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## Minutes of a Meeting of the Board of Studies for the Faculty of Engineering & Design on Wednesday 18 January 2023 at 2.15 pm held remotely via Teams

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### Present:

Professor Tim Ibell (Chair)	
Prof. Kirill Cherednichenko	Faculty of Science representative
Prof. John Chew	Dept. of Chemical Engineering
Dr Ricardo Codinhoto	Faculty Director of PGT Programmes
Dr Charles Courtney	Dept. of Mechanical Engineering
Dr Jos Darling	Dept. of Mechanical Engineering
Dr Emma Emanuelsson Patterson	Dept of Chemical Engineering
Dr Vaggelis Giannikas	School of Management Rep
Dr Sabina Gheduzzi	Dept. of Mechanical Engineering
Prof. Marion Harney	Associate Dean Education
Prof. Andrew Heath	Dept of Architecture & Civil Engineering
Dr Carmelo Herdes Moreno	Dept of Chemical Engineering
Dr Tristan Kershaw	Dept. of Architecture & Civil Engineering (via TEAMS)
Prof. Mirella di Lorenzo	Associate Dean (International)
Dr Ben Metcalfe	Dept. of Electronic & Electrical Engineering
Mr Anointing Reuben	UG Student Rep (Dept. Electronic & Elec Eng)
Mr Alexander Robinson	SU President
Mr David Stacey	Subject Librarian
Dr Jannis Wenk	Dept. of Chemical Engineering
Professor Peter Wilson	Dept. of Electronic & Electrical Engineering

### In Attendance:

Mrs Rachel Summers	Faculty Assistant Registrar
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### Apologies for absence were received from:

Professor Andrew Plummer	Dept of Mechanical Engineering
Dr Jeff Gavin	Faculty of Humanities & Social Sciences rep
Prof Davide Mattia	Deputy Dean
Dr Nigel Johnston	Director of Doctoral Studies

## Part I Business

### 2203 Declarations of Interest

There were none.

### 2204 Minutes of Previous Meeting

The unreserved minutes of the meeting of the Board of Studies held on 17 November 2022 (Paper FE2022-23/042) were approved as a correct record of the proceedings and signed by the Chair.

## 2205 Matters Arising

There were no matters arising.

## 2206 Chair's Business & Report

The Dean reported on the following items,

- i. Board of Studies meeting arrangements. The Board agreed to hold the next meeting (1 March) in-person with the option for members to participate remotely.
- ii. Launch of Institute for Sustainability. The Board noted the recent launch of the new Institute and thanked Professor Marcell McManus and Professor Matt Davidson and other colleagues for their enormous work in establishing the Institute.
- iii. Teaching Excellence Framework (TEF). The University's TEF submission was being finalised. The Board acknowledged the input of the Students' Union to the submission and thanked all those involved in preparing the TEF submission.

## 2207 Annual Report: Monitoring of Standards (Scaling) 2021/22 (FE2022-23/043)

The Board received the annual monitoring report on units with mean marks in the atypical range which were considered by Boards of Examiners for Units (BEUs) during 2021-22 for scaling. The Board noted that after two successive years of increase 55 units with mean marks in the atypical range in 20/21, and 41 in 19/20), last year had seen a return to pre-pandemic levels with 22 units in the atypical range. Members of the Board noted that there appeared to be an error in the supporting data regarding the scaling for Mechanical Engineering unit ME40058. The Chair drew the Board's attention to the data for two level 5 units in the Dept of Electronic & Electrical Engineering both of which had unit means in the 'low' atypical range (EE50235 unit mean 44.31 and EE50229 unit mean 39.6) but only one of which had been scaled by the BEU. Dr Metcalfe commented that the exam paper had been reviewed and found to be of a similar standard to previous years, the BEU had been satisfied that the marking and moderation of the examination had been thoroughly completed and also that the marks achieved were an accurate reflection of the standards, noting that there had been very poor student engagement with the unit. Professor Wilson advised that the Dept of Electronic & Electrical Engineering had completed a review of its exam processes with a view to aligning internal procedures which may facilitate the easier identification of any structural issues within exam papers. Members of the Board suggested that it would be useful to analyse whether there was any correlation between assessments completed in Inpera or In-Person and subsequent decisions to adjust unit marks (scaling). The Board agreed the Report's recommendation for Departments to complete annual monitoring for the following units (which had produced unit means in the atypical range in 21/22 and also in the preceding 3 years).

AR10313 Structures 1A	atypical in 2020/21 (not scaled)
AR20238 Transportation infrastructure engineering	atypical in 2019/20 (not scaled)
CE40126 Advanced Biochemical Engineering	scaled in 2020/21
CE50220 Industrial & urban water supply	atypical in 2020/21 (not scaled)
EE30031 Digital communications	scaled in 2020/21
EE40212 Advanced microelectronic system design	scaled in 2018/19
EE10214 Mathematics 2	atypical in 2018/19 (not scaled)
ME30295 Electronics signals & drives	scaled in 2020/21

The Board noted that CT MSc courses in the Depts of Chemical and Mechanical Engineering had come on stream in 22/23 with pass mark thresholds of 50% (alongside the MSc courses in ACE already introduced). Guidance on Typical/ Atypical mark ranges was urgently required from Academic Registry.

