



Meeting	FACULTY TEACHING & QUALITY COMMITTEE	
Place	1 West North, room 3.10	
Date and Time	Wednesday 28 April 2010 at 1.15pm	
Present	Mr G Charonis	SU Vice-President (Education) (M1545 and M1553)
	Mr A Hayes	Department of Computer Science
	Dr M V Hejmadi	Department of Biology & Biochemistry) (M1545 and M1553)
	Dr A C Jeffries	Natural Science Programmes
	Dr F R Laughton (Chair)	Department of Physics
	Mrs S Chopping	LTEO (M1553 only)
	Dr G Mathlin	Department of Physics (M1545 and M1553)
	Professor K C Molloy	Department of Chemistry (M1545 and M1553)
	Dr M B Reed	Department of Mathematical Sciences (from M1546)
	Dr P J Rogers	Department of Pharmacy & Pharmacology (from M1546)
	Dr C M Todd	Department of Biology & Biochemistry
	Dr A E Wheals	Department of Biology & Biochemistry (M1545 only)
	Mrs E F Bird (Secretary)	Faculty of Science
Apologies	Dr A D J Taylor	Department of Pharmacy & Pharmacology

The FT&QC welcomed Dr Alan Wheals for discussion about new programmes in the department of Biology & Biochemistry, and Mrs Sue Chopping for discussions on revisions to QA53.

It was agreed to take business items out of agenda order.

1545 NEW MRES AND MSc PROGRAMMES IN THE DEPARTMENT OF BIOLOGY & BIOCHEMISTRY

Dr Alan Wheals and Dr Momna Hejmadi presented details of new programmes (MRes, Postgraduate Diploma/MSc programmes) for full approval prior to consideration by a Programme Approval Panel on 10 May 2010. The FT&QC received copies of the some external opinions, comments from the Registry, programmes specifications, existing, revised and new units, initial programme approval papers, and the relevant QA Code of Practice (paper 103 and a tabled paper).

These new programmes are as follows:

For introduction in October 2010

- . MRes in Developmental Biology
- . MRes in Evolutionary Biology
- . MRes in Molecular Microbiology
- . MRes in Molecular Plant Sciences

For introduction in October 2011

- . MRes in Molecular Neurosciences
- . MRes in Protein Structure and Function

For introduction in October 2010

Postgraduate Diploma/MSc in
BioSciences

- . Developmental Biology
- . Evolutionary and Population Biology
- . Medical BioSciences
- . Molecular Microbiology
- . Molecular Plant Sciences

For introduction in October 2011

Postgraduate Diploma/MSc in

- . Molecular Neurosciences
- Protein Structure and Function

The FT&QC was reminded of its role in the programme approval process, focussing on

- the curriculum design principles underpinning the programme
- the academic coherence of the programme
- the nature of the learning opportunities offered by the programme, and the accessibility of these learning opportunities to a diverse student body
- the relationship between the programme and current research in the field
- the appropriateness of standards in accordance with the level and title of the award
- the availability of the resources necessary to support the programme
- the content of the programme specification proposed for publication.

Dr Wheals outlined the rationale for the programmes in terms of increased recruitment. In addition he explained how the programmes will be managed within the Department. Support will include

1. the appointment of designated academic Specialisation Tutors for each pair of programmes with similar award titles
2. generic transferable skills sessions and Programme Tutorials will be run concurrently for both the MRes and MSc cohorts
3. a designated base room for the MSc students.

The current MRes programmes are very demanding, so the MSc programmes are designed to provide students with more support and a more gradual introduction to

the specialism.

In response to comments made by the Registry and external participants, there have been some minor changes to the proposals that were approved by Senate as part of the initial stage. The programmes will no longer include any Postgraduate Certificates; and two themes (Biotechnology and Enterprise and Genes and Genomes) will be submitted for full approval at the current time.

The extra costs of this expanded provision will be comparatively low, as the taught components are building on existing provision.

The FT&QC noted that the University has already received a number of expressions of interest from prospective students.

The FT&QC approved a minor amendment to the programme specification for the Integrated PhD programme that clarified that masters degree(s) within the Department of Biology & Biochemistry that are based entirely at the University of Bath will include either any MRes programme or any MSc programme.

