

HSS FLTQC

Wednesday, 29th November 2023 2:15 pm

1 West North 3.09 | HSS Faculty Learning, Teaching and Quality Committee

Attendees

Attended

Ahmad Alkuchikmulla

Maria Clutterbuck

James Fern

Gail Forey

MariCarmen Gil Ortega

Jennifer Golan

Ed Mason

Lucy Noble

Nikolaos Sakkas

Christel Schneider

Karoline Von Oppen

Sophia Ward

Did Not Attend

Rachel Acres

Florin Bisset

Aurelie Charles

Matteo De Tina

Emma Scrase

Elise Whittleton

Welcome

Purpose - For Information

Minute by Sophia Ward

The Chair welcomed members to the meeting and noted apologies.

Declarations of Interest

Purpose - For Information

Minute by Sophia Ward

No member declared any conflict of interest.

Minutes of the Previous Meeting

Purpose - For Approval

Minute by Sophia Ward

The committee approved the minutes of the meeting held on the 18th of October 2023.

Actions and Matters Arising

Purpose - For Noting

Minute by Sophia Ward

The committee noted that the actions included in the action log would be covered later in the agenda.

Chair's Business

Purpose - For Discussion

Minute by Sophia Ward

The Chair provided the committee with an update, discussion included:

- Circulation of thanks to academic and professional services staff for their support in finalising all MAB impacted marks.
- A request to Directors of Teaching (DoTs) to confirm the approach their Boards of Examiners take with regards to anonymity. The Assistant Registrar will send out an email to collate this information to begin a discussion about consistency.
- An update on the opportunity for departments to invite a career consultant to attend DLTQCs and/or to offer the availability of careers workshops for students. These workshops are organized around the themes: Dis-cover (aimed at Y1), Focus (aimed at Y2) and Act (for Final Year students). Colleagues should contact Ghislane Dell, Head of Careers to invite or organize future work that supports students' careers.
- A reminder about ongoing discussions on the impact of generative AI on online exams, the

Chair reminded DoTs that feedback is welcome.

- A note that there could be implications for exchange students in the transition to the CT curriculum, due to an increased number of year long units. It was noted that the Assistant Registrar and Registry were in touch with impacted departments and that DoTs should raise any questions or concerns with the FAR. It was noted that the current proposal would be to develop semesterized versions of year long units available for exchange students only, such units would have shared teaching but a different point of assessment.
- Confirmation that the Faculty will be implementing a requirement for all CT courses to have consistent Moodle templates in academic year 2024/25. Having a consistent departmental Moodle page will improve student experience and make it easier for staff who teach across courses. It was noted that support is available from CLT and the Education Manager.
- An update that the faculty intend to hold a Director of Teaching and Director of Studies forum early next calendar year. The intention is to empower those who are involved in complex student facing roles and to provide the opportunity to ask questions and share good practice. It was suggested that the faculty should also explore a buddy scheme for new DoS'.

Action by Sophia Ward

Confirmation of Exam Board Approach

Action Description - Request information on departments approach to anonymity in exam boards

Action Status - Not Started | Due by - 31 Jan 2024 | Assigned to - Sophia Ward

Action by Sophia Ward

Career Workshops

Action Description - DoTs should contact Head of Careers to invite or organize future work that supports students' careers.

Action Status - Not Started | Due by - 31 Mar 2024 | Assigned to - Sophia Ward

Education Manager/CT Implementation Group Business

Minute by Sophia Ward

The Education Manager presented to the committee an example of a template assignment brief. It was noted that the proposal to introduce a standard template would aim to reduce staff workload and provide consistency for students, in particular it would be more accessible for students with a disability or for students whose first language is not English. During discussion it was considered whether a different template would be required for each sub-type of assessment as stipulated in the assessment taxonomy. The committee supported the principle and agreed it would be beneficial to develop Faculty templates but agreed further discussion on the compulsory sections and number of templates is required. It was agreed that it would also be useful to work more closely with departments who already have a standard template.

Student Business

Purpose - For Discussion

Minute by Sophia Ward

The committee received an update from the Student Representatives present. It was noted that the representatives had some course specific questions which would be discussed outside of the meeting. The committee noted that the Academic Reps Forum was scheduled for the following day so there would be more updates at the next meeting.

PGT Student Experience Project

Purpose - For Discussion

Minute by Sophia Ward

The Policy and Programmes Manager, Kate Awdry, delivered a presentation on the PGT Review, key points in the presentation and discussion included:

- Acknowledgement of good practice in academic departments in bringing PGT students together to create networks and study spaces. It was noted study space in 10W is available exclusively for PGT students.
- Exploration of how the university can be more inclusive of the PGT community. Members were encouraged to contact the central team if they had any ideas.
- Confirmation that the Policy and Programmes Manager will share with the Faculty the data collated as part of Phase 1.
- Recognition of the different student experience for on-campus and distance learning students, it was noted that project focuses primarily on campus-based PGT but there is also a requirement to address community of off-campus students. It was suggested a DL DoS Forum may be helpful.