**Action: Secretary to investigate data discrepancy for ME40058 and report back. Unit mean before scaling was incorrect in the report – original unit mean 49.66 adjusted mark 53.66%**

**Action: Secretary to liaise with Academic Registry regarding scaling guidance for CT courses with 50% pass mark.**

**Action: Departments to complete annual monitoring for the units detailed (see above)**

[2208 Annual Report: Student Teaching Assistants 2021/22 \(FE2022-23/044\)](#)

The Board received the annual monitoring report on the involvement of students in teaching in the previous academic year. The Board noted that approval of all *new* PGR teaching assistants is the responsibility of the Board of Studies (Doctoral). Departments maintain local records of students appointed as Graduate Teaching Assistants (GTAs) and provide some training; students are also expected to complete the First Steps Into Teaching course run by the CLT / Doctoral College. Feedback from Directors of Teaching contained within the report reflected the value and importance of GTA input to UG teaching. The report highlighted the difficulties in carrying out effective monitoring due to the quality of the data and the multiplicity of stakeholders, none of whom has full oversight over all processes. The Chair reported Dr Johnston's comments (in his absence) that approval of GTA appointments would be better handled through the Faculty Board rather the Doctoral BoS – the Faculty BoS is better placed to evaluate the teaching requirements, training needs and student loading particularly as recruitment, allocation, monitoring and some training are handled by departments. The fact that the annual report is presented to the Faculty BoS suggests that this is the appropriate Board to deal with this business.

The Board noted that from the data provided by the CLT it appeared that not all students appointed as GTAs for the first time in 21/22 had completed the First Steps Into Teaching course. The course is mandatory (although this is not reflected in QA9) and it is unclear whether departments actively monitor student engagement with the course. It was noted that students can draw on their GTA experience to apply for Associate status with the HEA. The Dept of Electronic & Electrical Engineering plans to establish a community of practice for its GTAs with regular meetings. The Board welcomed this initiative and requested that details be shared with the other departments.

The Board agreed that a common format for record keeping by departments was desirable and discussed whether a shared TEAMS space could be a helpful mechanism. Professor Wilson suggested that Departments could identify all units requiring GTA involvement in advance of the start of the teaching year and could then populate the records with the named GTAs as and when they're identified/ approved along with specifying any training requirements. He noted that the Dept of Electronic & Electrical Engineering had appointed two GTA on fractional contracts in the current academic year.

Whilst there are some mechanisms for evaluating the effectiveness of GTA input e.g. through SSLCs, the PGR Experience Survey and unit evaluations, the picture is incomplete and anecdotal. The Board discussed the desirability of collecting feedback from

- GTAs on their overall experience i.e. quality of training, level of support provided, areas for improvement etc.,
- Students who interact with GTAs in labs – what are the strengths, weaknesses, areas for improvement
- Unit convenors/ DoTs on the perceived added value to teaching.

The Board noted the template currently used by the other Faculties to collect data for the annual report and agreed to adopt it with immediate effect (Appendix C attached to the report).

**Action: Secretary to discuss common format for record keeping with departments**

**Action: Dept of Electronic & Electrical Engineering to be asked to share details of their plans to establish a community of practice**

**Action: Secretary to forward BoS discussion and Annual Report to EQSC.****2209 Membership & Terms of Reference Staff Student Liaison Committees (FE2022-23/045)**

The Board of Studies approved the membership and Terms of references for the following Staff-Student Liaison Committee in 2022/23.

- a) Department of Architecture & Civil Engineering
- b) Department of Chemical Engineering
- c) Department of Electronic & Electrical Engineering
- d) Department of Mechanical Engineering
- e) Faculty PGT SSLC

QA48 provides guidance on SSLC membership and reflects the minimum requirements as detailed in Ordinance 26. The Board noted that there were still a number of vacancies for student members and that the composition of some SSLCs appeared to have potentially more staff members than students. Members commented on the difficulties in electing student representatives and acknowledged the efforts of the Students Union working closely with departments in this area. The Board agreed that the membership list for each SSLC should explicitly distinguish between staff members of the committee and those whose presence at meetings was by invitation i.e. as in attendance rather than as full members, to ensure compliance with University Ordinances. The Board noted that apart from minor variations the five SSLCs had similar Terms of Reference and agreed that a harmonised core Terms of Reference for the Faculty's SSLCs should be agreed by the respective Chairs for adoption in 2023/24.

**Action: SSLC Chairs to agree common Terms of Reference to be introduced for 22/23****2210 Research Application & Awards Report Quarter 1 2022-23 (FE2022-23/046)**

The Board received and noted the first quarter Research Application & Awards Report for 2022-23.

