

# Faculty Learning Teaching and Quality Committee

Secretary of the FLTQC -Marguerite Hallett, Faculty Assistant Registrar - [m.l.hallett@bath.ac.uk](mailto:m.l.hallett@bath.ac.uk) or extension 3433

[Agenda and papers](#) - members-only access

## Membership 2016/17

Dr Alan Hayes	Department of Computer Science (Associate Dean, Learning and Teaching - ex officio) <b>Chair</b>
Professor Andrew Burrows (alternate Professor Ian Williams)	Department of Chemistry
Professor Geoffrey Burton and Dr Jane White	Department of Mathematical Sciences
Mrs Sarah Ibbitson	Student Learning Experience and Quality team
Dr Frances Laughton	Department of Physics
Dr Paul Snow	Natural Sciences programmes
Dr John Power / Dr Marina De Vos / Dr Fabio Nemetz	Department of Computer Science
Dr Philip Rogers / Dr Christine Edmead / Mr Nicholas Haddington	Department of Pharmacy and Pharmacology
Dr Christopher Todd / Dr Momna Hejmadi / Dr Alex Jeffries	Department of Biology & Biochemistry
Professor Sue Wonnacott	Department of Biology & Biochemistry (Associate Dean, Graduate Studies - ex officio)
Dr Florin Bisset	Head of Learning Partnerships
Mr Henry Jackson	Undergraduate representative (Mathematical Sciences), and
Mr Dominic Jones	Undergraduate representative (Physics)
TBC	Postgraduate Taught Representative
Mr Matt Humberstone	Students' Union Sabbatical Officer (Community)
<b>In attendance</b>	
Mrs Marguerite Hallett	Faculty Assistant Registrar <b>Secretary</b>
Mrs Hannah Dennis	Undergraduate Manager
Mr Simon Gane	Graduate School Manager
Mrs Catherine Haines	Student Experience Officer

## Dates of meetings 2016/17

Date	Day	Time	Room
19 October 2016	Wednesday	2:15pm	1 East 3.6
14 December 2016	Wednesday	2:15pm	Council Chamber
25 January 2017	Wednesday	2:15pm	Council Chamber
22 February 2017	Wednesday	2:15pm	Council Chamber
5 April 2017	Wednesday	2:15pm	1 East 3.6
7 June 2017	Wednesday	2:15pm	1 West 3.30

## FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE

### Membership - Faculty

Associate Dean (Learning & Teaching) (Chair) *ex officio*

Associate Dean (Graduate Studies) *ex officio*

One representative from each Department nominated by the Head of Department\*

One member from the Learning and Teaching Enhancement Office, to be nominated by the Director of Learning and Teaching Enhancement

Head of Learning Partnerships Office or nominee

Two undergraduate students elected by and from the undergraduate student members of the Faculty

One postgraduate taught student elected by and from the postgraduate taught student members of the Faculty

One Students' Union Officer nominated by the Students' Union *ex officio*

*\* This will include a representative of Natural Sciences.*

At least one member of staff on the Committee should have significant experience of the issues associated with placements or year abroad. Where necessary, an additional member

may be co-opted to fulfil this requirement.

#### In attendance

The list of those who may routinely attend meetings of the Committee is subject to approval by the Chair.

#### **Terms of Reference**

The Faculty Learning, Teaching and Quality Committee will be responsible to the Board of Studies for the academic standards and quality of the undergraduate and taught

postgraduate provision of the Faculty through:

(1) implementation, monitoring and promotion of good practice and innovation in relation to the enhancement of the quality of learning and teaching in the Faculty,

including oversight of e-education initiatives;

(2) promotion of continuing dialogue between staff and students in the development and enhancement of the student learning experience, including the identification and

implementation of effective student engagement practice;

(3) consideration of key draft documentation for full programme proposals prior to consideration of full documentation by the Programmes and Partnerships Approval

Committee, including their academic content and coherence, academic standards and quality, relationships with existing provision, and conformity with the University's

academic framework and Quality Assurance Code of Practice;

(4) consideration of proposed collaborative provision, other than in relation to research degree provision, including Institutional Agreements and Exchange Partners, for

recommendation to the Programmes and Partnerships Approval Committee;

(5) consideration and approval of the renewal of department level arrangements with exchange partners;

