



Meeting	FACULTY TEACHING & QUALITY COMMITTEE	
Place	8 West 2.12	
Date and Time	Wednesday 24 March 2010 at 1.15pm	
Present	Mr A Hayes	Department of Computer Science
	Dr M V Hejmadi	Department of Biology & Biochemistry
	Dr A C Jeffries	Natural Science Programmes
	Dr F R Laughton (Chair)	Department of Physics
	Mrs S Chopping	LTEO (for M1516 only)
	Professor K C Molloy	Department of Chemistry
	Dr M B Reed	Department of Mathematical Sciences
	Dr P J Rogers	Department of Pharmacy & Pharmacology
	Dr A D J Taylor	Department of Pharmacy & Pharmacology
	Dr C M Todd	Department of Biology & Biochemistry
	Dr D Wolverson	Department of Physics
	Mrs E F Bird (Secretary)	Faculty of Science
Apologies	Mr G Charonis	Students' Union Vice-President (Education)

The FT&QC welcomed Mrs Sue Chopping to the meeting for the first item on the agenda.

1516 STRATEGIES FOR THE REDUCTION, CONTROL AND DETECTION OF PLAGIARISM. REVIEW QA53 EXAMINATION AND ASSESSMENT OFFENCES AND QA28 CONDUCT OF EXAMINATIONS

The FT&QC consider these detailed proposals and recommendations (paper 104). This was a consultation paper that highlighted some key issues, including the need to raise awareness about plagiarism and perceived inconsistencies in the penalties given for plagiarism offences.

The following points were made in discussions.

1. There are comparatively low levels of plagiarism in the University.
2. Turnitin is regarded as something of a 'blunt instrument' for plagiarism detection. Members varied in their views as to the ease of use. They did agree, however, that students should not be permitted to put their work through Turnitin themselves, as this may encourage them to develop strategies to avoid their plagiarism being identified.
3. There seems to be a perception reflected within the consultation paper that

penalties for plagiarism are not consistent. This perception is not shared by the FT&QC members; although they acknowledge that it could be the case that penalties are applied inconsistently, they also pointed out that the penalties may be affected by the particular circumstances of each case, so that it is not always straightforward to directly compare one case with another. One way of confirming any inconsistencies (or not) would be the central collection of minutes from Assessment Inquiry Panels across the Faculties and Schools.

The FT&QC discussed the recommendations for developments to raise awareness, supply information and support students and staff.

- A1 This was supported. There is a role for the Students' Union but the 'message' must come from the academic community co-ordinated by central administration.
- A2 The FT&QC supported the idea of a centrally co-ordinated campaign throughout the year, targeted particularly at first year undergraduates and 1 year full time masters students. There is probably a role for the Personal Tutor as part of the campaign. The FT&QC pointed out that opportunities for plagiarism are much more limited in more mathematical disciplines.
- A3 The suggestion of a one-stop web page was commended. This would be particularly appropriate for distance learning students.
- A4 It was agreed that information about plagiarism will be included, and updated, for programme handbooks.
- A5 The FT&QC did not support the suggestion of specific questions in student surveys on the basis that students are already 'over-surveyed'. Members were also not convinced of the value of such questions. They did however commend the suggestion that a simple request such as 'was this helpful for you' should be put on the relevant student web page.
- A7 Workshops should be developed to show staff how to use plagiarism detection tools such as Turnitin.
- A8 The FT&QC agreed that there should be central guidance notes for departments. Perhaps this could include some anonymised case histories of individual plagiarism offenders, together with the penalties applied.
- A9 The sharing of good practice could be undertaken in the Directors of Studies Forum and Teaching & Quality Committees.
- A10 There was support for the development of departmental sampling policies during 2010-11 for implementation in 2011-12. Such policies may be discipline specific. The nature of the 'approval' process needs clarification. The FT&QC was not in favour of the formal regulation of sampling.

The FT&QC discussed the recommendations for revisions to QA53 to be implemented in 2010-11

- B1 Penalties for first offences that are deemed minor or technical: after some discussion, it was agreed that all students should be required to successfully complete an online tutorial prior to the submission of their first piece of coursework, and that the coursework would not be marked until students had provided evidence that they had completed the tutorial. Any subsequent offence would then be deemed to be deliberate. This has the merit of being a simple consistent approach.
- B2 The appointment of a Director of Studies to act as a specialist adviser on appropriate penalties reflects the existing practice in most departments.

