



Meeting	<b>FACULTY TEACHING &amp; QUALITY COMMITTEE</b>	
Place	Wessex House 3.36	
Date and Time	Wednesday 17 February 2010 at 1.15pm	
Present	Mr G Charonis	Students' Union Vice-President (Education) (to M1507)
	Mrs N Fossey-Lewis	Department of Sports Development & Recreation
	Mr A Hayes	Department of Computer Science
	Dr M Hejmadi	Department of Biology & Biochemistry
	Dr A C Jeffries	Natural Science Programmes
	Dr F R Laughton (Chair)	Department of Physics
	Mr J Macdonald	Head of Enhancement and Development,
	Professor K C Molloy	Department of Chemistry
	Mr A Pool	Chair of the Students Union Academic Executive
	Dr M B Reed	Department of Mathematical Sciences
	Dr P J Rogers	Department of Pharmacy & Pharmacology
	Dr D Wolverson	Department of Physics
	Mrs E F Bird (Secretary)	Faculty of Science
Apologies	Dr A D J Taylor	Department of Pharmacy & Pharmacology
	Dr C M Todd	Department of Biology & Biochemistry

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The FT&QC welcomed Mr Charonis, Mrs Fossey-Lewis, Mr Macdonald and Mr Pool to the meeting.

**1501 MINUTES**

The FT&QC approved the minutes of the meeting held on 2 December 2009 (paper 74).

**1502 MATTERS ARISING**

**M1483 Individual Mitigating Circumstances (IMCs) Policy**

Dr Laughton explained that some Faculty guidelines on handling IMCs had been produced, with the intention of providing practical guidance for departments in the Faculty of Science on the implementation of the University's IMCs regulations. These guidelines were discussed in a Faculty meeting on 21 January 2010, in which members of the FT&QC, Directors of Studies and Department Administrators from across the Faculty met to have a focussed discussion on IMCs. This meeting partly replaced the FT&QC planned for 13 January 2010 that was cancelled because of the weather, and was judged to be very useful and constructive. Some minor revisions were made to the guidelines as a result of discussions within the meeting, and the revised guidelines were subsequently circulated.

Most departments have already held their first IMCs Panels.

Dr Jeffries was thanked for drafting an IMCs checklist for use predominantly by Directors of Studies. An electronic copy will be circulated to members.

Feedback from Directors of Studies and Department Administrators has focussed on some SAMIS-related problems to do with coding/wording of IMCs. There have also been some initial problems with Semester 1 IMCs affecting year-long units.

It was agreed that a follow-up feedback session will be arranged after the end of Semester 2.

#### **M1485 Ordinary degrees**

Dr Laughton explained that consultations with the Deputy Academic Registrar are ongoing. The revised assessment regulations for Ordinary degrees in the Faculty will be considered again by Departmental Committees. Details will be submitted to the next meeting of the FT&QC.

#### **M1485 NFA for Postgraduate Taught degrees**

There have been some preliminary consultations for a common assessment framework. The new procedures will build on the existing PG Commonality Rules.

#### **M1489 Good Practice Discussions**

As the last meeting of the FT&QC was cancelled, discussions about the integration of home and international students have been limited. Some departments have already raised these issues in their SSLCs and other Departmental Committees.

Departments were asked to send comments to Dr Laughton for report to the FT&QC and the Learning & Teaching Committee.

#### **M1493 SSLCs**

Department were reminded to send copies of their SSLC minutes for submission to the FT&QC.

### **1503 UNIT AND PROGRAMME CHANGES**

The FT&QC approved the following unit and programme changes (papers 75 – 80) for 2010-2011.

Departments were reminded to provide the FT&QC with a brief cover note indicating the reasons for the changes to units/programmes and also how new units fit into existing programmes. Departments are asked to use the new unit templates for all changes and new units:  
<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA49form1.doc>

‘Tracked changes’ should be used to indicate amendments to unit descriptions.

### **Department of Biology & Biochemistry**

- BB400AC and BB400SB: new units, subject to the amendment of assessment for skills.