(6) consideration and approval of Degree Scheme Review outcomes and action plans and determination of the process for monitoring implementation of each action plan in

line with expectations set out in the Quality Assurance Code of Practice;

(7) consideration of proposed amendments to units, programmes and schemes of assessment, including approval of minor/intermediate amendments to programmes

of study and units where authority has been delegated by the Board of Studies, and recommendation of major amendments to programmes of study and units to the

Programmes and Partnerships Approval Committee;

(8) consideration of professional accreditation submissions and for recommendation to the Programmes and Partnerships Approval Committee;

(9) systematic analysis of recruitment, admissions and retention statistics in the context of national trends and any Faculty-specific educational objectives;

(10) receiving and considering of overview reports and data in relation to academic standards, student progression and achievement and key aspects of the student

learning experience (including annual monitoring reports for programmes, External Examiners' reports, accreditation reports and student feedback) taking action as may

be required;

(11) consideration and approval of an annual quality report for submission to the University Learning, Teaching and Quality Committee;

(12) formulation of Faculty responses to internal and external consultation papers relating to quality assurance, learning and teaching and widening participation;

(13) implementation of relevant QA procedures and the promulgation of good practice across the Faculty;

(14) recommendation of delegation of authority by the Board of Studies to appropriate subject-level fora to approve minor and intermediate changes to units and monitoring

the effectiveness of the subsequent exercise of this delegation on behalf of the Board of Studies;

(15) effective interaction with departmental programmes committees or equivalent and collaborative partners.

#### Membership:

The term of office for nominated members of the Committee is three years (renewable). The term of office for elected members of the Committee is one year

(eligible for re-election). In the event that a nominated/elected member ceases to be eligible to serve, a replacement to serve for the remainder of their term of office

will be nominated/elected (renewable/eligible for re-election).

Co-option: At the discretion of the Committee. Co-option shall be for one year at a time and for a maximum period of three successive years; thereafter, a member shall not be

eligible for co-option for a period of one year.

Alternates: If an ex-officio member of the Committee is unable to attend a meeting, they may nominate an alternate to attend that meeting. If a nominated member of the

Committee is unable to attend a meeting, an alternate may be nominated to attend that meeting.

Quorum: One third of the membership of the Committee.

Rules for Voting: None

Minutes: Submitted to the Faculty Board of Studies and Learning, Teaching and Quality Committee.

Revised by Senate wef 1st October 2012

#### **Minutes of Meetings**

##### **2016/17**

[19 October 2016](#)

[14 December 2016](#)

[25 January 2017](#)

##### **2015/16**

[21 October 2015](#)

[16 December 2015](#)

[27 January 2016](#)

[2 March 2016](#)

[8 June 2016](#)

##### **2014/15**

[10 June 2015](#)

[4 March 2015](#)

[28 January 2015](#)

[17 December 2014](#)

[22 October 2014](#)

##### **2013/14**

9 July 2014

23 April 2014

5 March 2014

29 January 2014

8 January 2014

27 November 2013

30 October 2013

18 September 2013

**2012/2013**

**10 July 2013**

**29 May 2013**

**5 May 2013**

**27 March 2013**

**30 Jan 2013**

**9 Jan 2013**

**2011/12**

1.FLTQC mins 12.12.2012 open .docx

**12 December 2012**

1.FLTQC mins 12.12.2012 open .docx

13.FLTQC mins 28.11.2012 open.doc

**28 Nov 2012**

13.FLTQC mins 28.11.2012 open.doc

1.FLTQC mins 19.9.2012open.doc

**24 Oct 2012**

1.FLTQC mins 19.9.2012open.doc

1.FLTQC mins 19.9.2012open.doc

**19 Sept 2012**

1.FLTQC mins 19.9.2012open.doc

11 July 2012

30 May 2012

2 May 2012

28 March 2012

29 Feb 2012

11 Jan 2012

7 Dec 2011

26 Oct 2011

21 Sept 2011

**2010/11**

18 July 2011

8 June 2011

11 May 2011

30 March 2011

23 Feb 2011

12 Jan 2011

8 Dec 2010

20 Oct 2010

27 Sept 2010

**2009/10**

9 June 2010

28 April 2010

24 March 2010

17 Feb 2010

2 Dec 2009

21 Oct 2009