

# HSS FLTQC

Wednesday, 31st January 2024 2:15 pm

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

## Welcome

Purpose - For Information

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**Minute** by Sophia Ward

The Chair welcomed members to the meeting and noted apologies.

## Declarations of Interest

Purpose - For Information

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**Minute** by Sophia Ward

No member declared any conflict of interest.

## Minutes of the Previous Meeting

Purpose - For Decision

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**Minute** by Sophia Ward

The committee approved the minutes of the meeting held on the 29th of November 2023.

## Actions and Matters Arising

Purpose - For Noting

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**Minute** by Sophia Ward

The committee noted the action log. It was noted that the Faculty would be escalating a paper to request that the Department for Health run a small trial for in-person computer-lab based Inspera exams for Semester 2.

# Chair's Business

Purpose - For Discussion

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## Minute by Sophia Ward

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

- An update on Access and Participation. It was noted that the University is continuing to explore ways to increase recruitment of Widening and Participation students and an action plan would be shared more widely.
- An update on the Apprenticeship Framework. It was noted that Ofsted was due and that strategic plans intended to explore expansion of the University's offering. It was acknowledged that policy and funding may alter if there is a change in government.
- A reminder that it is a requirement for staff to record and upload lecture content for those students with a DAP or provide a suitable alternative. The Chair noted feedback that staff face technical issues when using Panopto and there are concerns this could increase with less technical support. The Chair agreed to feed this back and also seek clarity on what is deemed a 'suitable' alternative.
- An update on the Bath Insights Internship Programme. It was noted that this is an on-campus internship opportunity to help 1st or 2nd year students who currently have little or no work experience.
- An update on the Space Task and Finish Group which is primarily focusing on timetabling planning software to automate some of the process.
- A brief update on the PGT Student Experience Report which is still in progress and will be sent to UEB, with a focus on community.
- A reminder of the scheduled Directors of Teaching (DoT) Away Day. Key themes will include assessment and feedback and change management.
- Confirmation that a PGT Distance Learning Community of Practice was established.
- An update on Gen AI and University policy. It was noted that, as previously discussed, departments will need to categorize assessments to identify where use of Gen AI is prohibited. It was noted that staff also require training to support them in the integration of AI into their curriculum and dealing with its misuse. It was noted CLT would be circulating guidance on what to do if an academic suspects a student of using AI. The committee agreed it would be useful to explore how students view and use AI currently, perhaps through a Change Makers Focus Group.

## Action by Sophia Ward

DAP Recording Requirements

Action Description - 1. Feedback on technical issues  
2. Request clarity on 'suitable alternative'

Action Status - Not Started | Due by - 13 Mar 2024 | Assigned to - Gail Forey

## Action by Sophia Ward

Gen AI

Action Description - Explore possibility to convene Gen AI Focus Group with students

Action Status - Not Started | Due by - 13 Mar 2024 | Assigned to - Gail Forey

## Education Manager/CT Implementation Group Business

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**Minute** by Sophia Ward

The Education Manager provided an update on two of their priorities. It was noted that there would be an exercise to collate examples of good feedback from a student perspective. It was also noted that the Education Manager would be conducting a remediation exercise over coming weeks to fix 99% of the accessibility issues on Moodle pages. Unit conveners could chose to opt out of this exercise by exception. The committee supported this exercise and noted that a report would be received at the April meeting on the proposed costing to ensure all course materials are accessible.

**Action** by Sophia Ward

Cost Report

Action Description - Submit costing report to April FLTQC

Action Status - Not Started | Due by - 24 Apr 2024 | Assigned to - Ed Mason

## Student Business

Purpose - For Discussion

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**Minute** by Sophia Ward

The committee received an update from the Student Representatives present. Discussion primarily focused on a second-year economics exam error. The context and actions taken by the Department and Faculty were noted. Representatives also asked about the possibility of reading weeks for postgraduate students, it was confirmed that it is at the discretion of each department.