- B3 Faculty staff will be required to collect, monitor and communicate about cases of plagiarism. This also reflects current practice.
- B4 There was no support for the suggestion of dates for Inquiry Panels being fixed in advance. The proposal for these Panels to have fixed membership was also rejected. Such Panels are infrequent and the Panel Secretary, in particular, wishes to retain flexibility in timings and membership.
- B5 The FT&QC supported the suggestion for a revised procedure for admitted offences.
- B6 The FT&QC supported the suggestion for revised procedures for postgraduate research students.
- B7 Other minor amendments to the procedures in QA53 were supported.

The FT&QC discussed the recommendations for revisions to QA28 and Regulations to be implemented in 2010-11

- C1 Revisions to QA28 should include the provision of examination stationery that does not include loose pages, as this can (and does) support cheating. Different coloured paper on different days would also be helpful.

These comments will be subsumed into those from other Teaching & Quality Committees, so that these proposals can be taken forward for approval and implementation. **LTEO**

1517 CHAIR'S BUSINESS

Dr Laughton drew attention to the following items.

- Protocol for the surveying of students (paper 105)
- Timetable Policy: staff availability (paper 106)
- Teaching Development Fund 2010-11 (paper 107).

Dr Laughton provided a brief update on the progress of amending the assessment rules for Ordinary degrees in the faculty. She anticipated that a paper will be submitted for approval to a future meeting.

Dr Laughton reminded Directors of Studies that letters relating to Section A Examination and Assessment offences must be copied to the Dean of Science.

A report on some recent developments for Faculty exchange programmes was provided. Mrs Bird has recently met with Dr Randolph Köhn, Mrs Sarah Crampin and Ms Amanda Harper to discuss the rationalisation of Faculty exchange programmes (excluding those for MPharm students). A faculty-wide provision should reduce the number of individual programmes but expand the choice for individual students.

It is worth noting that across the Faculty, about 8-15 students go on non-European exchanges, with a smaller number going on European exchanges. The administrative burden in support of these programmes is significant. Such exchanges are, however, a valuable experience for those students who undertake them, and departments regard the exchange provision as a valuable recruitment tool.

Dr Köhn has indicated that he would be willing to take on the role of Faculty Exchange Co-ordinator, and the FT&QC again expressed its appreciation for this offer. In the

short term a small number of programmes that require immediate renewal will be progressed. An agreement with the University of Helsinki will become a Faculty-wide programme on renewal. Further changes to the provision will take place under the new faculty-based academic structure which is currently being developed.

1518 IMCs PANELS

The FT&QC discussed the outcomes of recent IMCs Panels at the end of Semester 1. A recent Board of Studies had requested some feedback particularly relating to equity of treatment and the sharing of good practice.

Several of the departments' IMCs panels included membership from across the Faculty. Dr Mathlin, who attended several IMCs Panels outside his own department, confirmed that decisions were sound and consistent across those departments. Cross department membership was judged to have been of benefit in terms of the outcomes. The FT&QC commended this as good practice.

In general departments considered that they have received fewer IMCs claims than in previous years. Both staff and students have found it helpful to have a much clearer definition of IMCs. Several departments confirmed that they have not had any complaints from students who had received the brief emails of rejection for their claims.

A further feedback meeting will be arranging for w/c 12 July 2010 be set up for Secretaries of IMCs Panels and Examination Boards and Directors of Studies. Consideration of departmental IMCs Panels' listings reports will be useful.

EFB

1519 DSR PROGRESS REPORT: UNDERGRADUATE DEGREES IN THE DEPARTMENT OF BIOLOGY & BIOCHEMISTRY

The FT&QC considered a progress report for the undergraduate degree programmes in the Department of Biology & Biochemistry (paper 108).

Members noted that the Department has responded to the recommendations and the proposed actions. Current progress was judged to be appropriate. A number of minor comments about the effects of changing units on the Natural Sciences programmes and strategies to improve access to Moodle (Recommendations numbers 10 and 15 respectively) will be included on the report to be submitted to the Quality Assurance Committee.

