 2009-10

2 December 2009	Wednesday	1.15 pm	WH 3.36
13 January 2010	Wednesday	1.15 pm	8W 2.24
17 February 2010	Wednesday	1.15 pm	WH 3.36
24 March 2010	Wednesday	1.15 pm	WH 3.36 tbc
28 April 2010	Wednesday	1.15 pm	1WN 3.10
9 June 2010	Wednesday	9.30 am	WH 3.36

All meetings start at 1.15pm, except for the meeting on 9 June 2010 which starts at 9.30am.
Lunch will be provided at all meetings.