### **Department of Chemistry**

- Chemistry programme and unit changes.

### **Department of Computer Science**

- Changes to CM50123 changes were referred back to the Department for further consideration. The Department has been asked ensure that there is sufficient differentiation in depth of learning and assessment between this M-level unit and its H-level counterpart with which it shares teaching.
- A new unit (Unit CMxxxxx Intelligent Control and Cognitive Systems) was approved.

### **Department of Pharmacy & Pharmacology**

- PA50186, PA50188 and PA50216: unit changes.

The changes to PA50186 and PA50188 reflect the ongoing programme of updating of unit assessment agreed as part of the actions from the Degree Scheme Review. The revisions to PA50216 reflect a tightening up of content arising from the redevelopment of the unit based on the CPD funding that the Department won last year.

### **Department of Physics**

- Physics unit changes were approved.

The FT&QC noted that the following units have been approved under delegated powers by the Dean of Science. These changes are for the provision of an exit route only.

- New MA units to enable some Maths & Physics students to transfer to single honours Physics programmes at the end of Semester 1, Year 1.

## **1504 CHAIR'S BUSINESS**

### **January FT&QC was cancelled because of the weather.**

The following items of business were subsequently approved under delegated powers:

Unit changes (papers 58a-d) as set out below:

- Changes to BB30072
- Changes to XX30172 State of the Planet
- Changes to unit titles in the Department of Computer Science
- New MA3xxx unit in Projective Geometry to replace MA30172, and for MA30172 to be withdrawn for 2010-11.

Membership of Boards of Examiners (reserved papers 68-71):

- Department of Biology & Biochemistry,
- Department of Chemistry,
- Department of Computer Science
- Department of Mathematical Sciences.

### **Student ID in examinations**

This was introduced in S1 examinations starting 18 January 2010. A copy of Rule no 2, Conduct of Examinations (paper 83) was circulated to members for information. One of the student representatives suggested that the requirement for students to show id at the entrance/exit of examinations venues was insufficient. The general consensus amongst students was that the level of invigilation should be increased. The FT&QC noted that the Students Union Academic Council is intending to consider whether there have been any improvements made in the conduct of examinations and to ensure that examination rules are followed.

### **Student Support Forum**

Dr Gan Shermer, a Teaching Fellow in the Department of Chemistry, is representing the Faculty on this new Forum. It was agreed that she will be invited to a future FT&QC meeting to provide some feedback.

### **National Students Survey**

Members were reminded to encourage students to complete the NSS, and also to provide them with any suitable feedback that indicates actions taken as a result of earlier student comments.

The FT&QC noted that the Department of Computer Science is providing such feedback to students via an SSLC Moodle page. In addition there is a new SSLC notice board in the Department's recently opened undergraduate computer laboratory.

The Chair of the Department of Physics' SSLC has drafted a newsletter for other students providing feedback on action taken in relation to issues raised in SSLC meetings.

### **QA53 Assessment and Examination Offences**

An extensive consultation exercise has commenced to review QA53. Proposals for revisions will be considered by FT&QCs in the next few months.

### **SSLCs action**

Departments are reminded to look at the suggested actions that have come from the consideration of last year's SSLC annual reports (paper 85). Directors of Studies should initiate discussions with their SSLCs and in other departmental meetings.

### **Student Exchange programmes**

The FT&QC noted that the problems of imbalance between incoming and outgoing students continued to exist. There was also a very high administrative overhead for a large number of small exchange programmes. Rationalisation was overdue.

The FT&QC welcomed the proposal from Dr Randolph Köhn in the Department of Chemistry (paper 86 and a tabled paper). With the support of his Head of Department, he has volunteered to become the Faculty Exchange Co-ordinator. The FT&QC acknowledged that co-ordination of the provision of exchange programmes and level of support for students will be most welcome and expressed their appreciation of Dr Köhn.

The FT&QC noted that most departments provided Study Year Abroad programmes but that the take up was very low compared with Industrial Placements. A number of departments (Natural Sciences, Pharmacy and Physics) find that the Study Year Abroad element is an effective recruitment tool, whether or not students actually take up this option once they are students at the University.

