

## Faculty Education Committee (FEC)

Faculty of Natural Sciences

DATE: Wednesday 28 February 2018

TIME: 12:00 – 14:00

LOCATION: Council Room, 170 Queens Gate

### Confirmed Minutes

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#### 1. Welcome and Apologies

The Chair confirmed that, as over a third of members were present, the meeting was quorate.

#### 2. SIMP Timetable Planning Update – Claire Salter, Head of Student Records

Claire Salter was not present, so no update was given.

*Post meeting note: Claire Salter has been invited to the next NSEC meeting.*

#### 3. Minutes of the Previous Meeting

Minutes from the FoNS Education Committee (NSEC) held on 29<sup>th</sup> November 2017 were agreed as an accurate record, with one amendment- to add Ryan Barnett to the list of those present.

#### 4. Matters arising from the Minutes

The Action Tracker was reviewed- all actions were noted as complete, with no updates.

### ITEMS FOR CONSIDERATION

#### 5. Academic Calendar

The paper on the Academic Calendar for admissions, registration, timetabling, progression and assessment was discussed, with discussion as below:

##### Module Selection Dates

David Evans (DE) noted that the proposed deadline of the end of October for module selection would not be acceptable for the Maths Department.

Bob Forsyth (BF) noted that in Physics, students chose their modules over the summer, but were then allowed to change their selections. The committee discussed whether it would be possible to have an initial registration deadline, followed by a date by which changes could be made.

Don Craig (DC) noted that in Chemistry, UG students find the current termly registration dates too early and are keen to 'try before they buy'.

##### Start Dates

It was noted that the proposed start dates would be problematic for PhD students.

#### 6. Consultation on the single set of Regulations

The consultation papers on the single set of regulations were reviewed. Various comments were made on some specific areas within the proposed Regulations, as summarised below:

##### Year Weightings:

*The committee members present were generally in favour of the proposal that Year 1 of UG programmes should not be weighted.*

The committee discussed that it would be important to clearly explain to students that, even though Y1 may not count towards their degree classification, it should not be considered as a 'free-pass' and to remind students that their Y1 marks would appear on degree transcripts.

**Progression:**

*The committee members present were generally in favour of the recommendations relating to progression, including that there should be a clearly defined resit period between academic years; that students should pass all CORE modules before they may progress; that if trailing credits are permissible, a maximum number is determined and that these must not be core.*

**Other Comments:**

David Evans (DE) raised some specific concerns with sections of the document, which he had also detailed in an email to the Chair. Bob Forsyth (BF) noted that he had received comments which he would forward to RM.

EMc asked members to forward any further comments to her, and noted that she had requested that anyone not present at the meeting do the same. All comments would be collated, circulated to members, and passed on to Judith Webster.

**ACTION: All members to forward any further comments on the Regulations to EMc. Comments to be collated and passed on to Judith Webster. NB: the deadline for feedback is Tues 13 March.**

**7. Proposals to change student casework policies and procedures**

The draft paper on the proposals to change student casework policies and procedures were reviewed. It was noted that the Academic Misconduct policy and procedure was acceptable and the penalties imposed were appropriate, although the following were noted:

- **DRAFT Academic Misconduct Procedures, p. 12, Section 68.** still refers to 'Cheating Offences'
- **DRAFT Academic Misconduct Procedures, P. 32, Section 2.20-** reference to 'Students' Union' to be amended to 'ICU'

Nick Burstow (NB) raised queries relating to the **Academic Appeals** document, specifically, why the Completion of Procedures letter is only available on request, as per the following:

**4.11, page 23:** *If the student does not escalate the academic appeal to the review stage, the College will close the academic appeal. **The College will only issue a Completion of Procedures letter at this stage if the student requests one.** This request must be made within six weeks of the student receiving notification of the outcome. However, the letter will make clear that the student has not exhausted the College's internal academic appeal procedures.*

Which contrasts to the text on 5.7, following the review stage:

**Academic Appeals - 5.7, page 24:**

*The student will be advised of the outcome of the review in writing within 5 working days and provided a copy of any additional documentation that has been considered at this stage by the panel. As this is the final stage of the Academic Appeal procedures, the student will be issued with a Completion of Procedures letter.*

**POST MEETING NOTE: the following was received from Kirstie Ward, Assistant Registrar (Academic Standards) in response to NB's query:**

*'It is correct that at the end of stage 2 if a student does not continue with a case that the CoP is only issued on request. This is the guidance from the Office of the Independent Adjudicator for Higher Education with regards to these letters, who also produce guidance about the information that should be in them such as the policy and version under which the case has been considered, and how to contact the OIA etc. They should only be issued automatically at the end of the procedures (so in this case at the end of the review stage is the appeal (or complaint) is not upheld). A student can of course request a CoP even if it is upheld, though it rarely happens.'*

Finally, EMc requested that all members forward any further comments on the student casework policies and procedures to her. Comments are then to be collated and passed on to Judith Webster. NB: the deadline for feedback is Mon 12 March.

**ACTION: All members to forward any further comments on the student casework policies and procedures to EMc. Comments to be collated and passed on to Judith Webster. NB: the deadline for feedback is Mon 12 March.**

#### **8. Horizons/BPES Integrative Module Proposal**

The proposal to make it compulsory for all UG students to complete a for-credit Horizons/ BPES module as part of their degree programme was discussed. EMc noted that recent discussion had led to a broadening of the potential module offering to include those modules offered through departments which are/would be open to students outside of that department. The committee noted that there would need to be maximum flexibility in terms of the choice of modules that students could take. The committee agreed that consideration should be given to making these modules pass/fail only, so as not to affect students' degree classification.

