



Meeting	FACULTY TEACHING & QUALITY COMMITTEE	
Place	Wessex House 3.36	
Date and Time	Wednesday 2 December 2009 at 1.15pm	
Present	Dr S B Bedford	Department of Chemistry (to M1488)
	Professor G R Burton	Department of Mathematical Sciences
	Mr A Hayes	Department of Computer Science
	Dr M Hejmadi	Department of Biology & Biochemistry (to M1488)
	Dr A C Jeffries	Natural Science Programmes
	Dr F R Laughton (Chair)	Department of Physics
	Dr P J Rogers	Department of Pharmacy & Pharmacology
	Dr A D J Taylor	Department of Pharmacy & Pharmacology (to M1490)
	Dr D Wolverson	Department of Physics
	Mrs E F Bird (Secretary)	Faculty of Science
Apologies	Dr M B Reed	Department of Mathematical Sciences
	Dr C M Todd	Department of Biology & Biochemistry

The FT&QC agreed to discuss business out of agenda order.

1483 CHAIR'S BUSINESS

New Individual Mitigating Circumstances Policy

Dr Laughton drew attention to the new policy that has been implemented from 2 November 2009. One major aspect of this policy is the operation of the Individual Mitigating Circumstances Panel (IMCs Panel). The FT&QC discussed various aspects of the operation of these Panels, and also the relationship of these Panels with Programme Boards of Examiners.

The FT&QC noted the following.

- The University's new IMC Policy defines IMCs as "conditions which temporarily prevent a student from undertaking assessment or significantly impair the student's performance in assessment". The new policy is much more prescriptive, and the 'culture' of IMCs and student behaviour will therefore have to change. Students should no longer be encouraged to submit claims for anything and everything. For example, the IMCs Panel is unlikely to accept a minor illness occurring in the first half of the semester as being a valid IMC with respect to exams at the end of the semester.

- IMCs Panels will be asked to give detailed consideration to IMC claims and to make judgements as to the validity of each of these claims. The Panels will focus on the extent and effect of the impact of these IMCs on assessments. The IMCs Panels will not look at unit marks.
- Students should be aware of the consequences of submitting claims for IMCs as judgements may be made about the potential impact on examinations that could result in deferred examinations or suspension of registration.
- Students will not be permitted to withdraw IMC claims if they do not like the outcome.
- It will continue to be the responsibility of the student to ensure that they provide sufficient evidence for their claim. This would include the provision of medical certificates, and where appropriate, more detailed descriptions of medical conditions. It would also require the submission of copies of death certificates.
- The IMCs Panel will be required to provide written feedback to the student, including brief reasons for the decision. It may be possible to derive this from SAMIS. Hopefully some standard wording will be developed.
- Panel minutes will be submitted to the Programmes Boards of Examiners.
- A student will have the right of review of the IMC Panel decision but only as part of the normal academic review process.
- Business Objects reports will be developed in SAMIS to provide information about IMCs for Programme Boards.
- IMCs Panels will be encouraged to have an effective size of membership to include Directors of Studies, Department Administrators and some cross faculty representation.

Secretary's note: The Deputy Assistant Registrar has offered to provide briefing sessions. Dr Laughton is drafting some suggestions for the IMCs Panel process, membership, timings etc across the Faculty.

National Teaching Fellowship Nominations

The FT&QC noted that the deadline for submission of nominations is Friday 11 December 2009.

Faculty Annual Quality Reports

Quality Assurance Committee has considered the Faculty Annual Quality Reports for 2008-09. A number of common issues have emerged:

- The Deputy Academic Registrar will be considering the ownership and storage of unit and programme descriptions and programme specifications. The FT&QC agreed that this will be a useful process.
- Individual photo identification will be implemented for examinations at the end of semester 1 in 2010. Students will be informed shortly.
- Teaching and Quality Committee workloads will be considered at some point in the future.
- A number of departments have low response rates for online unit evaluations. Dr Laughton reported that she had had a helpful email from

one of the student representatives on the Board of Studies, to indicate that the Students' Union are taking an active role in trying to increase response rates.

1484 MINUTES

The FT&QC approved the minutes of the meeting held on 21 October 2009 (paper26),

1485 MATTERS ARISING

M1464 Ordinary degrees

Dr Laughton reported that the relevant departmental teaching Committees have considered some further proposals for changes to the assessment rules for Ordinary degrees in the Departments of Computer Science, Mathematical Sciences and Physics. Following a meeting with the Deputy Academic Registrar, some minor revisions will again be considered by the departmental Committees before submission to the FT&QC for approval.

M1467 Degree Scheme Review for undergraduate degrees in the Department of Biology & Biochemistry

The FT&QC noted that this report, together with the SWOT analysis, examples of good practice and recommendations for actions, was well received by the Quality Assurance Committee.

M1470 Postgraduate Commonality Rules

The FT&QC noted that the New Framework for Assessment will shortly be introduced for postgraduate taught programmes. This process will encompass any changes that also need to be made to ensure compliance with the HE Qualifications & Credit Framework.

Secretary's note: Senate has now approved the extension of NFA to encompass postgraduate taught programmes and a consultation process has commenced.

1486 UNIT AND PROGRAMME CHANGES

The FT&QC approved the following unit and programme changes:

- New unit on work-based-learning research project, Department of Biology & Biochemistry
- Obsolete units in the Department of Mathematical Sciences
- Changes to the assessment for CM40197
- The removal of MN10248 and MN20130 from the options available in Year 2 BSc (Honours) Mathematics. (These options will continue to be available for Year 2 MMath and BSc in Mathematical Sciences programmes).