A number of issues were considered as part of the scrutiny of the programmes specifications. Revised specifications with tracked changes, reflecting discussions at this meeting, will be submitted to the Programme Approval panel on 10 May 2010.

In discussion the following points were made.

- The new programmes will be compliant with Postgraduate Commonality in 2010-11 and compliant with the New Framework of Assessment for PGT programmes from October 2011. Credit weightings will be checked.
- It will be not normally be possible for an individual student to transfer between the MRes and MSc programmes, after they have started their programmes. However students will be provided with detailed guidance, support and induction that is intended to ensure that students register on the most appropriate programme for their own needs.
- The educational aims of the programmes will be amplified, so that they are less generic.
- Some schematic diagrams showing the timelines for the programmes will be added to the section on Structure and Content
- Some rules about the unit choice and levels will be added to the specifications.
- There should be consistency between the two programmes in the description of the assessment regulations, admissions criteria, and details of support for students
- An overview of assessments will be added to the MRes specification.
- The MSc programme specification will be amended to include explicit sections on the intended learning outcomes of the Postgraduate Diplomas.
- The Registry has made a number of constructive comments, and amendments have been made to the programme specifications in order to clarify and respond to the points they have made.

Units

The FT&QC endorsed the unit descriptions for new units, most of which were expanding existing level 3 and level 4 undergraduate units. The Department will need to determine which External Examiner (undergraduate or PGT) scrutinised the

examination papers. These units will be submitted to the Programme Approval Panel for approval.

The FT&QC approved the amendments to BB50143.

Approval

The FT&QC commended the full approval of these new MRes and MSc programmes to the Programme Approval Panel on 10 May 2010.

PAP

1546 MINUTES

The FT&QC approved the minutes of the meeting held on 24 March 2010 (paper 104).

The FT&QC also received copies of the two summary reports submitted to the Quality Assurance Committee relating to undergraduate and postgraduate annual monitoring reports for 2008-09 (papers 105/106).

1547 MATTERS ARISING

M1520 Student Services, Counselling Service

Dr Laughton referred to a recent email from the Head of Student Services, responding to concerns expressed by the FT&QC about delays in students having access to the Counselling Services.

The counsellors have been under significant pressure again this year with what appears, at this stage, to be another 10% increase in demand from students.

The assessment process tries to ensure that higher risk students are seen immediately, but some students have to wait for longer than is ideal to see a counsellor. Directors of Studies and other staff within academic departments should always feel able to seek advice from the Student Health and Well-Being Manager, about how to manage such situations and delays.

The number of hours worked by the Student Mental Health Worker has recently been by reallocating resources from elsewhere in Student Services. Student Services will be reviewing their options for strengthening the counselling team further. The need to do so is being highlighted through the annual planning process.

Members of the FT&QC considered that their concerns about support for Directors of Studies had not been fully addressed. This issue will be drawn to the attention of the Quality Assurance Committee.

QAC

M1350 new titles and programmes in Biology & Biochemistry.

It has been agreed that these new titles for Biology programmes will be implemented from the beginning of the 2010/11 academic session.

The Quality Assurance Committee has decided that, as future general policy, students should be asked individually, in advance, if they wish to opt in, once new programme/award titles have been approved.

In 'exceptional circumstances' if, for example, Departments feel the administrative burden is excessive, they can ask for exemption to do the global transfer of current cohorts onto the new programmes 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 will normally mean including a case for this in the main submission asking for approval for the new title.

Dr Todd confirmed that all new applicants have been contacted, and that he is contacting current students about opting in to the new programme titles.

It was noted that this change (to include the placement period) does not affect the name of the degree award on the degree certificate.

1548 UNIT AND PROGRAMME CHANGES

The 2010/11 undergraduate programme & unit catalogues are now available on the web at <http://www.bath.ac.uk/catalogues/>

The FT&QC approved some minor changes to the structure of Chemistry with Management programmes (paper 107)

The FT&QC noted that some unit and programme changes that have been approved since the last meeting in order to update the unit and programme catalogue for 2010-11 papers 111/111a)

- BB30055 (amendment to assessment)
- MA20202 amendments
- new MA40092 and MA200NEW
- all relevant Maths final year units that have Year 2 units as pre-requisites are being updated in line with previously agreement unit changes.