**2211 Reports from Ex Officio Members (FE2022-23/047)**

The Board noted the update reports from ex officio members as detailed in Paper FE2022/23-047. Members suggested that additional detail around the bullet point items in the AD (Education)'s update report would be welcomed. Professor Wilson drew the Board's attention to the likely disruption arising from the requirement to urgently relocate several lab facilities from 3west to 2East.

**2212 Reports from Student Reps/ Students Union Officer**

The SU President commented that appropriate spaces on campus for students to complete online exams was an urgent requirement. The Board noted that there had also been some issues with the calculators provided for in-person examinations.

**Action: Chair to raise with PVC Education.****2213 Library Matters**

Mr Stacey provided an update on library matters.

- The Library is in its usual exam/revision quiet study phase. Our exam skills book display is out on Level 2. We are conducting and promoting our 'take a break' envelope campaign, with free tips, tea/coffee, pens and more. As usual past papers can be found on our database (we are mostly covered for FED, except a few Inspira ones never sent to us, which have been chased up where we've been alerted).
- Library Annual Report submitted to Senate. NSS scores for Library are very good. General stats/performance returning to pre-pandemic levels in many cases.
- Facts and Figures on library webpage will be updated in due course.
- Library staffing: In general it's very busy in our Research Services and Acquisitions teams where we've had long periods where posts have been empty. Most importantly:
  - New Head of Library Research Services (Rachel Kotarski) starting 20 March

- Corin Lee covering Research Analytics (1 day a week) alongside Junjie Shen
- Impact and Engagement Librarian (Sarah Ormes from 19 Jan)
- A new post to support Library Lists has been created and we have a new colleagues starting mid-February
- Inter-Library Loans. Reminder that we have signed up for the Rapid ILL scheme - network of libraries for supplying digital requests i.e. pdf articles, chapters – often within 24hr of request. See method and info: <https://library.bath.ac.uk/documentdelivery/interlibraryloans>
- CLA - collection of royalties data in HE. Emails about this have gone out to Heads of Depts and dept Admin/coordinators. This needs to be promoted to all staff as collection is taking place from 16 Jan-24 Feb. Any member of staff who photocopies published material between these dates will need to complete a simple web form, stating basic bibliographical details, page ranges and the size of the cohort for which the copying is being produced. These submissions are anonymous and are a mechanism whereby rights holders can be duly rewarded with royalties.
- Any queries about online Library Lists and requests for materials for Semester 2 to be provided asap to the Library.
- Next month's Library Level 2 displays theme: LGBT+ History Month.

## Part II Business

### 2214 Minutes of Boards of Studies Sub-Committees

The Board received the minutes of the following Committee meetings:

Faculty Executive Committee	21 November 2022
Faculty Research & Knowledge Exchange Committee	2 November 2022
Faculty Learning Teaching & Quality Committee	7 December 2022

### 2215 Minutes of Staff Student Liaison Committees

The Board received the minutes of the following SSLC meetings:

Dept of Architecture & Civil Engineering	23 November 22
Dept of Chemical Engineering	3 November 22
Dept of Electronic & Elec Engineering	9 November 22
Dept of Mechanical Engineering	1 and 15 November 22
Faculty PGT SSLC	15 November 22

## Part III Business

### 2216 Any Other Business

**Online Unit Evaluations:** Members of the Board advised that the OUEs for semester one units were scheduled to close before all unit assessments are complete which was very frustrating for some students. The AD (Education) commented that EQSC had discussed issues with the OUE arrangements and had established a sub-group to explore alternative systems for conducting OUEs – limitations of the current system means that the SAMIS team are unable to give departments flexibility on the release and closure dates for OUEs.

**NSS Student Lists:** The Dept of Mechanical Engineering had been advised that students who took their placement out of the normal sequence (due to the pandemic) and were now in their final year could not be included in the NSS Student Lists (24 students). The Dept. was very concerned that these students should be given the opportunity to complete the NSS.

**Semester One -Student Facing Information.** Student facing information on the web for what students should do if they have a technical problem during an online exam was in the region of 2400 words. The Board agreed that information should be intelligible, succinct and easily accessible and the Chair agreed to raise the matter with Academic Registry.

**British Council STEM Scholarships for Women:** The Faculty has been allocated five scholarships under this scheme – applications deadline end of March. The input of Departments will be required to shortlist applicants.

**Action: Dean to raise concerns regarding OUEs, NSS and student facing exam information with the PVC Education**

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#### Action Summary

Minute no 2207: **Scaling Paper** Secretary to investigate data discrepancy for ME40058 and report back, also to liaise with Academic Registry regarding scaling guidance for CT courses with 50% pass mark. Departments to complete annual monitoring for the units detailed.

Minute no 2208: **GTAs** Secretary to discuss common format for record keeping with departments Dept of Electronic & Electrical Engineering to share details of their plans to establish a community of practice. Secretary to forward BoS discussion and Annual Report to EQSC.

Minute no 2209. **SSLC** Chairs to agree common Terms of Reference to be introduced for 22/23

Minute no 2212. **SU Report** Chair to raise with PVC Education

Minute no 2216. **Items under AOB:** Chair to raise concerns regarding OUEs, NSS and student facing exam information with the PVC Education