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Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**  
Place WH3.36  
Date and Time Wednesday 18 September 2013 at 14:15

Present	Mr Alan Hayes	Associate Dean (Learning and Teaching) (Chair)
	Mr S Burfiend	Students' Union (SU) Sabbatical Officer
	Dr A D Burrows	Department of Chemistry
	Mrs F J Cantell	Undergraduate Manager
	Mrs H Dennis	Undergraduate Manager
	Miss M Endean	Undergraduate student representative (Department of Chemistry)
	Mrs C Haines	Student Experience Officer
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Dr M Hurn	Department of Mathematical Sciences (alternate for Professor F E Burstall)
	Mrs S Ibbitson	Learning and Teaching Enhancement Office (LTEO)
	Dr A C Jeffries	Department of Biology and Biochemistry
	Dr G Mathlin	Department of Physics (alternate for Dr F R Laughton)
	Dr P J Mitchell	Natural Sciences Programme
	Dr A J Power	Department of Computer Science
	Dr P J Rogers	Department of Pharmacy and Pharmacology
Dr C M Todd	Department of Biology and Biochemistry	
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Professor F E Burstall	Department of Mathematical Sciences
	Mr S Gane	Graduate School Manager
	Dr F R Laughton	Department of Physics
	Dr A D J Taylor	Department of Pharmacy and Pharmacology
	Professor I H Williams	Department of Chemistry
	Professor S Wonnacott	Associate Dean (Graduate Studies)
	Ms M Woodward	Head of Learning Partnerships

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### WELCOME TO NEW MEMBERS

The Chair welcomed the following new members of the FLTQC:

Ms Megan Endean as the new undergraduate student representative, replacing Mr J Hegedus.

Mrs Sarah Ibbitson as the new LTEO representative member (replacing Mrs Delia Bean)

Dr John Power as the new Department of Computer Science representative member, replacing Mr Alan Hayes who has taken the Chair, replacing Professor Gareth Price.

The FLTQC noted that the postgraduate student representative would be confirmed

on 28<sup>th</sup> October post election.

		<b>Action</b>
<b>2132</b>	<b>MINUTES</b> The FLTQC approved the minutes of the meeting held on 10 July 2013 (Paper 1) subject to the correction of a number of typographical errors.	<b>MH</b>
<b>2133</b>	<b>MATTERS ARISING</b> <b>M2116 Unit and programme changes: Department of Computer Science</b> The FLTQC requested that a response to the BCS accreditation recommendations be submitted for consideration at the next FLTQC meeting.	<b>DW</b>
<b>2134</b>	<b>ANY OTHER BUSINESS</b> There was none.	