The FT&QC noted that now that unit choices are available for students to choose online, it is no longer possible to make any changes to units for 2010-11, except in exceptional circumstances.

1549 CHAIR'S BUSINESS

Dr Laughton drew attention to the following items.

1. Directors of Studies were reminded about the submission of policies about Feedback on Assessed Work. These will be discussed at the next FT&QC on 9 June 2010.
2. The Faculty IMC meeting is now scheduled for 12 July at 2.15pm in 3W3.9.
3. The FT&QC was reminded that travel delays because of volcanic ash will not be acceptable as IMCs as students should have been back on campus for teaching on 12 April. These delays started on 15 April 2010.
4. Helsinki Faculty Exchange programme. Various departments are interested in this exchange programme and Helsinki University would like this to be resolved as quickly as possible. Any department which has expressed an interest is encouraged to complete the relevant paperwork as soon as possible.

Members

1550 INFORMATION AND FEEDBACK

1. The FT&QC noted details of the new Fitness to Study procedures (paper 112), and details of the Add/Drop Period (paper 114).
2. NSS data sets (paper 113). The FT&QC noted an exchange of emails about the quality of NSS data sets. Some concern has been expressed about the omission of some final year students, and the inclusion of some non-final year students, in the lists of students to whom the 2010 NSS has been sent. There are some limited opportunities to amend the data set well in advance of its use. However the changes appear to be somewhat random. Members of the Registry and LTEO are looking to implement some improvements in the quality of the data. These concerns will be drawn to the attention of the Quality Assurance Committee.
3. The FT&QC noted the proposals to extend the NFA to Postgraduate Taught programmes. Any award made on or after 1 August 2010 to eligible students on existing PGT programmes can include a Pass with Merit award (as well as Pass with Distinction). The new guidelines will be introduced from October 2011, and programme changes to ensure compliance will be made and approved during the next academic year.
4. Teaching & Quality Committees have been invited to support the revised consultation process in respect of changes to the QA Code of Practice for 2010-11 as outlined in a tabled paper. This proposal was supported. Members noted a suggestion that all revisions should be put on a web site for consultation rather than by paper circulation.

1551 GOOD PRACTICE DISCUSSIONS INTEGRATION OF HOME AND INTERNATIONAL STUDENTS WITH PARTICULAR REFERENCE TO GROUP WORKING

The FT&QC considered a further draft (paper 115). It was agreed that this version will be submitted to the Learning & Teaching Committee.

LTC

1552 DEPARTMENT PERSONAL TUTORIAL SYSTEMS

Teaching & Quality Committees have been provided with a further opportunity to comment on QA33 on Personal Tutoring (paper 116).

Members suggested that

1. the phrase 'staff are appropriately supported' in paragraph 3.1 should be more clearly defined.
2. there should be some guidance on the maximum number of tutees allocated to an individual member of staff. For example, Senior Tutors should consider the loading on individual members of staff and determine what is appropriate within the staff:student ratio within a particular department.

The FT&QC noted guidance on the approval of Departmental Personal Tutorial Systems by Teaching & Quality Committees before the end of this academic year. Senior Tutors will be reminded to submit this information for consideration at the FT&QC on 9 June 2010.

Senior Tutors

1553 QA53 EXAMINATION AND ASSESSMENT OFFENCES: REVIEW AND REVISIONS

The FT&QC consider some further revisions to QA53 (paper 118) drafted by Mrs Sue Chopping, Quality Enhancement Officer who was present for this item of business.

Following initial rounds of consultations, the concept of raising awareness of plagiarism and other assessment offences has been accepted. Students will, in future, undertake skills training and assessment to ensure that they understand plagiarism. A range of amendments have been made to QA53, and the views of T&QCs are now being sought prior to consideration by the Quality Assurance Committee.

The FT&QC considered that students should be required to undertake the plagiarism training and testing before the submission of the first coursework assessment. Thereafter any subsequent plagiarism offence should be considered to be deliberate.

The FT&QC discussed the individual paragraphs in QA53 and made the following comments.

- 3.1 The 2nd bullet point should be amended. Assessors should be more concerned with testing knowledge, skills and ability, rather than arranging for assessments to be difficult to plagiarise or copy.