In this context, it was noted that some 20% of MPharm students undertake a semester studying abroad. It is part of the professional accreditation requirements that such an opportunity is offered to students.

## **1505 ON-LINE EVALUATION AND ASSESSMENT FEEDBACK**

The FT&QC considered a paper drafted by Alexander Pool, a student representative on the Board of Studies and Chair of the Students Union Academic Council (paper 87).

This paper considers why the number of students filling in On-line Unit Evaluations has dropped in recent years and looks at ways in which this can be improved.

The following comments were made in discussion:

1. It would be interesting to have some details of overall university response rates as well as those of individual departments. If some departments have high response rates, it would help to understand why this is.
2. The LTEO will be publicising some examples of good practice to inform departments.
3. The Department of Pharmacy & Pharmacology receives good quality feedback especially in response to qualitative questions. The Department encourages questions that are specific to individual units and asks, for example, 'What one thing would you like to change?' In the department's view, the standard set of questions receives poor feedback.
4. The timing of unit evaluations is critical, but views varied as to when was the best time – post-teaching or post-examinations. The timing may also depend on when Department Administrators are able to put the questionnaires online as this can coincide with pressure of work in assessment periods.
5. Students welcome the opportunity to reflect on a lecturer's attitude and response to individual questions during assessment periods. Post-teaching evaluations will not provide an opportunity for this to happen. Post-examination questionnaires at the end of Semester 2 are however more likely to be ignored by students.
6. Departments do need to manage student expectations as to the nature of changes that can be realistically made.

### **Recommendations**

1. Some agreement across the Faculty on the timeframe of questionnaires would be helpful and further consideration should be given to this, at least for some units.
2. Departments are encouraged to consider the provision of mid-unit/semester evaluations. This has already been trialled in the Department of Chemistry at the end of Semester 1 for year-long units but it needs a technical fix from

- BUCS. It may be better to trial this for a single unit taught by a single lecturer.
3. Care needs to be taken that students do not suffer from 'survey-fatigue'.
  4. The Department of Pharmacy & Pharmacology is trialling the use of FeedbackMonkey. The Department of Mathematical Sciences has also conducted quick paper-based surveys of their tutorial systems.
  5. It was agreed that Departments should seek the views of their SSLCs about questions for unit evaluations and the best methods of feedback to students.
  6. There was no great appetite for a return to paper-based questionnaires.

Mr Pool was thanked for his hard work and efforts in the improvement in the systems for unit evaluations.

#### **1506 INNOVATIONS IN LEARNING & TEACHING WEEK**

The FT&QC noted the arrangements for Innovations in Learning & Teaching Week commencing Monday 22 February 2010 (paper 88).

#### **1507 DEGREE SCHEME REVIEW FOR UNDERGRADUATE PROGRAMMES IN THE DEPARTMENT OF COMPUTER SCIENCE**

The FT&QC considered the Degree Scheme Review report, examples of good practice, recommendations and departmental responses for undergraduate degrees in the Department of Physics (papers 89a/89b).

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 Faculty Teaching and Quality Committee 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 this was an excellent review based on an evaluative Programme Evaluation Document and a clearly presented report. The FT&QC endorsed the continuation of all of the existing programmes and the amendment of the Ordinary degrees (to comply with the revised FHEQ). Members sought some clarification about the significance of the non-accreditation of the Computer Science with Mathematics programme. (Some major changes to the mathematics content would be required which would completely change the nature of the degree and the balance between computer science and mathematics learning outcomes).

Members also questioned the potential impact of faculty re-organisation on the delivery of the recommendations. It will be particularly important, for example, to ensure that any changes in admissions procedures do not cause any problems in recruiting and admitting new students. In addition, the Department currently has a full time member of staff supporting placements, and would not wish this to be 'diluted'.

Members noted that the First Destination data indicates that ‘upon graduation approximately 70% of the Department’s graduates gain meaningful employment upon completion of their studies.’ It would be interesting to know how this compares with peer departments.

