



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
 Place Council Chamber
 Date and Time Wednesday 14 December 2016 at 14:15

Present	Dr A Hayes Dr F Bisset Professor A D Burrows Professor G Burton Dr M V Hejmadi Mrs S Ibbitson Mr H Jackson Dr A C Jeffries Mr D Jones Dr F R Laughton Dr F Nemetz Dr P J Rogers Dr P Snow Dr C M Todd Dr J White	Associate Dean (Learning and Teaching) (Chair) Head of Learning Partnerships Department of Chemistry Department of Mathematical Sciences Department of Biology and Biochemistry Academic Registry Undergraduate student representative (Department of Mathematical Sciences) Department of Biology and Biochemistry Undergraduate student representative (Department of Physics) Department of Physics Department of Computer Science Department of Pharmacy and Pharmacology Natural Sciences programmes Department of Biology and Biochemistry Department of Mathematical Sciences
In attendance	Mrs M L Hallett Mrs M Vu	Faculty Assistant Registrar (Secretary) Quality Support Administrator
Apologies	Mrs H Dennis Dr M De Vos Dr C Edmead Mr S Gane Mr N Haddington Mrs C Haines Mr M Humberstone Dr A J Power Professor S Wonnacott	Undergraduate Manager Department of Computer Science Department of Pharmacy and Pharmacology Graduate School Manager Department of Pharmacy and Pharmacology Student Experience Officer Students' Union Sabbatical Officer (Community) Department of Computer Science Associate Dean (Graduate Studies)

Action

2532 MINUTES

The Committee approved the minutes of the meeting held on 19 October 2016 (Paper 32).

2533 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 33) which reported the following:

M2511 CHAIR'S BUSINESS

The Committee noted that DLTQC responses to the 2015/16 report on mark errors requiring amendment post Board of Studies would be considered under agenda item 4 (Paper 39).

The Committee was informed that the Undergraduate Manager had passed on to the University SAMIS user group the issues raised by DoSs at the previous FLTQC meeting regarding SAMIS-on-the-web, including the restricted number of staff within a Department able to access detailed information on students. The University SAMIS user group was now investigating these matters.

2534 CHAIR'S BUSINESS

The Chair brought the following matters to the attention of the Committee:

- Teaching Excellence Framework (TEF): The University has opted to participate in the TEF Year 2. Providers that meet the eligibility requirements and apply for an assessment will be awarded a rating of 'Bronze', 'Silver' or 'Gold'. Applications for the TEF close on 26 January 2017. Following the assessment process, results of the exercise will be released in May 2017. A national panel of TEF assessors have been appointed. Provider ratings will be based on 6 metrics and the provider's 15 page written submission. 3 of the metrics are NSS related: teaching, assessment and feedback, and academic support; the other 3 metrics are non-NSS related: retention, employment destinations related to degree and employment destinations unrelated to degree. Value-added is no longer proposed as a metric. The Centre for Learning and Teaching (CLT) and Academic Registry are currently in the process of compiling the University's provider submission. The TEF will use NSS data from 2014-2016, to be benchmarked against equivalent institutions.
- Dr M V Hejmadi has agreed to take on the role of Academic Lead on Technology Enhanced Learning. Dr Hejmadi will be contacting DoSs in the New Year to identify priorities for development as well as good practice.
- Postgraduate Taught Experience Survey (PTES) results 2016 (Paper 34): Computer Science had the most positive results at Bath relative to the KPI HEIs benchmarking group (11.9% higher) and the Russell Group upper quartile benchmarking group (6.6% higher). Biology and related sciences achieved results 3% higher than the KPI HEIs benchmarking group and 1% higher than the Russell Group upper quartile benchmarking group. The Faculty of Science recorded the lowest scores in the area of global learning, so this is a distinct area for improvement. Personal tutoring remains an area for further enhancement across the institution. One of the Students' Union Top 10 is to 'Ensure the personal tutoring system is effective for students and staff' and so this year's PTES results provides useful data and context for this work. The Chair also highlighted the requirement for Departments to produce PTES action plans this year, to be appended to PGT Annual Monitoring Reports.
- Progress report on completed 2015-16 Faculty Teaching Development Fund (TDF) projects (Paper 35): Software to manage final year undergraduate project allocation, developed as a Faculty TDF project involving the Departments of Biology and Biochemistry and Computer Science, was successfully implemented in 2016/17. Consequently, institutional TDF funding has been secured to redesign the software to make it more generic, thus enabling it to be implemented in other departments across the University. The Committee requested correction of the erroneous duplication of content in the report. *Secretary's note: A corrected Paper 35 was uploaded to the Science FLTQC Boards site immediately after the meeting.*
- Institutional TDF: £60,000 has been allocated for projects starting from 1 August 2017 and 1 December 2017 respectively. There will be two bidding opportunities this year. The submission deadline for Round 1 expressions of interest is 20 February 2017.