The wording in the final bullet point should be a little less pointed in reference to the immediate alteration of previously accepted practices.

- 4.3.1 The 'defined initial period' needs to be defined.

- 4.3.2 It may normally be more appropriate for the Senior Tutor (rather than the Director of Studies) to determine the appropriate form of skills sessions required for students on each programme. There may also be opportunities for cross-departmental/discipline provision.

- 6 Reflecting existing practice, it should be the Director of Studies, rather than the Unit Convenor, who manages Section A procedures.

- 7.4 Where there is prima facie evidence of a minor/technical offence, it may be better for this to be considered by a Departmental Hearing Panel rather than just the Head of Department.

- 7.4 The 'minimum adjustment of 10%' should be clearly defined. Presumably this is a minimum of 10% of the maximum mark available for the piece of work concerned.

- 7.6 It will be helpful to have a reference to paragraph 6.4 to provide a definition of 'more serious'.

- 7.7 There should be reference to paragraph 5.6 defining 'admission'. There should be some consideration of the consequences of admission, and what happens if there is some mitigation. This can be particularly difficult when group work is involved.

- 7.7.5 A better form of wording is 'the potential application of mitigation' rather than 'IMC Regulations'.

7.15 This section (Data Protection Act) should replicate the equivalent wording as in Regulation 17.9.

8.1 The penalty of withholding credit needs to be reconsidered, especially in terms of impact on a student's overall progression.

1554 DEPARTMENTAL TEACHING/COURSES/PROGRAMMES COMMITTEES

The FT&QC noted minutes (paper 120 refers).

Department of Pharmacy & Pharmacology

24 February 2010

1555 QUALITY ASSURANCE COMMITTEE

The FT&QC noted the minutes of the meeting held on 16 March 2010 (paper 121a).

M1060 Programme life cycle processes and committee structure

Dr Laughton drew attention to proposals to revise these processes and the supporting committee structure. Senate has now approved outline proposals and more detailed consultations are taking place with various groups including Directors of Studies and Faculty Executive Assistants.

1556 LEARNING & TEACHING COMMITTEE

The FT&QC noted the minutes of the meeting held on 9 February 2010 (paper 122).

1557 PROGRAMME APPROVAL PANELS, DEGREE SCHEME REVIEWS, EXCHANGE PROGRAMMES

The FT&QC noted current progress on the following:

Programme Approvals

At planning stage

- 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)
- 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 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 including Helsinki.

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.

1558 ITEMS OF BUSINESS FOR FUTURE MEETINGS**For discussion at FT&QC on 9 June 2010****Appointment of External Examiners for 2010-11 and onwards****Ordinary degrees****Departmental policies on feedback on assessed work****Departmental Personal Tutorial Systems****Any outstanding business****Future meetings**

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

Compliance with the NFA for PGT programmes from October 2011**Dates for 2009-10**

9 June 2010	Wednesday	9.30 am Lunch will be provided	WH 3.36
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Monday 12 July 2010	IMCs meeting	2.15pm	3W 3.9
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Meeting **FACULTY TEACHING & QUALITY COMMITTEE**

Place 1 West North room 3.10

Date and Time Wednesday 28 April 2010 at 1.15pm

Present	Mr A Hayes	Department of Computer Science
	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 A D J Taylor	Department of Pharmacy & Pharmacology
	Dr C M Todd	Department of Biology & Biochemistry
	Mrs E F Bird (Secretary)	Faculty of Science
Apologies	Dr M V Hejmadi	Department of Biology & Biochemistry)
	Dr G Mathlin	Department of Physics
	Professor K C Molloy	Department of Chemistry

Note: These minutes contain information which the University has decided will not be routinely published under the Freedom of Information Act for the reasons specified:

The minutes contain information held under the obligation of confidentiality and about living individuals (including, but not limited to, members of staff and students) the processing of which is covered by the Data Protection Act 1998.

1559

MINUTES

The minutes of the meeting held on 24 March 2010 (paper 123) were approved by the Chair. There were no matters arising.

1560

SPECIAL PROGRAMMES OF STUDY

The FT&QC, on behalf of the Board of Studies, approved special programmes of study for three students in the Department of Mathematical Sciences

- Nicola GODBOLD 080429713
- William STRIDE 081165135
- James GOWER 070183368.

Action