



Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**
Place Council Chamber
Date and Time Wednesday 25 January 2017 at 14:15

Present

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| 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 |
| Mr M Humberstone | Students' Union Sabbatical Officer (Community) |
| Mrs S Ibbitson | Academic Registry |
| Mr H Jackson | Undergraduate Representative (Department of Mathematical Sciences) |
| Dr A C Jeffries | Department of Biology and Biochemistry |
| Dr F Laughton | Department of Physics |
| Dr F Nemetz | Department of Computer Science |
| Dr P J Rogers | Department of Pharmacy and Pharmacology |
| Dr P Snow | Head of Natural Sciences |
| Dr C M Todd | Department of Biology and Biochemistry |
| Dr J White | Department of Mathematical Sciences |

In attendance

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| Mrs H Dennis | Undergraduate Manager |
| Mr S Gane | Graduate School Manager |
| Mrs C Haines | Student Experience Officer |
| Mrs M L Hallett | Faculty Assistant Registrar (Secretary) |

Apologies

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| Dr F Bisset | Head of Learning Partnerships |
| Dr N Haddington | Department of Pharmacy and Pharmacology |
| Mr D Jones | Undergraduate Representative (Department of Physics) |
| Dr A J Power | Department of Computer Science |
| Professor S Wonnacott | Associate Dean (Graduate Studies) |

2555 MINUTES **Action**
The Committee approved the minutes of the meeting held on 14 December 2016 (Paper 84).

2556 MATTERS ARISING
The Committee considered a matters arising update paper (Paper 85) which reported the following:
M2535 UNIT/PROGRAMME CHANGES
Department of Physics
The Committee noted that the corrections required had been made to the relevant Unit Descriptions. The Faculty databank had also been updated and SREO notified.

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CHAIR'S BUSINESS

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

- The Chair expressed condolences to colleagues, friends and family of Dr Jim Caunt, Lecturer in the Department of Biology and Biochemistry, on his recent, sudden death. The Chair, on behalf of the Committee, recognised the contribution Dr Caunt had made to the Department, Faculty and University.
- Following the reaccreditation event that took place on 8 November 2016, the Department of Chemistry's undergraduate programmes have been reaccredited by the Royal Society of Chemistry (RSC) for a further period of 5 years. The Chair, on behalf of the Committee, thanked Professor A Burrows for leading the reaccreditation exercise.
- The SU boycott of NSS 2017 has been confirmed. The Pro-Vice-Chancellor (Learning and Teaching) has requested that Departments increase efforts to promote NSS completion this year, with the aim of ensuring a valid return (given that the SU will not be promoting the NSS as it has done in previous years). The Committee requested that the Chair raise with the Pro-Vice-Chancellor (Learning and Teaching) the need for clear institutional guidance for staff to ensure a consistent approach to NSS promotion, including clarification of the rationale for NSS promotion and the promotional activities and materials to be provided at institutional level. The Committee also highlighted that it would be particularly unhelpful this year to receive email updates from the Student Engagement Manager on NSS completion rates given that some Departments will fare better or worse than others depending on the extent to which their students are for or against NSS.
- This year the Faculty's Director of Administration and Undergraduate Manager (rather than DoSs) have been asked by the Student Engagement Manager to confirm the student population for NSS 2017.

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Chair's actions:

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

- Special Programmes of Study (approved 15 December 2016 and 9 January 2017) - see reserved business.
- Independent Prescribing General Pharmaceutical Council (GPhC) reaccreditation submission (approved 14 December 2016) (Paper 86 - without appendices).

Students' business (students to bring matters to the table for discussion, if they feel it appropriate):

There was none.

Directors of Studies' business (Directors of Studies to bring matters to the table for discussion, if they feel it appropriate):

There was none.

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POSTGRADUATE TAUGHT STAFF/STUDENT LIAISON COMMITTEE (SSLC) SUMMARY OF ANNUAL REPORTS 2015/16

The Committee considered the good practice and 13 recommendations arising from the SSLC Summary of Annual Reports 2015/16 (Paper 87).

The Chair requested that DLTQCs reflect upon the recommendations in Paper 87 and report back to FLTQC via the DLTQC minutes. The Committee noted that an institutional response to the recommendations would be circulated following ULTQC on 21st March. The Committee also noted that a Personal Tutoring working group, to be chaired by Dr Christine Edmead, would be established to address Recommendations 3-7. The Committee noted the resource implications associated with Recommendation 7. In response to Recommendation 1, the Committee noted that peer mentoring was difficult to implement for Masters students, the vast majority of whom only study at the

DLTQCs

University for one year. The SU Officer reported that the SU had surveyed PGT peer mentoring schemes in other universities and had discovered a number of different approaches, e.g. employing PGT graduates as peer mentors for Semester 1.

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UNIT/PROGRAMME CHANGES

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

Department of Biology and Biochemistry

- New unit BB1 Biochemistry 1 for Natural Sciences: QA4 Form 1 (Paper 89A) and Unit Description (Paper 89B).

The Committee noted that this new unit (to replace BB10003) was necessary to provide Natural Sciences students with summative assessment of biochemistry practicals.

