

Faculty of Engineering & Design Board of Studies (Unreserved) - Confirmed

Wednesday, 9th October 2024 2:15 pm

2 East 3.4 | Faculty of Engineering & Design Board of Studies

Attended

John Chew

Ricardo Codinhoto

Jos Darling (*attending remotely*)

Mirella Di Lorenzo

Adrian Evans

Sabina Gheduzzi

Jonathan Graham-Harper-Cater

Marion Harney

Andrew Heath

Carmelo Herdes Moreno

Tim Ibell

Patrick Keogh

Francesca Marchetti

Benjamin Metcalfe

Emma Emanuelsson Patterson (*attending remotely*)

David Stacey

Fionna Uppilirajan

Apologies

Chris Bowen

Jeffrey Gavin

Tristan Kershaw

Omid Maghazei

Despina Moschou

In Attendance

Rachel Summers (Secretary)

2461 Welcome and Quorum

The Chair welcomed members and apologies were noted. Francesca Marchetti and Fionna Uppilirajan

(UG Faculty reps) were warmly welcomed to their first meeting.

2462 Declarations of Interest

The Chair asked for any declarations of potential conflicts of interest which were not going to be declared during subsequent discussions - there were none.

2463 Minutes of the Previous meeting - ED2024-25/008

The unreserved minutes of the meeting of the Board of Studies held on 22 May 2024 (ED2024-25/008) were approved as a correct record of the proceedings.

2464 Actions and Matters Arising

There were no actions or matters arising.

2465 Chairs Business & Actions

The Chair congratulated Professor Tina Duren on her appointment as Head of Department of Chemical Engineering (from 1 Jan 2025) and Technical Manager Rebecca Sie appointed as inaugural Faculty Health & Safety Advisor (from 1 Nov 24).

The Chair was pleased to report that the Faculty's admissions picture for 2024 entry to undergraduate courses had been healthy and overall targets achieved. The PGT picture was less rosy and the Faculty's international student intake was down against recruitment targets. The newly launched MSc in Artificial Intelligence for Engineering and Design had however had an excellent first round of recruitment which was very good news.

2466 Board of Studies: Membership, Terms of Reference & Standing Orders - ED2024-25/009

The Board confirmed the membership and noted the Board's Terms of Reference as detailed in Ordinance 10. The Chair drew the Board's attention to Standing orders of the Boards of Studies 10.6 & 10.7 and the urgent business process outlined therein. The Board formally confirmed that the Chair might take urgent decisions on its behalf in accordance with Standing Order 10.7.

2467 Board of Studies: Delegation of Powers - ED2024-25/010

Approved: delegation of responsibility for minor and intermediate changes to the Faculty Learning Teaching & Quality Committee for the 2024-25 academic year.

Approved: delegation of minor changes only to Departmental Learning Teaching & Quality Committees for the 2024-25 academic year.

2468 Research Activity Report - ED2024-25/011

The Board received and noted the final quarter Research Activity report for 2023-24. The Dean congratulated colleagues on generating research awards of £23.4 million exceeding the Faculty's target for 2023-24 set at £20.2 million, which had been a very challenging target.

2469 Graduate / Student Teaching Assistants ED2024-25/012

The Board received the annual report from academic departments on the involvement of students (Graduate Teaching Assistants, GTA) in teaching during the 2023/24 academic year. The Board noted the vital role played by the Faculty's PGR students in support of undergraduate teaching and the wide range of activities undertaken by GTAs - running tutorials, laboratory demonstrations and practical activities, responding to student queries, supporting assessment and marking activities as well as supporting non-teaching activities such as recruitment/open day events & social media. The Head of Dept. noted that GTA input had been critical in the roll out of the Dept. of Electronic & Electrical Engineering's year 1 CT courses. Positive feedback from staff on the use of GTAs was reported by all departments. The Board noted however the difficulty in recruiting PGR students to GTA roles and the challenge this presented to departments. The Chair advised that discussions were currently in train with Heads of Dept. about possible measures to address this situation.

The Board noted the involvement of students in assessment and marking processes in some departments (two units in the Dept. of Chemical Engineering, one unit in Electronic & Electrical Engineering, eighteen units in Mechanical Engineering). The Dept. reports demonstrated that suitable training and support had been provided and appropriate oversight of those GTAs undertaking marking and assessment was in place.

The Board approved the request from the Dept. of Electronic & Electrical Engineering for GTA input to assessment for units as detailed on QA9 Form 2,

EE22005 Engineering Practice & Design (30 credits) CWPF 100%
EE30186 Integrated Engineering (6 credits) CW50%:Exam50%
EE40244 Advanced Electronic Materials (6 credits) CW50%:Exam50%
EE50236 Robotic Platform Engineering (6 credits) CW50%:PR50%
EE50237 Robotics Software (6 credits) CW 100

2470 Reports from Ex Officio members ED2024-25/013

The Board received the update reports from ex officio and academic leadership members of the Board as detailed in paper ED2024-25/013.

