



Meeting **FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE**  
Place Microsoft Teams  
Date and Time Thursday 4 June 2020 at 14:15

Present	Professor M V Hejmadi Dr A Hayes Professor M Jones Dr F R Laughton Mrs S Paine Dr P J Rogers Dr T Shardlow Dr C M Todd Professor S Ward Dr J White	Associate Dean (Learning and Teaching) (Chair) Department of Computer Science Department of Chemistry Department of Physics Programmes Manager (Operations) Department of Pharmacy and Pharmacology Department of Mathematical Sciences Department of Biology and Biochemistry Associate Dean (International) Natural Sciences programmes
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
Apologies	Dr F Bisset Mr C Lai  Mr C Okayo  Ms A Steane	Head of Learning Partnerships Undergraduate Representative (Department of Pharmacy and Pharmacology) Postgraduate Taught Representative (Department of Biology and Biochemistry) Undergraduate Representative (Department of Physics)

**Action**

**2944 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous Faculty Learning, Teaching and Quality Committee (FLTQC) meeting held on 4 March 2020 (Paper 105) and there were no matters arising.

**2945 CHAIR'S BUSINESS**

The Chair brought the following matters to the attention of the Committee:

- Curriculum Transformation:
    - UG: a rolling approach to implementation will be adopted; programmes will be selected each year for transformation – some will wish to consider a 2023/24 start or later if necessary. Stand-alone UG courses which have documentation at a nearly finished state may still aim for a 2022/23 start; the deadline for this documentation is extended to September 2020.
- The Chair agreed to confirm with the Chemistry DoT, following discussions with the Dean and CLT, as to whether UG Chemistry CT would be delayed for a 2023/24 start, to enable plans to reaccredit the existing programmes to proceed in the meantime.
- Where desirable, PGT still to commence from 2022/23 with the deadline for Phase 2/3 documentation extended from October 2020 to early 2021, or later for 2023/24 or later entry.

**Chair**

- Academic Framework to be revised to simplify and facilitate the roll-out of CT, i.e. enable CT programmes to run alongside existing programmes which have not yet been transformed:
  - i) use of ECTS for transformed programmes (with 10 ECTS as the standard sized unit for transformed courses);
  - ii) possible removal of the requirement to pass all units.
- University Teaching Awards 2020:
  - Innovation in Learning & Teaching Award: Lyn Hanning, Department of Pharmacy & Pharmacology.
  - John Willis Award: Dr Stijn Wuyts, Department of Physics.
  - Director of Studies Award: Dr Philip Rogers, Department of Pharmacy & Pharmacology.
  - Best Team in Support of Student Learning: Department of Chemistry - Professor Matthew Jones, Dr Mary Mahon, Dr Gan Shermer and Dr Claire McMullin.
- SU Education Awards 2020:
  - UG Academic Rep of the Year: Evgenia Brusnitskaya, Department of Computer Science.
  - Personal Tutors of the Year: Professor Francis Burstall, Department of Mathematical Sciences, and Dr Julien Licchesi, Department of Biology and Biochemistry.
  - Outstanding Contribution to Peer Assisted Learning: Dr Zack Lyons, Department of Computer Science.

Well done also to all 25 shortlisted nominees from Science (staff and students).

- NSS & PTES 2020 opened on 3 February and closed on 30 April. Response rates for the institution: NSS 75% (up 2 percentage points from last year) and PTES 24%. It is expected NSS results will be published in the first week of July and PTES results by the end of July.

#### **Chair's action approval of:**

- Special Programmes of Study / Assessment Arrangements (see Reserved business).
- New optional unit PA50411 for MSc Drug Discovery and intermediate changes to the assessment of XX50226 for 2020/21 (approved 17 April 2020).
- Changes to MSc Machine Learning and Autonomous Systems for 2021/21: EE50235 made optional instead of compulsory and EE50237 made compulsory instead of optional (approved 17 April 2020).
- Changes to MSc Computer Science and MSc Software Systems for 2021/21: Addition of optional unit CM50270 (approved 17 April 2020).
- Changes to Integrated PhD & MSc Accountable, Responsible and Transparent Artificial Intelligence for 2020/21:
  - Removal of compulsory unit XX50215, and replacement with a choice of 1 from 2 optional units, one of which is new: Statistics for AI.
  - Addition of a 2<sup>nd</sup> DoS approved unit in S1 and S2.
  - Removal of 4 EE units in S1 (EE50228, EE50230, EE50231 & EE50233) and 3 EE units in S2 (EE50224, EE50225, EE50227), as these are all being withdrawn by EE (approved 21 April 2020).
- Retrospective intermediate change to the assessment pattern for Semester 2 unit MA50250 for 2019/20 (approved 22 April 2020).
- The option for PGT Comp Sci students with placement to complete their dissertation over the summer (June-Sept 2020), followed by their placement (to be a min. of 6 months), in light of the impact of Covid-19: Coversheet (Paper 107A) and example Programme Specification (Paper 107B) (approved 22 April 2020).
- Intermediate changes to the assessment of MSc Computer Science degree apprenticeship units CM50282, CM50277, CM50275 and CM50273 to 100% coursework for 2020/21 to align with Wiley online units (approved 1 May 2020) and CM50278 (approved 11 May 2020).

