

Faculty of Engineering & Design Board of Studies

Unreserved Business (Confirmed)

Wednesday, 17th April 2024 11:15 am

via TEAMS | Faculty of Engineering & Design Board of Studies

Attendees

Attended

Kirill Cherednichenko

John Chew

Ricardo Codinhoto

Charles Courtney

Jos Darling

Mirella Di Lorenzo

Jeffrey Gavin

Sabina Gheduzzi

Marion Harney

Andrew Heath

Carmelo Herdes Moreno

Tim Ibell

Patrick Keogh

Tristan Kershaw

Davide Mattia

Benjamin Metcalfe

Emma Emanuelsson Patterson

David Stacey

Apologies

Nathanail Georgiou

Vaggelis Giannikas

Jonathan Graham-Harper-Cater

Caitlin Grainger-Spivey

Nigel Johnston

Despina Moschou

2388 Welcome and Quorum

The Chair welcomed members, noted apologies and confirmed quorum.

2389 Declarations of Interest

The Chair asked for any declarations of interests which were not going to be declared during subsequent discussions. There were none.

2390 Minutes of the Previous meeting - ED2023-24/099

The unreserved minutes of the meeting of the Board of Studies held on 28 February 2024 (ED2023-24/099) were approved as a correct record of the proceedings.

2391 Actions and Matters Arising

There were no actions or matters arising from the previous meeting.

2392 Chairs Business

The Chair thanked Faculty colleagues for their support and contributions to the University's Planning process which was moving forward. He welcomed the change of emphasis and approach to the planning cycle (a 5 year focus rather than an annual review).

The Chair was delighted to see the huge response to the Faculty's first Research Culture awards and looked forward to celebrating with colleagues at the awards celebration event in June.

2393 Student Engagement - Ms Grace Cappy, Faculty Education Manager to present

Ms Grace Cappy, Faculty Education Manager, was welcomed and provided an overview of the Student Voice Projects she has been leading in the Faculty. Her work with Directors of Studies and students in small focus groups had looked at existing mechanisms for student engagement including the student rep system, the role and efficacy of SSLCs, student surveys, OUEs and ways for students to provide feedback. Department specific 'course conversation' sessions, either staff or student-led, had provided students with opportunities to comment, contribute and provide direct feedback which in turn had generated ideas for different, more effective ways for students to engage with their Department (alongside the SSLC system). The Board noted the summary of challenges and opportunities identified within Ms Cappy's presentation in particular the inconsistency of approach to responding to student feedback across the Faculty. Ms Cappy commented that she had been working with the Dept. of Electronic & Electrical Engineering in this area - the outputs and good practice would be shared with other Departments in due course.

Professor Harney advised that she and Ms Cappy had met with the student representatives who are

members of Faculty level Committees (including the Board of Studies). It was clear from their feedback that they felt unprepared and had limited understanding of what their role on Committees was. They had received little or no induction or training about what to expect and how they might contribute effectively. The Faculty historically relied upon the training and support provided by the Students' Union and it was widely acknowledged that SU resources were constrained. Members of the Board commented that the work led by Ms Cappy illustrated the need for a wider discussion of where student participation and feedback is best positioned for it to be most effective. Student reps are expected to contribute to too many committees, working groups and fora which may not be the best use of their time. Student feedback on the experience of their course and teaching is vital for departments but their input to curriculum changes may be less important or meaningful particularly where, for example, the proposed course changes were an accreditation requirement. The Chair noted that all student reps had sent their apologies for this meeting of the Board and a Students' Union Officer had not been put forward to attend the Board in the current academic year. The Chair proposed that Ms Cappy, Professor Harney and Dr Rob Grover (recently appointed as the Faculty Lead for Assessment & Feedback) meet with other interested colleagues to develop practical proposals. The Chair thanked Ms Cappy for her work in this area and the valuable insights shared with the Board.

2394 Boards of Examiners - ED2023-24/100

The Board approved the updated membership of Boards of Examiners as detailed in paper ED2023-24/100.

2395 Exam Paper Errors- Semester One Assessments 2023-24 ED2023-24/101

The Board received the summary report of exam paper errors reported for Semester One assessments (January 2024) and as detailed in paper ED2024-25/101. Ten instances of 'errors' had been reported from a mixture of in-person and online exams. The Board was satisfied with the actions taken by Departments to mitigate any impact arising from the errors and that Boards of Examiners for Units had carried out their responsibilities in accordance with QA35.

2396 Reports from Ex Officio members ED2023-24/102

The Board received the update reports from ex officio and academic leadership members of the Board as detailed in paper ED2023-24/102.

The Secretary advised that Professor Heath (Dept. of Architecture & Civil Engineering) had provided an update which would be added to the report, see details below

- 1) UG and PGT recruitment still looking strong and possibly slightly better than last year (particularly for PGT). NSS has high response rate (almost 75%) but pushing for PTES as that is low.
- 2) Heading for a good year for research income - last two years likely to have been two of the top three we have ever had.
- 3) One new member of staff appointed (lecturer in structural engineering) and 3 positions currently live.
- 4) We are planning on moving our teaching labs from level 1 so that there will be more research lab space for PhD students, UG/PGT dissertation students and research activities. This will be starting this summer but needs some building work involving campus infrastructure and this is delaying work starting.

2397 Report from Student representatives and/or Students' Union Officer

A report had not been submitted.

2398 Library Matters

Mr Stacey provided the following updates,

- 1) the new Head of Library Research Services, Jason Harper has now joined the Library team.
- 2) the Library Spark competition generated a great response from students with 60 submissions, from which the idea for a 'library lawn' outdoor study space was the winning entry. Details about the competition, the prize winner and the six shortlisted entries are on the [website](#)
- 3) the Library will be trialing Scopus AI (a search tool that uses generative AI to summarize, synthesize and explore Scopus documents on any topic) over the summer.
- 4) this month's display on level 2 of the Library is on Sustainability
- 5) Advance notice that level 2 of the library will be used as a polling station for the May elections (for the Police & Crime Commissioner)
- 6) As we head towards semester two assessments the Library will be instigating the usual quiet study & revision spaces and the 'take a break' campaign.

2399 Sub-Committee Minutes ED2023-24/103-105

The Board received the minutes of the following sub-committee meetings

- 1) Faculty Learning Teaching & Quality Committee - meeting of 13 March 2024 ED2023-24/103
- 2) Faculty Executive Committee - meeting of 4 March 2024 ED2023-24/104
- 3) Faculty Research & Knowledge Exchange Committee - meeting of 29 January 2024 ED2023-24/105

2400 Committee Minutes (SSLC, DBoS, FDSC) ED2023-24/106-110

The Board received the minutes of the following Committee meetings

- 1) Faculty Doctoral Studies Committee - meeting of 6 March 2024 ED2023-24/106
- 2) Staff Student Liaison Committee Dept. of Architecture & Civil Engineering - meetings of 21 February 2024 ED2023-24/107 -108
- 3) Staff Student Liaison Committee Dept. of Mechanical Engineering - meetings of 20 February and 12 March 2024 ED2023-24/0109 -110

2401 Any Other Business

There were no other items of unreserved business.

2402 Date of next meeting

Date of next meeting of the Board - 22 May 2024 at 2.15 p.m.