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

QAC

1520 ANNUAL MONITORING REPORTS, EXTERNAL EXAMINERS' REPORTS AND DEPARTMENTAL RESPONSES FOR UNDERGRADUATE DEGREE PROGRAMMES

The FT&QC considered the annual monitoring report, external examiners' reports and department responses for the undergraduate programmes in the Department of Mathematical Sciences (paper 109). A summary report of all of the annual monitoring reports for undergraduate programmes in the Faculty is appended to these minutes.

The report will also be submitted to the Quality Assurance Committee.

QAC

The FT&QC wished to draw attention to one particular issue raised by a number of Directors of Studies. A number of students have experienced delays of more than a couple of weeks in arranging an appointment to see one of the University Counsellors. This is unsatisfactory, particularly when help is needed immediately. Examples include students who have suffered a bereavement. In such cases, the burden of welfare support falls on individuals in academic departments, especially the Directors of Studies, personal tutors or Department Administrators, with very little support available for them either. Members of the FT&QC asked for this issue to be drawn to the attention of the Head of Student Services and the Board of Studies.

**MA
BoS**

1521 ANNUAL MONITORING REPORTS, EXTERNAL EXAMINERS' REPORTS AND DEPARTMENTAL RESPONSES FOR POSTGRADUATE TAUGHT PROGRAMMES

The FT&QC considered the annual monitoring report, external examiners' reports and department responses for the postgraduate taught programmes in the Faculty (papers 110- 116). A summary report of all of the annual monitoring reports for undergraduate programmes in the Faculty is appended to these minutes.

The report will also be submitted to the Quality Assurance Committee.

QAC

1522 GOOD PRACTICE DISCUSSIONS INTEGRATION OF HOME AND INTERNATIONAL STUDENTS WITH PARTICULAR REFERENCE TO GROUP WORKING

The FT&QC considered a draft report (tabled paper 117). It was agreed that this draft will be circulated electronically for any additional comments. The final version will be considered at the next meeting on 28 April.

1523 OVERVIEW OF EXTERNAL EXAMINERS' REPORTS 2008-09

The FT&QC noted the overview of External Examiners' reports for 2008-09 (paper 118).

Departments are particularly reminded:

- to ensure that draft examination questions and model answers are checked for completeness before despatch to External Examiners.
- to remember the external Examiners' role in enhancement, especially in assessment.
- to ensure that all double marking and moderation is transparently applied and adequately recorded.

The FT&QC noted that Examiners for programmes in Pharmacy, Chemistry and Education made the point that vivas are extremely useful.

1524 DEPARTMENT FEEDBACK POLICIES ON ASSESSED WORK

The FT&QC received information from the LTEO and gave some preliminary consideration for submission of departmental policies on feedback on assessed work (paper 119).

These departmental policies are to be drawn up, considered within departments and approved by the FT&QC before the end of this academic year. The deadline of the FT&QC meeting on 9 June 2010 means that this is a very short deadline for consultation and approval.

Deadlines apart, the FT&QC considered this to be a useful development, as it will be an opportunity to explain exactly what sort of feedback they can expect to receive. This will help to manage their expectations. It will also be an opportunity for departments to share good practice about different strategies for feedback.

The FT&QC noted that it is now University policy to allow departments to give students access to marked examination scripts, if they deem this appropriate. This policy is exercised at the discretion of the department.

Members were reminded that departmental policies must be submitted to the Secretary for consideration by FT&QC on 9 June 2010

1525 MINUTES

The FT&QC approved the minutes of the meeting held on 17 February 2010, subject to one amendment (paper 120).

1526 MATTERS ARISING

M1505 On line evaluation and assessment feedback

The FT&QC noted that Maths Department mid-semester surveys of tutorials were done using Bristol Online surveys, not paper-based. However the job of passing the results on to tutors required printing out reams of paper reports.

1527 UNIT AND PROGRAMME CHANGES

The FT&QC approved the following unit and programme changes (papers 121-129 and some tabled papers) for 2010-2011.

Departments are 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.

