

# FLTQC 27 November 2024

Wednesday, 27th November 2024 2:15pm

Teams | Faculty of Science Learning, Teaching and Quality Committee

## Attendees

---

### Attended

Robbie Altham

Florin Bisset (FB)

Zoe Burke (ZB)

Andrew Burrows (Chair)

Susan Crennell

James Foadi (JF)

Marguerite Hallett (Secretary)

Liz Haynes

Momna Hejmadi (MH)

Nikki Hodgson (NH)

Zack Lyons (ZL)

Ioana Mocanu (IM)

Charareh Pourzand

Philip Rogers (PR)

Tony Shardlow (TS)

Paul Snow (PS)

### Did Not Attend

Plato Ng

Gan Shermer

## 1.0 Welcome and Quorum (3346)

---

The Chair welcomed members, noted apologies and observed that the meeting was quorate.

## 2.0 Declaration of Interest (3347)

---

There were no declarations of any potential conflicts of interest.

### 3.0 Minutes of the Previous Meeting (3348)

---

The Committee approved the minutes of the previous meeting held on 16 October 2024 (Paper 31).

### 4.0 Matters Arising (3349)

---

There were no matters arising.

### 5.0 Chair's Business (3350)

---

The Committee noted that the deadline for EARE report submission to Teams is 21 February, after which the Dean and AD(E) will add their comments in advance of the extraordinary FLTQC for EAREs on 4 March. It was agreed that the meeting would take place at 2:15pm due to unavailability in the morning. The institutional deadline is 5 March.

#### Chair's actions:

- Approval for 2024/25 of semesterised versions of year-long units SL22039 Cancer Biology & Molecular Medicine (Paper 32A) and SL22014 Dynamic Cell (Paper 32B) (10 credits each) for visiting students who are only at the University for Semester 1 (approved 8 November 2024).
- Approval of addition of MA32022 (Statistical Modelling and Data Analytics 3A) as a prerequisite to MA32024 Statistical Modelling and Data Analytics 3B (as well as minor updates to content, LOs and assessment) for 2025/26 (approved 12 November 2024) (Paper 33).
- Approval of new Neuroscience for Psychology unit for BSc (Hons) Psychology from 2025/26 (approved 12 November 2024) (Paper 34).
- Approval of replacement of PH22010 Mathematics for Physics 2 with MA22034 Mathematical Methods for the Life Sciences 2 / MA22035 Mathematical Biology: Ecology and Epidemiology in BSc (Hons) Natural Sciences (Biology or Chemistry with Environment), and (Biology or Chemistry with Physics) (all variants) (Paper 35A) and addition of MA12029 Mathematical Methods for the Life Sciences 1 as an optional unit to Year 2 of BSc and MSci (Hons) Natural Sciences (Biochemistry or Biology with Pharmacology) (all variants) (Paper 35B) (approved 15 November 2024).

### 6.0 Updates from the UG Faculty Reps (3351)

---

IM presented the updates from the UG Faculty Reps (Paper 36A):

- Academic Rep recognition:

The Chair agreed to explore potential for allocating <£2,000 for purchasing hoodies for Academic Reps. IM agreed to provide an approximate cost.

- Curriculum Transformation unit information:

The Committee was informed that all units running in 2025/26 (e.g. Year 3) are now in SAMIS and Curriculum Planner. These do not show in the online unit catalogue because the catalogue only shows the current year that is running. It is possible to download a Course Specification from Curriculum Planner that lists all the Year 3 units. Year 4 (or later year) optional units have not yet been inputted into SAMIS / Curriculum Planner. Natural Sciences Year 3 units are not attached to the courses yet, which means it is not possible to download a Course Specification listing the Year 3 units and any changes to Year 3 need to be proposed and approved on paper. TS reported that information about the transition year is not in Curriculum Planner, so changes

that need to be made to the transition year have to be completed on paper. Similarly, PS reported that a 6 credit version of a unit that will run next year is not in Curriculum Planner. MH agreed to flag this to the Curriculum Planner Team.

The Chair encouraged departments to publish unit/pathway/prerequisite information to students in advance of it becoming available, so long as it will not be subject to subsequent material change.

- Policy for reading weeks and past papers solutions:

The Committee agreed that departments would update their policies annually and share these with their Academic Reps at the start of each academic year.

- Lecture recordings:

The Committee noted that a number of Panopto lecture recordings had failed recently due to University-wide AV/technical issues. TS reported that staff had re-recorded failed recordings, which had increased workload. The Committee noted that there is no University policy mandating lecture recording, but it is recommended as a reasonable adjustment for students with disabilities.

- Difficulties in reading whiteboards in lecture recordings:

TS reported that the Maths Department had recently purchased camcorders to record whiteboard lectures, which had proved effective. ZB reported that large marker pens had been purchased for pharmacy/pharmacology whiteboard lectures to make writing easier to see. The Committee noted that most staff use a visualiser to project what they are writing.

