



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
Place 1 East 3.6
Date and Time Wednesday 19 October 2016 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Professor A D Burrows	Department of Chemistry
	Professor G Burton	Department of Mathematical Sciences
	Dr C Edmead	Department of Pharmacy and Pharmacology
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Mrs S Ibbitson	Academic Registry
	Mr H Jackson	Undergraduate student representative (Department of Mathematical Sciences)
	Dr A C Jeffries	Department of Biology and Biochemistry
	Mrs P Lowton	Project Manager (for minute 2507)
	Dr G Mathlin	Department of Physics (alternate for Dr F R Laughton)
	Dr F Nemetz	Department of Computer Science
	Dr A J Power	Department of Computer Science
	Dr P Snow	Natural Sciences programmes
	Dr C M Todd	Department of Biology and Biochemistry
Dr J White	Department of Mathematical Sciences	
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
	Mrs H Dennis	Undergraduate Manager
	Mrs C Haines	Student Experience Officer
	Mrs M Vu	Quality Support Administrator
Apologies	Dr F Bisset	Head of Learning Partnerships
	Dr M De Vos	Department of Computer Science
	Mr S Gane	Graduate School Manager
	Mr N Haddington	Department of Pharmacy and Pharmacology
	Mr M Humberstone	Students' Union Sabbatical Officer (Community)
	Mr D Jones	Undergraduate student representative (Department of Physics)
	Dr F R Laughton	Department of Physics
	Dr P J Rogers	Department of Pharmacy and Pharmacology
Professor S Wonnacott	Associate Dean (Graduate Studies)	

2507 CURRICULUM MANAGEMENT INFORMATION SYSTEM (CMIS)

The CMIS Project Manager introduced the in-house online system designed to support the administration of unit / programme changes and development (QA3 and QA4 processes). A number of Committee members (predominantly Directors of Teaching) had already attended CMIS training sessions. The Committee requested that the FLTQC Secretary circulate the CMIS training invitation to Directors of Studies (DoSs).

Secretary's note: The CMIS training invitation email was forwarded to all UG and PG DoSs on 20 October 2016.

The Committee noted that access to the test site was available now and that CMIS would go live on 31 October 2016.

The Committee was informed that CMIS would be developed in three phases. Phase 1 would pilot the system at unit level with some manual 'work-arounds'. Phase 2 would pilot the programme level in Spring 2017. Phase 3 would review processes and QA statements.

The Chair highlighted that CMIS would provide a central repository/database, or 'single point of truth', for all Unit Descriptions and Programme Specifications. CMIS would also provide management information reports, e.g. on programme assessment patterns, unit changes within an academic year, by programme / Department.

The Committee noted that the Pro-Vice-Chancellor (Learning and Teaching) had announced at the DoS Forum on 13 October 2016 that there would be an embargo this year (2016/17) on unit changes proposed without due consideration to their context within the programme(s), and that Associate Deans (Learning and Teaching) would approve unit change proposals to go forward for consideration by FLTQC on this basis.

2508 PRESENTATION ON THE BATH AWARD

The Committee received a brief presentation from Mrs C Haines, Student Experience Officer, on the Bath Award.

The Committee noted that the Bath Award, established in 2008, was open (and free of charge) to UG and PG students, and, if completed successfully (or parts thereof), appeared as an extra (non credit-bearing) unit on the degree transcript.

The Award is designed to recognise extra-curricular activities (up to 100 hours, which may include part-time paid employment) and facilitates the development of reflective skills. Some activities are 'core' (teamwork, written communication, verbal communication and problem-solving) while others are 'optional', e.g. leadership, sport.

DoT/Ss were encouraged to raise student awareness of the Award and to become an assessor (to assess students from outside the Faculty) to help support the Award's growth. Students were invited to attend an information session about the Award on 18 October 2016 which included details of how to enrol for the Award (via an enrolment key) on Moodle. The UG student representative agreed to liaise with the Student Experience Officer outside of the meeting about strategies to increase student awareness of, and enrolment on, the Award.

2509 MINUTES

The Committee approved the minutes of the meeting held on 8 June 2016 (Paper 1).

2510 MATTERS ARISING

The Committee considered a matters arising update paper (Paper 2) which reported the following:

M2486 UNIT/PROGRAMME CHANGES

Department of Mathematical Sciences

The Committee noted that the Director of Learning and Teaching in the Department of Mathematical Sciences had submitted revised Programme Descriptions for the 2017/18 intake, reflecting the changes proposed. The Committee also noted that the Department had decided not to proceed with the withdrawal of MA20228 and MA30234.

The DoS reported that changes to years 3/4/5 are to be implemented in 2017/18, and apply only to optional units, which are being replaced by equivalent units. The changes apply to current students and are being phased in to protect the interests of students on a

work placement or year abroad who started under the old scheme, necessitating running a few old units in parallel with new ones for a year, or two years in some cases. The students have been consulted through SSLC and informed of the finalised proposals at Options Day, slides from which are posted on Moodle. Reference to the imminence of changes to years 3/4/5 has been made in the admissions booklet for at least a year and the admissions booklet for the 2017/18 intake includes the new list of units.

2511 CHAIR'S BUSINESS

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

- Students' Union Top Ten for 2016/17 (Paper 3).

The Chair highlighted in particular the campaigns for constructive assessment and feedback, curricula to reflect the diversity of the student body, effectiveness of the personal tutoring system and postgraduate isolation.

The Committee noted that the Centre for Learning and Teaching (CLT) would work closely with academic staff and the student community to generate enhancements in these areas.

- Review of practice across Departments with regard to condoning marginal failure in mitigated units, taking into account variables including core units, prerequisites and compensating higher level performance elsewhere.