1487 CHANGE OF DEGREE TITLE

The FT&QC agreed to recommend to the Quality Assurance Committee some changes in titles to degrees in the Department of Biology & Biochemistry (paper 31), subject to a more detailed explanation in the paper for the Quality Assurance Committee for the requested change.

CMT

1488 ANNUAL MONITORING REPORTS, EXTERNAL EXAMINERS' REPORTS AND DEPARTMENTAL RESPONSES FOR UNDERGRADUATE DEGREE PROGRAMMES

The FT&QC considered some annual monitoring reports, external examiners' reports and department responses for the undergraduate programmes in the Faculty (papers 32a/b, 34 and 36a/b). Following a detailed discussion, a report will be submitted to the Quality Assurance Committee, once reports from the remaining departments in the Faculty have been considered. This report will be appended to the next appropriate set of minutes.

Members were reminded to send a copy of their annual monitoring report to learningandteaching@bath.ac.uk

1489 GOOD PRACTICE DISCUSSIONS

The FT&QC noted that the topic for this year will be on the integration of home and international students with particular reference to group working (paper 41).

Departments are asked to initiate discussions with academic colleagues, SSLCs and other student groups. An initial report back will be made to the January meeting and departmental reports should be submitted to the FT&QC on 17 February 2010 so that a final report can be considered at the following meeting.

Members

1490 CONSULTATION ON QA33 CODE OF PRACTICE ON PERSONAL TUTORING

The FT&QC considered some draft revisions to QA33 in the light of the recommendations for the revised Personal Tutorial System agreed by Senate. (paper 42).

In discussion, the following points were made.

1. The FT&QC noted that several of its members are Senior Tutors (as well as Directors of Studies/Teaching).
2. In some departments academic tutoring and personal tutoring is combined. In some departments it is separate, but on the whole it is all referred to as 'Personal Tutoring'.
3. It is not possible for all students to be assigned a personal tutor who is an academic member of staff. (para 4.1). For example, students on the AP3T are following a work-based programme and their personal tutors are almost entirely based in the NHS.
4. The FT&QC agreed a form of words to replace para 4.2 i) as they felt that the wording did not adequately define integrated tutorials as they operate in departments. The suggested rewording is "*Integrated Tutorials offer guidance on academic topics related to the student's programme of study, but are not unit-specific. They also support skills development and induction (or re-induction) activities, and provide a personal contact and rapport in case of pastoral issues*".
5. The FT&QC noted that students on cross-departmental programmes may experience both models. Some management of expectations may be required.

6. It is sufficient to permit students to request a change of Personal Tutor (para 4.8). This section should be reworded to exclude the phrase 'who are unhappy about aspects of the Personal Tutorial System process to raise issues'.
7. The FT&QC expressed concern about the requirement for attendance records and for retention of these records for the purpose of writing references etc. Members suggested that this might be inappropriate and no similar requirement is being made for attendance at lectures. However they did appreciate that lack of contact with a Personal Tutor should be highlighted at least to the Senior Tutor.
8. The FT&QC considered that annual monitoring of the Personal Tutorial System by the SSLC was unnecessary. Some SSLC feedback would be sufficient.
9. Some minor revisions were suggested for Appendix 1. The FT&QC suggested that these areas should be addressed within the overall Induction process, to which the Tutorial System will contribute. An appropriate timescale will be the first six months of Year 1.
10. Bullet point 6. Moodle is too exclusive. 'Available e-learning resources' will be better.
11. Bullet point 10, replace 'electing' with 'choosing'.
12. Last bullet point 'cultural exchange and learning'. This may be aspirational, but the FT&QC was not sure how this would be achieved through the Tutorial System.

1491 QUALITY ASSURANCE COMMITTEE

The FT&QC noted informal feedback on the meeting held on 10 November 2009 (paper 43).

1492 LEARNING & TEACHING COMMITTEE

The FT&QC noted informal feedback on the meeting held on 24 November 2009 (paper 44).

1493 DEPARTMENTAL SSLCS AND SSLC ELECTIONS

Members were reminded to submit their SSLC minutes to the FT&QC.

The FT&QC on behalf of the Board of Studies approved the 2009-10 Terms of reference for the SSLC in the Department of Pharmacy & Pharmacology (paper 45).

Members were reminded that the Board of Studies is responsible for approving and periodically reviewing the terms of reference and constitutions of all SSLCs within the Faculty.

1494 **PROGRAMME APPROVAL PANELS, DEGREE SCHEME REVIEWS, EXCHANGE PROGRAMMES**

The FT&QC noted current progress on the following:

Programme Approvals

At planning stage

- New MScs and MRes programmes in Biology & Biochemistry (for October 2010 intake)
- New undergraduate programmes in the Department of Physics
- DPharm?

Degree Scheme Reviews (DSRs)

- Undergraduate programmes in the Department of Computer Science (Panel: 10 December 2009)
- Undergraduate programmes in the Department of Pharmacy & Pharmacology (Panel 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).

1495 ITEMS OF BUSINESS FOR FUTURE MEETINGS

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*

Undergraduate Annual Monitoring reports

For discussion at FT&QC on 17 February 2010

PGT Programme Monitoring Reports; External Examiners' reports and Departmental responses. *Summary report to be drafted from FT&QC for QAC*

Computer Science DSR report and recommendations

Good Practice discussions: *draft report*

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

Any outstanding business

1496 DEPARTMENTAL TEACHING/COURSES/PROGRAMMES COMMITTEES

The FT&QC received the minutes of the following meetings (paper 46).

Department of Pharmacy & Pharmacology

28 October 2009

Department of Physics

23 October 2009.

Dates for 2009-10

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.