- Biology programme changes: Biochemistry, Biology and Molecular and Cellular Biology
- New Biology unit BB10YYY
- Change of title for BB30032 and BB30163
- CM30226: change in the pre-requisite
- BSc Computer Science with Modern Languages

- BSc Computer Science with Business (wording to be amended)
- CS unit title changes
- MA units, level 2 units as Year 3 options and MA units replacements for some withdrawn units for Natural Sciences
- BSc Statistics programme changes to take account of changes to units from other departments
- Minor changes to MA30092, MA50092 and MA20202

- Natural Science programme changes
- MPharm new Final Year optional unit.

1528 DEPARTMENTAL SSLC MINUTES

The FT&QC noted minutes (papers 130, 130a/b refer).

Department of Biology & Biochemistry

12 November 2009

3 December 2009

22 February 2010

Department of Chemistry

4 November 2010

Department of Computer Science

26 November 2009

11 February 2010

Department of Mathematical Sciences

4 December 2009

5 March 2010

Department of Pharmacy & Pharmacology

10 February 2010

10 March 2010

Department of Physics

4 November 2009

16 December 2009

10 February 2010

1529 DEPARTMENTAL TEACHING/COURSES/PROGRAMMES COMMITTEES

The FT&QC noted minutes (paper 131 refers).

Department of Mathematical Sciences

9 December 2009

Natural Sciences programmes

9 December 2009

Department of Pharmacy & Pharmacology

9 December 2009

Department of Physics

5 February 2010

1530 QUALITY ASSURANCE COMMITTEE

The FT&QC noted the minutes of the meeting held on 26 January 2010 (paper 131a).

M1048 re new titles for Biology degrees

The FT&QC noted that these changes referred to the programme title not the award title. The Quality Assurance Committee has decided as future general policy, that students should be asked individually, in advance, if they wish to opt in. In 'exceptional circumstances' eg Departments feel the admin burden is excessive, they can ask for exemption to do the global transfer of current cohorts from the agreed date, and then ask all the students afterwards if they wish to opt out. This decision arises from an assessment of the legal advice on the contractual situation, and the 'risks' involved.

To claim such an exemption from the Committee would normally mean including a case for this in the main submission to Committee asking for approval to the new title.

Dr Laughton drew attention to the discussions at the Quality Assurance Committee on 16 March 2010.

- Proposals for changes to the institutional committees overseeing learning and teaching: Dr Laughton commented that she considered that the changes will significantly improve the efficiency and effectiveness of the processes for programme monitoring, review and approval.
- As part of PGT Commonality and the New Framework for Assessment for PGT programmes, all PGT awards made in 2010-2011 can include merits and distinctions.
- Further changes to transcripts to be recommended to Senate include notification of IMCs that have affected student performance on the full transcript but not the summary transcript.
- QA33 on Personal Tutoring will be circulated to FT&QCs for further comments.

1531 PROGRAMME APPROVAL PANELS, DEGREE SCHEME REVIEWS, EXCHANGE PROGRAMMES

Programme Approvals

- New MSc and MRes programmes in the Department of Biology & Biochemistry (initial approval Board of Studies, 20 January 2010, Senate 10 February 2010. Programme Approval Panel is on 10 May 2010)

At the planning stage

- New undergraduate programmes in the Department of Physics (5-year MPhys and MSci programmes with Placements and SYA, for October 2011 year 2 students)
- DPharm?
- MRes programmes in the Department of Pharmacy & Pharmacology?

Degree Scheme Reviews (DSRs)

- Undergraduate programmes in the Department of Pharmacy &

Pharmacology (Panel is on 14 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
- Faculty exchange programmes

Accreditation of Programmes

- Undergraduate degrees in Physics and Maths and Physics (submitted to the IoP Oct 2009, Accreditation Visit on 27 February 2010).
- Undergraduate degrees in Computer Science: follow-up re-accreditation. Follow-up visit is on 27 May 2010.

1532 ITEMS OF BUSINESS FOR FUTURE MEETINGS

For discussion at FT&QC on 28 April 2010

New programmes in Department of Biology & Biochemistry

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

QA33 Personal Tutoring: further consultation

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

Ordinary degrees

Departmental policies on feedback on assessed work

Any outstanding business

Dates for 2009-10

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.