- Retrospective inclusion of Semester 2 optional unit CM50342 Artificial Intelligence in the MSc Computer Science degree apprenticeship programme for 2019/20 (approved 11 May 2020).
- Retrospective minor change to the assessment pattern for Semester 2 unit CM50265 for 2019/20 (approved 18 May 2020).
- New (retrospective approval) BB10262 Human Biochemistry unit as a DEU in the transformed versions of BSc and MSci (Hons) Sport & Exercise Science for 2020/21 (approved 19 May 2020).

**2946 DEPARTMENT LEARNING, TEACHING AND QUALITY COMMITTEE (DLTQC) MINUTES**

The Committee noted the minutes of the meetings held on:

**Department of Biology and Biochemistry:** 18 March (Paper 116A) and 28 April (Paper 116B) 2020.

**Department of Chemistry:** 3 March (Paper 117A) and 30 April (Paper 117B) 2020.

**Department of Computer Science:** 17 March (Paper 118A) and 28 April (Paper 118B) 2020.

**Department of Mathematical Sciences:** 26 February 2020 (Paper 119).

**Department of Pharmacy and Pharmacology:** 26 February (Paper 120A), 15 April (Paper 120B) and 6 May (Paper 120C) 2020.

**2947 ANY OTHER BUSINESS**

There was none.



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**Action**

**2948 MINUTES OF PREVIOUS MEETING**

The Committee approved the minutes of the previous FLTQC meeting held on 4 March 2020 (Paper 105).

**2949 MATTERS ARISING**

The Committee considered a matters arising update paper (Paper 106) which reported the following:

**M2932 MATTERS ARISING**

**CURRICULUM TRANSFORMATION: PHASE 2/3**

**Department of Chemistry**

- Course level information and Course Description (in CT App):

The Committee noted that correction of the MChem Chemistry for Drug Discovery title, and of 'Science' in the Intended Award Title for the MSci, was still required.

The Committee noted that the following documentation was yet to be submitted for approval by Dr Laughton and under Chair's action:

- Confirmed BSc and MSci (Hons) Chemistry with Management structure.
- Mapping of Course Intended Learning Outcomes to Management units.
- Completion of the 'Feedback and Oversight' section in the CT App.
- Update on RSC accreditation.

**M2933 NEW PROGRAMME PROPOSAL**

**MSc MATHEMATICS WITH DATA SCIENCE FOR INDUSTRY for 2021/22**

The Committee noted that the rationale for course design had been amended to better reflect the M level application of the training and problem-solving skills and to include detail on the programme team's experience in facilitating / supporting effective group work.

The Committee noted that, following a meeting with Registry, the Programme Team had drafted for submission to ULTQC a request to grant an exemption from the Academic Framework for the programme, to permit CATS unit sizes of 12 and 16 for academic years 2022/23, 2023/24 and 2024/25.

Principles of Industrial Collaboration and Problem Solving, and Collaborative Industrial Research:

The Committee noted that it was not possible in the Unit Description 'Reassessment' box in the CT App to include a statement that like-for-like reassessment for coursework involving groupwork would be completed individually. However, where permitted by the character limit, this statement had been included in the 'Assessment details' box instead.

Industrial Placement:

The Committee noted that this unit now had a 120 CATS weighting and the poster and interview each had a 50% weighting as it was not possible in the CT App to indicate that these assessments would be Pass/Fail.

Mathematical Modelling for Industry:

The Committee noted that this unit would now be assessed by a 5-10 page individual report and a group presentation (where each student's work on the role they have been assigned to within the group will be assessed).

The Committee noted that the 'Feedback and Oversight' section in the CT App was yet to be completed because while the CDO had flagged the glitch with this section of the CT App to the developers it was yet to be addressed.

Dr Shardlow expressed uncertainty as to whether concerns raised at DLTQC with the programme documentation had been addressed. The Chair suggested that Dr Shardlow raise this with the Maths HoD, noting that the programme was due to be considered for approval by Senate on 17 June.

**M2934 CURRICULUM TRANSFORMATION: PHASE 2/3**

**Department of Mathematical Sciences**

The Committee noted that UG CT had been delayed by a year, with transformed courses now to commence from 2023/24.

**M2935 CURRICULUM TRANSFORMATION: PHASE 2/3**

**Department of Biology and Biochemistry**

The Committee noted that UG CT had been delayed by a year, with transformed courses now to commence from 2023/24.

**M2936 CURRICULUM TRANSFORMATION: PHASE 2/3**

**Department of Pharmacy and Pharmacology**

The Committee noted that UG CT had been delayed by a year, with transformed courses now to commence from 2023/24.

**2950 STUDENT EXCHANGE RENEWALS**

The Committee approved renewal of the student exchange arrangements between the Faculty of Science and the:

- a) University of Bordeaux, France (Paper 108).
- b) Maastricht University, The Netherlands (Paper 109).
- c) Nanyang Technological University (NTU), Singapore (Paper 110).