The Chair explained that it came to light in the July 2016 Board of Studies meeting that in some cases marginal failure in mitigated units was condoned, whereas in other cases marginal failure in mitigated units was not condoned and students were required to undertake deferred assessment.

The Chair enquired as to whether this indicated that units for which marginal mitigated failure would not be condoned should be made Designated Essential Units (DEUs), and whether greater consistency in practice across Departments was required.

The Committee agreed that it was important for Boards of Examiners to retain the autonomy to make decisions regarding condoning mitigated failure in order for the best interests of individual students, within the context of their programmes, to be taken into account. The Committee noted that requiring students to undertake deferred assessment, rather than condoning mitigated failure, may enable students to achieve stage progression hurdles or obtain placements. The Committee agreed that it would be helpful to provide detailed rationales in Board of Examiners for Units (BEU) minutes for decisions such as these where academic judgement has to be applied.

- Review reasons for mark errors, requiring amendment post Board of Studies, any patterns emerging and lessons to be learnt (Paper 4).

The Committee noted that some mark errors had occurred as a result of coursework extensions not being recorded and communicated properly. The Committee also noted that several mark errors had not been picked up by Departments, but had instead been identified by the affected student(s).

The Committee highlighted that the mark errors requiring amendment post Board of Studies represented a small proportion of all marks processed. The Committee also noted increasing pressure on administration as student numbers continue to grow. The Committee expressed disappointment and concern that, this year (2016/17), two Open Days had been scheduled to take place during the week of the finalist Board of Examiners for Programmes (BEP) meetings. The Chair reported that he had made representations on this matter to the Pro-Vice-Chancellor (Learning and Teaching) and the Deputy Vice-Chancellor and Provost. The Committee was informed that a working group had been established to investigate the possibility of integrating marks entered into Moodle with SAMIS, which could help to reduce mark errors in future.

The Committee noted that Paper 4 should not have included individual student names

and requested that PH units be corrected to PA units.

Secretary's note: Paper 4 was amended accordingly after the meeting.

The Chair requested that relevant DLTQCs consider Paper 4, patterns emerging and lessons to be learnt, and report back to FLTQC via the DLTQC minutes.

DLTQCs

- The Chair reminded DoSs to consider gender balance as one factor when drawing up nominations for External Examiners (this was a matter arising from an Overview of External Examiner Appointments 2015/16 considered by ULTQC on 22 September 2016).
- The Chair informed the Committee of suspension of the 2016/17 Degree Scheme Review (DSR) schedule, which would be replaced this year with risk-focussed 'targeted intervention' focussed on assessment.

The Committee noted that the Learning and Teaching Enhancement Office (LTEO) had been replaced with the Centre for Learning and Teaching (CLT), with Professor Andrew Heath as its Academic Director. The CLT comprises academic staff development, e-learning, student enhancement/communication, and support for curriculum developers. The Student Learning Experience and Quality (SLEQ) team had become part of the Academic Registry. The Committee was informed that a review of the DSR process would take place during 2016/17 which would include revisiting the alignment of DSRs with professional body (re)accreditation.

Chair's actions:

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

- Special Programmes of Study (approved 5 and 23 September, and 7 October 2016) - see reserved business.
- Replacement of optional 6 credit units PH10007 and PH10008 with 12 credit all-year unit PH10007 in Year 1 of BSc and MChem (Hons) Chemistry programmes from 2016/17, subject to PAPAC approval of exemption from the Academic Framework maximum of 36 credits of all-year units per year (approved on 6 April 2016). This was approved under PAPAC Chair's action on 22 April 2016.
- Addition of 8 optional units to Advanced and Specialist Practice PGT programmes and permission for the DoS to consider applicants for direct entry with credit up to 10 years old (approved 23 September 2016) (Paper 5).

Students' business:

There was none.

Directors of Studies' business:

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

- DLTQC (P&P) concern about the low response rates for some Online Unit Evaluations (OUEs) across all year groups in 2015/16, despite promoting OUEs in the normal way. The Committee was informed that the Department of Chemistry had also experienced low response rates, although no lower than normal. The Committee was informed that, institutionally, Semester 2 OUE response rates had been lower than in Semester 1. The Committee suggested that this could be linked to the expansion of the core list of questions for standard units and 'survey fatigue'. The Committee also noted that some questions are irrelevant to certain units, e.g. questions about the quality of teaching in relation to dissertation units. The Committee noted that for 2016/17 QA51 requires OUEs to take place during a fixed period, normally including weeks 10 and 11 of each semester for standard units. The evaluation of placement units, study abroad units and distance learning units should take place at a time deemed appropriate by the Unit Convenor.
- SAMIS on the web: DoSs raised a number of issues, e.g. restricted number of staff within a Department able to access detailed information on students, which the Undergraduate Manager agreed to take forward to the University SAMIS user group.

**UG
Manager**

The Committee noted that it was now possible via a 'look up students on my module' function to enter a unit code and view students registered on the unit by programme.

2512 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 21 April 2016 (Paper 20).

Department of Chemistry: 26 May 2016 (Paper 21).

The Committee noted minor unit changes to CH10198, CH30086 and CH40086.

Department of Mathematical Sciences: 16 March 2016 (Paper 22).

Department of Pharmacy and Pharmacology: 13 July 2016 (Paper 23).

The Committee noted minor unit changes to PA20321, PA20318 and PA40256.

Department of Physics: 17 March 2016 (Paper 24).

The Committee noted minor unit changes to PH20029, PH20067, PH40085 and PH40086.

2513 ANY OTHER BUSINESS

There was none.