### **Good Practice**

The FT&QC noted the examples of good practice which were commended to the rest of the Faculty.

### **SWOT Analysis**

The FT&QC found the evidence-based comments particularly helpful.

The FT&QC then focussed on the Recommendations and Action Plan. These had been discussed by various groups within the Department of Computer Science and had been approved by the Head of Department. Members agreed that the recommendations and actions were achievable and on target. They commented particularly on the following recommendations.

Members commented particularly on Recommendation 4 on the need for there to be clear messages about the underlying philosophy of the programmes. The FT&QC questioned how the Department will be able to know if this has been achieved. Changes are being made to the marketing of the programmes. The Department also intends to manage student expectations more effectively. It was acknowledged that the Department needs to be clear about the ‘flavour’ of its programmes. Success will also be measured in a reduction in the ‘tail’ of poor performing students.

Mr Hayes confirmed that students are aware that the Computer Science with Mathematics degree programme is not accredited. The Department does not perceive this to be a problem.

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

**QAC**

## **1508 DSR PROGRESS REPORTS: UNDERGRADUATE DEGREES IN THE DEPARTMENT OF PHYSICS**

The FT&QC consider a progress report for the undergraduate degree programmes in the Department of Physics (paper 90).

Members noted that there has been full engagement with the recommendations and the proposed actions. Current progress was judged to be entirely appropriate.

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

**QAC**

**1509 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](mailto:learningandteaching@bath.ac.uk)

**1510 PROGRAMME APPROVAL PANELS, DEGREE SCHEME REVIEWS, EXCHANGE PROGRAMMES**

**Programme Approvals**

At planning stage

- New MSc and MRes programmes in the Department of Biology & Biochemistry (initial approval, Senate 10 February 2010. Programme Approval Panel 10 May 2010)
- New undergraduate programmes in the Department of Physics
- DPharm?
- MRes programmes in the Department of Pharmacy & Pharmacology

**Degree Scheme Reviews (DSRs)**

- Undergraduate programmes in the Department of Pharmacy & Pharmacology (Panel w/c 10 May 2010)

**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).

## **1511 ITEMS OF BUSINESS FOR FUTURE MEETINGS**

### **For discussion at FT&QC on 24 March 2010**

#### **Overview of External Examiners' reports for 2008-09**

**Good Practice discussions:** draft report

**All outstanding annual monitoring reports**

**Degree Scheme Review Progress reports** *prior to submission to QAC (QA13)*  
*Undergraduate degrees in Biology & Biochemistry*

**New programme approvals (Department of Biology & Biochemistry)**

**Ordinary degrees; revised regulations**

**Department Feedback Policies on assessed work for implementation in 2010-11**

**QA53 Assessment and Examination Offences**

Proposals for revisions will be considered by FT&QCs in the next few months.

### **For discussion at FT&QC on 28 April 2010**

**Good Practice discussions:** final report prior to submission to LTEO (deadline is 4 May 2010)

Approval of departmental plans for **Personal Tutorial Systems for 2010-11**

### **For discussion at FT&QC on 9 June 2010**

**Degree Scheme Review** *prior to submission to QAC (QA13)* *Undergraduate degrees in Pharmacy & Pharmacology*

**Appointment of External Examiners for 2010-11 and onwards**

**Any outstanding business**

### **For discussion at FT&QC on October 2010**

**Degree Scheme Review Progress reports** *prior to submission to QAC (QA13)*  
*Undergraduate degrees in Computer Science*

## **1512 DEPARTMENTAL TEACHING/COURSES/PROGRAMMES COMMITTEES**

The FT&QC received the minutes of the following meetings (paper 100).

**Department of Biology & Biochemistry**

5 November 2009

**Department of Chemistry**  
18 December 2009  
**Natural Sciences programmes**  
28 October 2009

**Dates for 2009-10**

24 March 2010	Wednesday	1.15 pm	<b>8W 2.12</b>
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.**