- Closing the feedback loop:

The Committee welcomed the planned end-of-semester departmental newsletter to include updates from Academic Reps on actions taken by departments in response to student feedback.

- Faculty Forum attendance:

The Committee noted that pizza had been provided at Faculty Forum meetings in the past, but had not resulted in increased attendance. The Committee suggested that focus be placed instead on timings and encouraging students to engage, e.g. through a reward/recognition system associated with the work done by Academic Reps; this is currently being considered by the Student Experience Team.

- Course level survey:

The Committee noted that the Faculty/Academic Reps were due to meet with the Student Experience Team on Monday to give feedback on the course level survey questions.

The Committee noted that IMC 'Phase' bank should read IMC 'Phrase' bank.

With regard to staff being able to see which documents students open on Moodle, PS explained that this helps a) to identify and support students at risk, who are disengaging, at an early stage, e.g. by looking at data across units, and b) lecturers to take an overview of cohort engagement with material, to inform teaching. The Committee requested that IM communicate this intention to Academic Reps, distinguishing it from mandatory attendance monitoring for visa purposes. The Chair requested that DLTQCs consider Paper 36A to help disseminate points relevant to particular departments.

## **7.0 Faculty generic grade descriptors (3352)**

---

The Committee considered generic Faculty grade descriptors (Paper 36B), alongside responses to feedback from departments (Paper 36C). A final draft will be presented to FLTQC for consideration at its next meeting in January. The Chair asked members to provide DLTQC feedback to JF on Paper 36B if they have not done so already.

JF reported that the document built upon generic Faculty grade descriptors created in 2015/16 and represented a condensed version of the OfS sector-recognised standards. The Committee noted that the Faculty generic grade descriptors would help inform aligned departmental generic grading criteria, thereby ensuring compliance with OfS Condition B5. Departmental generic grading criteria would then set standards that inform unit assessment design (mapped to learning outcomes) and marking (against the criteria), across all courses.

## **8.0 International Foundation Year (IFY) Programme Annual Monitoring Report (AMR) 2023/24 (3353)**

---

The Committee considered the final AMR for the IFY licensed to Bath College (Paper 37A). FB reported that the University's IFY has been running with Bath College for a number of years, but ran for the last time in 2023/24 due to Bath College having lost its Confirmation of Acceptance for Studies (CAS) allocation for international students. In 2023/24 there were 60 students, the retention rate was 95% and the pass rate 97%. 51 students achieved an offer of progression to Year 1 of a University degree. The University is beginning to look for an alternative Foundation Year provider partner.

## **9.0 General Pharmaceutical Council (GPhC) (re)accreditation reports (3354)**

---

The Committee noted the GPhC reports on Part 2 reaccreditation of the MPharm (Hons) Pharmacy (Paper 37B) and Step 2 accreditation of the MPharm at Plymouth Year 0 (Preparatory Year) (Paper 37C). The Chair congratulated and thanked the Department for all its hard work in achieving the positive outcomes, with no conditions or recommendations set. PR stated that full reports, with more detail, were expected to follow shortly.

## **10.0 Feedback from Committees (3355)**

---

### **Academic Programmes Committee (APC):**

The Committee noted the minutes of the meetings held on 21 May (Paper 38A) and 11 July (Paper 38B) 2024.

### **Courses and Partnerships Approval Committee (CPAC):**

The Committee noted the minutes of the meeting held on 17 September 2024 (Paper 39), in particular approval of:

Department of Mathematical Sciences accreditation submission to the Institute of Mathematics & its Applications (IMA) for UG courses.

Approval of Bath MPharm Part 2 reaccreditation and Year 0 Step 2 accreditation submissions to the GPhC.

### **Education, Quality and Standards Committee (EQSC):**

The Committee noted the minutes of the meeting held on 15 October 2024 (Paper 40). ZL enquired as to whether a decision had been made about whether all CT courses should run to the final year before being reviewed, and whether reviews would be widened to whole department reviews. The Chair reported that no decisions had been made as discussions on restarting Degree Scheme Reviews were still ongoing. NH reported that during 2024/25 Registry planned to review practice across the sector and conduct consultations to inform the University's future approach.

### **Education Advisory Board (EAB):**

The Committee noted the minutes of the meeting held on 23 September 2024 (Paper 41).

### **Student Experience Advisory Board (SEAB):**

The Committee noted the minutes of the meeting held on 16 October 2024 (Paper 42).

## 11.0 Department Learning, Teaching and Quality Committee (DLTQC) Minutes (3356)

---

The Committee noted the minutes of the meetings held on:

**Department of Life Sciences:** 7 November 2024 (Paper 43).

**Department of Chemistry:** 13 November 2024 (Paper 44).

**Department of Physics:** 7 November 2024 (Paper 46):

The Chair welcomed the suggestion made by the student representative that the Department share with students a list of where it considers feedback is provided, to gather student body perspectives of what it considers to be feedback. The Chair encouraged DLTQCs to consider this initiative.

## 12.0 Any Other Business (3357)

---

There was none.