Dr Codinhoto drew the Board's attention to the three students who had started MSc courses in the Faculty with support from the British Council Women in STEM scholarship scheme.

The Chair noted that recruitment to some of the Faculty's MSc courses had been below the viable cohort size and that recruitment to four courses was likely to be suspended for 2025 entry - the MSc in Environmental Eng, MSc in Architectural Engineering Environmental Design, MSc in Modern Building Design & MSc in Civil Engineering). The courses could be revitalised if demand emerges.

The student reps asked for clarification from the Head of Department, Electronic & Electrical Engineering regarding the comment in his report to re-thinking the structure of the Dept's SSLC. Dr

Metcalf that the Dept. had been working closely with the Faculty's Education Manager and students in 2023/4 to explore different fora for student engagement which might be better suited for the consideration of 'big picture' issues. These fora did not supplant the work and role of the SSLC but were a complementary activity.

The Chair reminded colleagues to bear in mind that in order to be meaningful a short explanation (background, context) should be included for any items listed in their report.

2471 Report from Student representatives and/or Students' Union Officer

The Faculty reps did not have any items to bring to the Board's attention at this stage.

2472 Library Matters

Mr Stacey provided an update on library matters,

- We have recruited a new Subject Librarian for EE/ME starting 4 November, Clare Bannister (currently Information Librarian). We will aim to replace Clare's current role (expect 2 month freeze) early in new year.
- LinkedIn Learning. We have negotiated a deal for extending our subscription as a full institutional licence until 30 Nov 2025. There are lots of benefits for staff and students so please do make use of this resource. Our new web guide has lots of examples of content for teachers and students: <https://library.bath.ac.uk/linkedin-learning/home>
- New subscription to an online video platform for engineering students (only) - Boost: Math for Engineers. it is proving particularly useful for Mechanical Engineering so far, with everything from Calc to Laplace transformation
- New subscription to Covidence for streamlining production of systematic reviews.
- Yesterday we had a Springer Materials webinar from the supplier. This is underutilised and is a real time saver providing: curated data and functionalities to support researchers in materials science, chemistry, energy, engineering, physics and other related fields, with over 290,000+ materials and 3,000+ properties. A recording is available for those who were unable to attend.
- Thousands of new research monographs acquired by end of financial year (Springer, IEEE-Wiley, etc), plus the AIAA Standards archive. New interfaces for passport industrial and SAE Mobilus, but also a new look for our Library Lists (Leganto) system and updated guide for staff on how to use that. There have been changes to our catalogue too.
- Forthcoming: Nature Chemical Engineering subscription (start of 2025). We are investigating a Read and Publish agreement with the IWA and considering a deal for their e-journal and e-book archives.
- Wayfinding and Library Level 2 refresh over the summer. Includes Bristol artist Zoe Power's mural, new wayfinding signage, new student floorplans (via ACE placement competition - winners/runner up to be awarded at the Returner event). Thanks to Laura Green for help on the competition.
- Library Level 2: three new bookable soundproof interview meeting booths on L2. Also a quick

reminder for students registered with the disability service, they not only have access to the Assistive Technology room but also this year's new Sensory room (L3.10). For PG students, the Library's L5 PGR workroom is now open to PGTs too.

- Plans for student online and physical noticeboard for advertising participants in studies
- Library L2 Display for October Black History Month content, featuring a new laser cut post box for recommendations designed and built for us by Miles Chambers in 4ES. We also have an author event on 22 October in the Library foyer - Breaking the Dead Silence: Meet the Authors this Black History Month (bath.ac.uk)

2473 Faculty Committee Membership 2024-25 ED2024-25/014

The Board noted membership of Sub-Committees of the Board of Studies for 2024-25. The Board noted that the core membership of FRKEC looked to be top-heavy with Professorial staff and the Board questioned whether the Committee might consider widening its membership i.e. to include some non-professorial research active colleagues.

2474 Sub-Committee Minutes ED2024-25/015-17

The Board received the minutes of the following Committee meetings:

1. Faculty Executive meetings 20 May & 4 July 2024
2. Faculty Learning Teaching & Quality Committee meetings of 4 June & 17 July 2024
3. Faculty Research & Knowledge Exchange Committee meetings of 1 May & 31 July 2024

2475 Committee Minutes (SSLC, DBoS, FDSC) ED2024-25/018

The Board received and noted the minutes of the following Committees:

Faculty Doctoral Studies committee meeting 25 June 2024

2476 Any Other Business

There were no other items of unreserved business.

2477 Date of next meeting

The Board noted the earlier start time of the next scheduled meeting - Wednesday 13 November at 1.5 p.m. (light lunch to be provided).