- A call will be made shortly for 2016-17 Faculty TDF projects.

Chair's actions:

The Committee noted that the Chair had approved the following items of business under delegated powers:

- Transfer criteria from BSc to MChem Chemistry for Drug Discovery (approved 27 October 2016) (Paper 36).
- Royal Society of Chemistry (RSC) reaccreditation submission documentation (approved 27 October 2016) (Paper 37).
- Special Programmes of Study / Assessment Arrangements (approved 10 and 23 November, and 7 December 2016) - see reserved business.
- Replacement of PS20108 (6 credit, Semester 1 unit) and PS20106 (6 credit, Semester 2 unit) with PS20167 (12 credit, all-year unit) in BSc and MSci (Hons) Natural Sciences programmes for 2016/17 (approved 10 November 2016).
- Changes to BSc and MPhys (Hons) Physics with Astrophysics programmes for 2017/18 as detailed in Papers 62 A-J (approved 17 November 2016).
- Changes to CM10227 and CM20252 reassessment requirements (approved 24 November 2016) (Paper 38).

Students' business:

There was none.

Directors of Studies' business:

Directors of Studies brought the following matters to the table for discussion:

- Professor A D Burrows enquired as to whether Departments paid postgraduates taking tutorials, e.g. working with a small group of students (6-8) on a set of answers to a problem sheet, just for the hour spent teaching, or additionally for preparation time. Dr J White reported that in the Department of Mathematical Sciences Graduate Teaching Assistants are employed as Grade 6 casual workers whereby a multiplier of 1.5 is applied for every hour of contact time to account for preparation time.

2535 UNIT/PROGRAMME CHANGES

The Committee approved the proposed unit/programme changes from the following Departments for 2017/18:

Department of Computer Science

QA4 Form 1: Withdrawal of CM40212 and CM40198 (Paper 59).

The Committee noted that this change was designed to reduce duplication of content.

QA4 Form 1: Change to Study Year Abroad contribution to OPA (Paper 60).

The Committee noted that this change was designed to reduce the assessment burden and to bring the programmes in line with practice in other departments within the Faculty.

Department of Pharmacy and Pharmacology

QA4 Form 1: New unit to replace PA30266 (Paper 61A).

New Unit Description: Infection and Immunity for Natural Sciences Students (Paper 61B).

The Committee noted that this new unit was necessary as a result of changes made to the MPharm degree.

Department of Physics

QA4 Form 1: Changes to penultimate and final years of undergraduate Physics provision (Paper 62A).

QA4 Form 1: Changes to second year of undergraduate Physics provision (Paper 62B).

QA4 Form 1: Changes to Physics units (Paper 62C).

Amended Unit Description for PH20029 Thermal Physics (Paper 62D).

The Committee requested that the total study hours be corrected to 120.

New Unit Description: PH200NEW1 Mathematical Methods for Physics 2 (Paper 62E).

Amended Unit Description for PH300NEW1 Computational Astrophysics (Paper 62F).

MH

Amended Unit Description for PH300NEW2 Galaxies & Introduction to Cosmology (Paper 62G).

The Committee requested that the total study hours be corrected to 120.

MH

Amended Unit Description for PH300NEW3 Stars & Stellar Evolution (Paper 62H).

The Committee requested that the total study hours be corrected to 120.

MH

New Unit Description: PH300NEW4 Fluid Dynamics in Physics & Astrophysics (Paper 62I).

Amended Unit Description for PH40065 Final Year Project (MSci) (Paper 62J).

The Committee requested that the date the unit description is effective from be corrected to 2017/18.

MH

The Committee requested that Academic Registry advise on the consultation and communication required with prospective and current students.

Secretary's note: After the meeting, Academic Registry advised that the changes could be implemented for 2017/18 and that all students should be informed that the changes are necessary to address accrediting body requirements.

2536 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 9 November 2016 (Paper 69).

Department of Chemistry:

4 October 2016 (Paper 70A). The Committee noted in particular minor unit changes to CH10191 and CH10214.

1 November 2016 (Paper 70B).

Department of Computer Science: 1 November 2016. The Committee noted in particular minor unit changes to CM30171 (Paper 71).

Department of Mathematical Sciences: 2 November 2016 (Paper 72).

Natural Sciences: 26 October 2016 (Paper 73).

Department of Pharmacy and Pharmacology: 12 October (Paper 74A), 9 November (Paper 74B) and 6 December (Paper 74C) 2016.

Department of Physics:

5 October 2016 (Paper 75A). The Committee noted in particular minor unit changes to PH10001 and PH10048.

2537 ANY OTHER BUSINESS

There was none.