- Amendment to BB30229 Genetic Basis of Inherited Diseases: QA4 Form 1 (Paper 89C) and Unit Description (Paper 89D).

The Committee noted that this change was designed to reduce the assessment burden and was based on TraCA discussions held in December 2016. The Committee was informed that for the 100% weighted seminar, students would be expected to complete a critical appraisal of an academic paper, present the findings and manage related seminar discussions.

- Amendment to BB40139 Pathogenesis and Immune Evasion by Microbes for 2016/17: QA4 Form 1 (Paper 89E) and Unit Description (Paper 89F).

The Committee noted that this change was necessary to maintain the quality of the student learning experience; increased student numbers had made the seminar presentation no longer viable as an effective mode of assessment. The Committee requested that reference to 'oral presentation' and 'discuss' be removed from the learning outcomes, 'oral communication' be removed from the skills section and 'seminars/present/discuss' be removed from the content of the Unit Description. The Committee also requested that the following programmes be added to the list of programmes upon which the unit is available: Integrated PhD in Postgenomic Biosciences, Integrated PhD in Postgenomic Biosciences (Molecular Microbiology), MRes Biosciences, MRes Molecular Microbiology, MSc Biosciences, MSc Medical Biosciences and MSc Molecular Microbiology.

- Amendment to BB30230 Cancer Therapeutics for 2016/17: QA4 Form 1 (Paper 89G) and Unit Description (Paper 89H).

The Committee noted that this change was designed to diversify assessment and was based on TraCA discussions held in December 2016. The Committee noted that for the proposed 'peer instruction-based assignment, students would be expected to produce a paper as a group, with one student from the group presenting the findings and with the group answering questions and defending the paper collectively. The Committee requested that, within the supplementary assessment section of the Unit Description, the 'coursework only' box be ticked instead of 'not applicable'. The Committee noted that the supplementary assessment would comprise an alternative piece of coursework to be completed individually, that enabled all of the unit learning outcomes to be met.

Department of Chemistry

- New units CH2 Introduction to Computational Chemistry and CH3 Introduction to Computational Chemistry for Natural Scientists, to replace CH20194 and CH30233 to be withdrawn: QA4 Form 3 (Paper 90A) and Unit Descriptions CH2 (Paper 90B) and CH3 (Paper 90C).

The Committee noted that FLTQC had approved a CH2 Introduction to Computational Chemistry unit last year that was not implemented due to concerns within the Department about how the unit fitted in to the programmes. These concerns had now been alleviated by withdrawal of the CH2 and CH3 Liquids and Solutions units, and

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minor changes to the core physical chemistry units.

- Amendment to Study Year Abroad units CH30058 and CH30060: QA4 Form 1 (Paper 90D) and Unit Descriptions CH30058 (Paper 90E) and CH30060 (Paper 90F). The Committee noted that these changes were necessary to reflect / clarify current assessment practices and to bring the units in line with the Industrial Training equivalent.

Department of Mathematical Sciences

- New units MA3 and MA5 Methods for Stochastic Systems: MA3 QA4 Form 3 (Paper 91A) and Unit Description (Paper 91B) and MA5 QA4 Form 3 (Paper 91C) and Unit Description (Paper 91D).

The Committee noted that these new units were necessary to replace MA40197 Advanced Mathematical Biology which is to be withdrawn from 2017/18.

Natural Sciences

- Changes to the Chemistry stream (Paper 92A).

The Committee noted that these changes were necessary to accommodate changes made by the Department of Chemistry and to reduce duplication of content in programmes.

- Changes to the Physics stream (Paper 92B).

The Committee noted the proposal to remove the single physics option (leaving only the double physics option available) due to lack of demand and its potential to place students at academic risk. The Committee noted that this change would reduce the complexity of the programmes and their associated timetabling. The Committee also noted changes that were necessary to accommodate changes made by the Department of Physics and addressed the asymmetry of the MSci final year.

- New Maths for Life Sciences strand (Paper 92C).

The Committee noted changes that were necessary to accommodate changes made by the Department of Physics, and the proposal to introduce a new strand to the Mathematics stream to provide mathematical skills for the life sciences, to complement those already provided for physics.

The Committee requested that the Head of Natural Sciences submit the Unit Descriptions for the new units as soon as possible (for approval by the Committee via electronic circulation).

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2560 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES

The Committee noted the minutes of the meetings held on:

Department of Biology and Biochemistry: 7 December 2016 (Paper 94).

Department of Chemistry: 13 December 2016 (Paper 95).

The Committee noted in particular minor changes to units CH20151, CH20152, CH10137 and CH10138.

Department of Computer Science: 6 December 2016 (Paper 96).

The Committee noted in particular minor changes to units CM10251, CM10228 and CM20254.

Department of Mathematical Sciences: 7 December 2016 (Paper 97).

Natural Sciences: 30 November 2016 (Paper 98).

Department of Physics: 23 November 2016 (Paper 99).

The Committee noted in particular minor change to unit PH10007.

2561 ANY OTHER BUSINESS

There was none.