Action by Sophia Ward

DL PGT DoS Forum

Action Description - Set-up network for DoS' of PGT DL courses

Action Status - Done | Action Completed Date - 20 Dec 2023 | Assigned to - Sophia Ward

Unit and Programme Changes

Purpose - For Approval

Minute by Sophia Ward

There were no changes to review.

Transitioning to Computer-Based Exams at the University of Bath

Purpose - For Approval

Minute by Sophia Ward

The committee considered the draft proposal the faculty wish to take to the Education, Quality and Standards Committee (EQSC) for university approval. It was noted that the request is to trial on campus computer based exams for small first year units in Semester 2 of this academic year. It was noted that it is only available for those units whereby an exam is part of the existing and approved assessment. Specifically the proposal does not suggest a 'bring your own device' approach, labs would be used and a safe browser and physical invigilation would be in place to protect academic integrity. It was acknowledged that certain exams or subjects may be too complex to take part in the trial, e.g. exams requiring visual information such as equations. The committee supported the proposal and the intention to undertake a small trial, however, there would need to be operational discussions regarding feasibility at a central and Faculty level. The committee agreed that the Assistant Registrar and Associate Dean would have an initial conversation with the Head of Registry Services on the feasibility of this for Semester 2 before the paper is taken further. It was noted that there would also need to be consideration of additional workload on professional services staff and whether there is sufficient resource.

Action by Sophia Ward

Contact Head of Registry Services

Action Description - To confirm if a trial for Semester 2 would be feasible.

Action Status - Not Started | Due by - 5 Jan 2024 | Assigned to - Sophia Ward

QA37 Student Exchange Proposal

Purpose - For Approval

Minute by Sophia Ward

The committee approved the Student Exchange proposal and noted it would now be escalated to CPAC for final approval.

Educational Annual Review and Enhancement

Purpose - For Discussion

Minute by Sophia Ward

The committee noted the upcoming deadlines for the Education Annual Review and Enhancement (EARE) activity. Since the meeting deadlines were updated:

January/Early Feb - Discussion at DLTQC

8th February - Deadline to submit in FLTQC Teams space

15th February - Discussion at FLTQC

21st February - Submitted centrally to Registry

The committee agreed that departmental action plans should focus on the following faculty priorities:

1. PGT Student Experience
2. Assessment and Feedback
3. AI
4. Professional Development

It was noted that the Assistant Registrar would share an example of a completed action template in the new year prior to the deadline.

Action by Sophia Ward

EARE Template

Action Description - Circulate example of completed action log to departments.

Action Status - Done | Action Completed Date - 9 Jan 2024 | Assigned to - Sophia Ward

22/23 Annual Report for the Online Master's Applied Economics (Banking and Financial Markets)

Purpose - For Discussion

Minute by Sophia Ward

The committee noted the annual report for the Online Masters in Applied Economics (Banking and Financial Markets).

Academic Teaching Space

Purpose - For Discussion

Minute by Sophia Ward

The committee noted the EABOC paper on the development of a space strategy. It was noted that the faculty was represented on a working group and members should continue to feedback on teaching space requirements.

Consideration included:

- The short-term strategy in providing learning spaces and technology on campus.
- The long-term changes required in providing learning spaces and technology on campus, due to the needs of CT.
- Investment in learning spaces to match both the short- and long-term strategies.

Short term goals:

- Facilities that support digital on campus in person exams, where students take exams on university computers.
- Communal spaces for Departments or Faculties where greater socialising can take place. This is particularly relevant for PGT students to enhance the student experience.
- Repurposing some of the library space for more computers. These computers could then be used for digital on campus exams.

Long term goals:

- Large lecture facilities where big cohorts can all attend a lecture in one room. As you know in Economics and Psychology the UG programmes are 420+ and 250+.
- Interactive lecture rooms with chairs and space that facilitate group discussions.
- Larger computer labs that would be able to sit large cohorts for digital on campus exams on university computers that could be locked down to exclude students browsing and accessing other software and webpages during exams.

Chair's Action

Minute by Sophia Ward

The committee noted all matters approved by Chair's Action.

Faculty Committees Minutes

Minute by Sophia Ward

The committee noted all received Departmental LTQC minutes.

University Committee Minutes

Minute by Sophia Ward

The committee noted the Education Advisory Board and the Student Experience Advisory

Any Other Business

Minute by Sophia Ward

The committee discussed the request circulated centrally from the Centre for Learning and Teaching to categorise assessments according to the use of GenAI permitted. It was noted that the categorisation and communication of outcomes does not need to be completed until next academic year, however, there is a more immediate requirement to identify where assessments are at significant risk and therefore may require an intermediate change via the course change process. It was noted that this conversation will continue and forms part of the EARE themes, but departments should reach out to the Assistant Registrar and Education Manager if there are units with particular concern. The committee noted that the Department for Health are currently trialling the mapping exercise.

The committee noted the following TDF deadlines:

- Faculty, 6th December
- University, 8th December

Action by Sophia Ward

AI & Assessments

Action Description - DoTs to discuss this with DoS' and identify any assessments that are at significant risk.

Action Status - Not Started | Due by - 31 Jan 2024 | Assigned to - Sophia Ward