



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
Place 8 West 1.32
Date and Time Wednesday 8 June 2016 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Dr F Bisset	Head of Learning Partnerships
	Professor A D Burrows	Department of Chemistry
	Professor G Burton	Department of Mathematical Sciences
	Dr M De Vos	Department of Computer Science
	Mr S Gane	Graduate School Manager
	Mrs S Ibbitson	Learning and Teaching Enhancement Office (LTEO)
	Dr A C Jeffries	Department of Biology and Biochemistry
	Dr F R Laughton	Department of Physics
	Dr F Nemetz	Department of Computer Science
	Dr A J Power	Department of Computer Science
	Dr P J Rogers	Department of Pharmacy and Pharmacology
	Dr A Taylor	Department of Pharmacy and Pharmacology (for minute 2484)
Miss L Woodcock	Students' Union (SU) Sabbatical Officer (Education)	
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
	Mrs C Haines	Student Experience Officer
	Mr Matt Humberstone	Students' Union (SU) Sabbatical Officer (Community) for 2016/17
	Mr Will Galloway	Students' Union (SU) Sabbatical Officer (Sports) for 2016/17
Apologies	Mrs H Dennis	Undergraduate Manager
	Dr N Haddington	Department of Pharmacy and Pharmacology
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Miss R McMahan	Undergraduate student representative (Department of Computer Science)
	Dr P J Mitchell	Natural Sciences Programme
	Mr T Parker	Undergraduate student representative (Department of Mathematical Sciences)
	Dr C M Todd	Department of Biology and Biochemistry
Professor S Wonnacott	Associate Dean (Graduate Studies)	

2484 PRESENTATION FROM DEPARTMENT OF PHARMACY & PHARMACOLOGY

The Committee received a presentation from Dr Andrea Taylor (outgoing Director of Studies for PGT programmes in Clinical Pharmacy Practice, Prescribing and Therapeutics, Independent Prescribing, and Advanced and Specialist Healthcare Practice, collectively referred to as 'AP3T programmes') to share good practice associated with detailed and high quality developmental formative and summative assessment feedback.

The Committee noted that the AP3T programmes are delivered via blended (mainly

distance) learning and include professionally accredited programmes. The External Examiner had commented in her 2014/15 report that the feedback on summative pieces of work was thorough, developmental and of a high standard.

Dr Taylor drew the Committee's attention to [Nicol and Macfarlane-Dick \(2006\) 7 principles of good feedback practice](#):

1. Clarify what good performance is:

AP3T assessments are set out, and completed by students, on templates which help to make clear the assessment requirements. Students are also provided with full and detailed marking schemes.

2. Facilitate self-assessment:

AP3T students are provided with the opportunity to test themselves, e.g. using Moodle quizzes.

3. Deliver high quality feedback information:

AP3T students are provided with detailed written feedback for each assessment criterion. Feedback is also given to small groups and is discussed with peers and the tutor. The SU Officer (Education) advocated use of audio feedback.

4. Encourage teacher and peer dialogue:

Adobe Connect is used to run webinars via Moodle through which students can engage with their tutor about assessments, e.g. a particular assessment briefing.

5. Encourage positive motivation and self-esteem:

Dr Taylor gave the example of an 'assessment feedback sandwich' whereby a positive comment is followed by constructive criticism with explanation of how to improve, which is then followed up with another/repeated positive comment.

6. Provide opportunities to close the gap:

Dr Taylor emphasised the benefits and importance of formative submissions and simulations.

7. Use feedback to improve teaching:

Feedback is gained from workshops, whole group discussions, and from online unit evaluations.

The Committee raised the issue of students not responding to / acting upon feedback provided, and therefore repeating common mistakes. Dr Taylor highlighted the need to clearly indicate to students in feedback pragmatic ways to improve, e.g. 'Would be better if...'.

2485 MINUTES

The Committee approved the minutes of the meeting held on 2 March 2016 (Paper 150) and there were no matters arising.

2486 UNIT/PROGRAMME CHANGES

The Committee considered for approval the following unit/programme changes from the **Department of Mathematical Sciences** for 2017/18:

Level 3/4 Analysis and Methods overview (Paper 160A).

QA4 Form 1 Maths Year 3 changes (Paper 160B).

QA4 Form 1 Maths Year 4 changes (Paper 160C).

QA4 Form 1 MMath changes (Paper 160D).

QA4 Form 1 unit change summary (Paper 160E).

New unit: MA3 Advanced Real Analysis Unit Description (Paper 160F).

New unit: MA3 Continuum Mechanics Unit Description (Paper 160G).

New unit: MA4 Differential and Geometric Analysis (Paper 160H).

New unit: MA4 Viscous Fluid Dynamics Unit Description (Paper 160I).

New unit: MA4 Analysis in Hilbert Spaces (Paper 160J).

Amended MA30062 Unit Description (Paper 160K).
Amended MA40057 Unit Description (Paper 160L).
Amended MA40049 Unit Description (Paper 160M).
Withdrawal of MA20228 (Paper 160N) and MA30234 (Paper 160O).

The Committee noted the need to comply with Competition and Markets Authority (CMA) requirements and enquired as to how applicants would be informed of the changes. The Maths DoS explained that a booklet produced by the admissions tutor would include an explanation of the changes. The Maths DoS added that the changes were to optional (as opposed to core) units only and would not disadvantage students in that removed units were to be replaced with new alternative, equivalent units. The Maths DoS also clarified that the changes would be introduced for the 2017/18 intake, and would only be phased in for students undertaking a placement or year abroad.

The Committee enquired as to whether the External Examiners had been consulted about the changes. The Maths DoS confirmed that the External Examiners had been consulted. The Department of Computer Science and Physics DoSs confirmed that they had also been consulted about, and supported, the changes.

The Committee approved the proposed changes subject to:

- Provision of revised (via tracked changes) Programme Descriptions for the 2017/18 intake reflecting the changes proposed.
- Evidence of appropriate alternative units to replace MA20228 and MA30234 having been offered to the School of Management.

**Dr J
White**

2487 ANNUAL SUMMARY REPORTS OF PEER REVIEW ACTIVITY 2015/16

The Committee considered and approved annual summary reports of peer review activity in 2015/16 for the following departments:

Department of Biology and Biochemistry (Paper 161).

Department of Chemistry (Paper 162).

Department of Computer Science (Paper 185).

Department of Mathematical Sciences (Paper 163).

Department of Pharmacy and Pharmacology (Paper 164).

Department of Physics (Paper 186).

2488 DEPARTMENT ASSESSMENT POLICY CHANGES

The Committee noted the following revised policies from the Department of Chemistry:

a) assessment feedback policy (Paper 169A).

b) sampling and non-standard double marking policy (Paper 169B).

The Committee noted that no substantive changes/updates had been received for approval to any other Department:

a) generic grade descriptors covering the classifications for undergraduate and taught postgraduate awards.

b) non-standard (i.e. differing from that stipulated in paragraph 10.14 of QA16) departmental approaches to resolving disagreements between 1st and 2nd markers (as detailed in a departmental double marking policy).

c) assessment feedback policies.

d) policies for sampling of work to be put through Turnitin or similar plagiarism-detection systems (as required by QA53).

2489 ANY OTHER BUSINESS

There was none.