## 2022/3 Annual Monitoring Reports for the Royal Academy of Dance (Validated Courses)

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**Minute** by Sophia Ward

The committee noted the annual reports for the following validated courses:

- BA Ballet Education
- BA Dance Education
- PGCE Dance Teaching
- MA Education Dance Teaching

During discussion it was noted that the courses do have small numbers but a 5-year review was taking place in January with the Royal Academy and this would form part of the discussion.

## 24/25 Unit and Programme Changes

Purpose - For Decision

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### **Minute** by Sophia Ward

The committee noted that members had reviewed departments proposed changes. It was agreed that the collation of changes in a spreadsheet for review was efficient and helpful. The Assistant Registrar would coordinate outstanding comments outside of the meeting and process through Curriculum Planner. The committee agreed it would be helpful to have a check-list of key things they are looking for when reviewing.

### **Action** by Sophia Ward

Follow-up on approvals

Action Description - Follow-up on outstanding queries to ensure all UG changes are processed on CP

Action Status - Done | Action Completed Date - 27 Feb 2024 | Assigned to - Sophia Ward

### **Action** by Sophia Ward

Checklist for change review

Action Description - Develop checklist for March FLTQC of things members must look for when reviewing changes

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

### **Action** by Sophia Ward

PGT Changes

Action Description - Remind departments of key dates for PGT changes

Action Status - Done | Action Completed Date - 27 Feb 2024 | Assigned to - Sophia Ward

# Moodle and Assessment

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## **Minute** by Sophia Ward

The committee received an update from the Chair and Programmes Manager on the on-going project to explore the use of Grade Transfer and Marking on Moodle. The summary provided on the agenda identified that departments are currently adopting different processes. During discussion it was agreed that:

1. The Faculty would require all departments, where possible, to use Grade Transfer for assignments submitted on Moodle in Semester 2, with exemptions by exception
2. Marking on Moodle would be explored for implementation next academic year

It was agreed that departments would require links to resources and sufficient training.

Members agreed that there remain complexities and details in individual units that may cause issues and that such exceptions must be accounted for and appropriate support provided.

## **Action** by Sophia Ward

Grade Transfer Comms

Action Description - Explore training resources and provide faculty messaging on the use of Grade Transfer

Action Status - Not Started | Due by - 13 Mar 2024 | Assigned to - Sophia Ward

# Assessment and Feedback Priorities

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## **Minute** by Sophia Ward

The committee received a verbal update from the new Faculty Assessment and Feedback lead. The committee noted that the newly established team had collated feedback from departments and intended to identify key priorities to address in the coming months. Examples included:

- Consistency of feedback
- Standardization of assessment criteria
- Marking on Moodle
- Assessment Literacy
- Relationship between AI and Assessment
- Calibration and Moderation practice

It was noted that there would be in-depth discussion at the upcoming DoT Away Day.

# PGT CT Transition

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## **Minute** by Sophia Ward

The committee was not able to discuss this item, it was noted that DoTs and FARs should liaise on this matter.

**Action** by Sophia Ward  
Monitoring CT Transition

Action Description - DoTs/FARs to touch base on CT Transition issues

Action Status - Not Started | Due by - 13 Mar 2024 | Assigned to - Sophia Ward

## UGAR

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**Minute** by Sophia Ward

The committee noted that further training could be offered if required.

## Chair's Action

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**Minute** by Sophia Ward

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

## Faculty Committee Minutes

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**Minute** by Sophia Ward

The committee noted all received Departmental LTQC minutes.

## Any Other Business

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**Minute** by Sophia Ward

It was noted that the data provided to departments following the request of NSS Action Plans, did not align with EARE data, it was also noted that the NSS Heat Maps were particularly tricky to interpret.

**Action** by Sophia Ward

Feedback on Data Quality

Action Description - To feedback on the inconsistency and accessibility of data

Action Status - Not Started | Due by - 13 Mar 2024 | Assigned to - Gail Forey