The Committee noted that confirmation of support remained outstanding from the Head of the Department of Computer Science.

*Secretary's note: Immediately following the meeting the Comp Sci HoD confirmed support for the above renewals.*

- 2951 ROYAL SOCIETY OF BIOLOGY (RSB) ANNUAL ACCREDITATION REPORT**  
The Committee approved the annual report prior to submission to the RSB (by 22 June deadline) (Paper 111). The Committee noted that only one change had been made to the programmes since the initial accreditation: withdrawal of BB20152 Practice of Science unit.
- 2952 RENEWAL OF COLLABORATIVE ARRANGEMENT WITH BATH COLLEGE: INTERNATIONAL FOUNDATION YEAR**  
Following strategic approval by APC on 27 May, the Committee considered the information outlined in QA20 Form 4 and recommended to CPAC renewal of the collaborative arrangement from 1 September 2021 until 31 August 2023 (Paper 122).
- 2953 MPharm CHANGES TO TEACHING AND ASSESSMENT DUE TO COVID-19**  
The Committee noted changes, notified to the GPhC on 1 May 2020, to teaching and assessment on MPharm (Hons) Pharmacy since teaching went online on 18 March 2020 (Paper 113A), an annotated list of Standard 10 outcomes linking to changes in assessment (Paper 113B) and the current MPharm Assessment Strategy which will be used as a checklist for any assessment rolled over to 2020/21 (Paper 113C). Dr Rogers explained that the GPhC had requested detail on Covid related changes to assessment, recognising significant changes across the sector.
- 2954 FEEDBACK FROM COMMITTEES**  
**University Learning, Teaching and Quality Committee (ULTQC)**  
The Committee noted the minutes of the meetings held on 14 January (Paper 114A) and 17 March (Paper 114B) 2020.
- Courses and Partnerships Approval Committee (CPAC)**  
The Committee noted the minutes of the meetings held on:  
A) 11 March (Paper 115A), in particular approval of:  
  - New BSc (Hons) Mathematics, Statistics and Data Science for 2021/22 (and by Senate on 22 April 2020).
B) 13 May (Paper 115B) 2020, in particular approval of:  
  - MSc Mathematics with Data Science for Industry for 2021/22 only.
- 2955 ANY OTHER BUSINESS**
- Guidance from Registry for BEU/Ps is imminent.
  - Supplementary assessment will take the form of alternative, online assessments in the supplementary assessment period in August 2020.
  - The University has established 3 Task Groups in preparation for 2020/21, each of which is responsible for considering scenarios to ensure the highest quality student learning experience:
    - Resilient Curriculum Group (chaired by Professor Tim Ibell).
    - Carrying Capacity Group (chaired by Keith Zimmerman).
    - Student Experience Group (chaired by Dr Cassie Wilson).
- The Chair reported that she is a member of the Resilient Curriculum Group (RCG), part of the remit of which is to consider unit and programme changes and rationing of face-to-face time with students across Departments if the University proceeds with 20% capacity based on Covid social-distancing measures. Each Department will be allocated a set amount of time when students will be expected to come onto campus. HoDs have been asked to submit plans (including provisional timetables), by the middle of June, that prioritise top activities for their student experience (e.g. labs, tutorials, seminars) and identify the resources needed to support this (e.g. people, structures), taking into account accreditation requirements. The University (including Timetabling team) will then ration on-campus hours across Faculties and Departments, and Departments will be able to communicate plans, and timetabling,

for 2020/21 to students in July. Students will be able to decide whether or not to come onto campus. It was noted that models could include allocating weekdays to particular year cohorts and/or repeating practicals on days for certain cohorts. The Chair would provide an update at the next DoS/T meeting and offered to share plans received as requested in the meantime.

Departments need to ensure curriculum is ready to be delivered 100% online if needed in case there is a second Covid wave or if some students decide not to return to campus. The Committee agreed that for some Departments, e.g. Chemistry, there would need to be an expectation that if students choose not to return to campus they must return at some point to complete their lab work, e.g. attend lab-based 'boot camps' in the summer of 2021. Concern was expressed as to whether Departments could require students to attend such 'boot camps' if they fall outside the normal academic year. In response to concern raised about being able to run all the practicals with 20% capacity, the Chair suggested that Departments consider whether all practicals are necessary to meet the Learning Outcomes and if some practicals could be delivered online, e.g. through video / animations. The Chair reminded that Departments would gain time (4-8 hours per week, per cohort, on average across 11 weeks) to run practicals from delivering lectures online.

- Maths reported an increase in collusion with the online exams, e.g. students sharing information on Facebook pages. Chemistry reported that more students had uploaded handwritten exam scripts which avoids use of Urkund. The Chair suggested that the DoS/Ts have a 'wash up' of lessons learned from the remote assessment period across Departments at their next meeting. The Committee noted that Registry had confirmed that online exams could, for the purposes of QA53, be classified as 'coursework' (given that these exams are not invigilated) so could be dealt with as Group 1 or 2 offences, i.e. did not need to automatically be Group 3 and referred to a Board of Inquiry.