Nick Burstow (NB) noted that Alan Spivey would be attending the ICU Education and Representation Board to discuss the proposal further.

It was noted that the mapping exercise relating to the Horizon curriculum/ Graduate Attributes has been completed.

#### **9. New Programme proposal- MSc in Security and Resilience- Science and Technology**

The committee were asked to consider a proposal from The Institute of Security and Science and Technology (ISST) and the Department of Physics to develop a new MSc programme in Security and Resilience- Science and Technology. It was noted that due to the inclement weather, neither Bill Proud from Physics, nor Jane Lac from the ISST were able to attend the meeting to present the proposal, as originally intended.

Kate Ippolito (KI) confirmed that she had seen the programme specification etc. and had given detailed feedback which had been incorporated into the proposal, although she did also note that she had some additional comments which she would give to Bill Proud, the proposer, direct.

*The proposal was approved subject to the incorporation of further feedback from KI.*

#### **10. Student Exchange Partnerships**

**10.1** The proposal from the Department of Chemistry to renew exchange partnerships with the following institutions was discussed:

- Ludwigs-Maximilians-Universität München, Munich, Germany
- Universitat de València, Valencia, Spain

*Both proposals were **approved**.*

**10.2** The proposal from the Department of Life Sciences to renew exchange partnerships with the following was discussed:

- University of Leiden, Leiden, The Netherlands
- Università degli Studi di Padova, Padova, Italy
- Karolinska Institute, Stockholm, Sweden
- Universidad Autónoma de Madrid, Madrid, Spain
- University of Valencia, Valencia, Spain

*All proposals were **approved**.*

**10.3** The joint proposal from the Departments of Maths, Chemistry and Physics and Departments in the Faculty of Engineering to establish a new exchange partnership with Massachusetts Institute of Technology (MIT), Boston, USA was discussed.

*The proposal was **approved**.*

#### **11. Physics Undergraduate Annual Monitoring Report**

*The above report was **approved**.*

#### **12. Surveys: UG SOLE Lecturer/module Autumn Results**

It was reported that there had been a low response to the above survey – below 50%.

Departments were asked to identify staff who may need additional support based on SOLE feedback and to refer them on to the LTDP Refresher. The programme is designed to be tailored to the individual needs of the participant.

#### **13. Surveys: PG SOLE Lecturer/module Autumn Results**

The PG SOLE Autumn results were considered. No specific comments were raised.

#### **14. Master's Entry Requirements for 2019/20 entry**

The Masters Entry requirements for 2019/20 were noted. Any concerns regarding entry requirements to be forwarded to RM who will pass on to the Registry team.

***ACTION: Any concerns regarding the Master's entry requirements list to be forwarded to RM who will pass on to the Registry team.***

#### **15. Admissions End of Cycle Reports 2017-18 for PGT and MRes**

The Admissions Cycle reports for PGT and MREs were noted.

#### **16. Application Statistics for the 2018/19 Cycle – UG, PGT and MRes**

The Application Statistics for the 2018/19 cycle were considered. It was noted that there has been a drop in applications from Home applicants and there was also some concern about reaching EU targets.

#### **17. Proposal from the Department of Mathematics to temporarily replace an external examiner on the JMC Board**

The proposal from Maths to temporarily replace an external examiner on the JMC Board, Professor Tony Carbery (Edinburgh), with Dr Emilian Parau (UEA) was considered. This is a temporary replacement only, to be in place for 2017-18.

The proposal was **approved**.

**18. List of Outstanding External Examiner appointments for 2017/18**

The list of outstanding external examiners appointments for 2017/87 was noted. BF noted that the outstanding Physics appointment had been resolved and documents submitted to Registry.

**19. List of External Examiner appointments due for 2018/19**

The List of external examiners appointments due for 2018/19 was noted.

**20. List of outstanding External Examiner Reports for 2016/17**

The List of outstanding external examiner reports for 2016/17 was noted.

The external examiner report from Professor John Williams (Chemistry) is yet to be received. Unfortunately, it was reported that Professor Williams is off on sick leave due to a bereavement so it was agreed not to chase the report until further notice from the Department.

**21. Monitoring the timeliness of the return of academic feedback**

EMc noted that Nick Burstow had been invited to come to the next UG Sub-Committee meeting to give an update on monitoring the timeliness of the return of academic feedback.

**22. Standing Items**

**22.1 Safety** – There was no update.

**22.2 Education** – There was no update.

**22.3 Faculty Senior Tutor** - There was no update

**22.4 Learning Technology Matters** – Moira Sarsfield (MS)

**Blackboard Migration**- MS noted that there should be no coursework hand-in dates scheduled for the migrations period and that she would be notified if any were scheduled.

MS noted that during the interim period, any changes made within the read-only system would not be saved.

**ACTION: MS to re-circulate details of Blackboard migration dates to committee members.**

**Celcat/ Panopto Integration**- MS noted that there would be a 'soft' launch in Maths and Physics at the end of the current term.

**22.5 FOO** – There was no update

**22.6 Registry** – There was no update

**23. Any other business**

There was no other business to note.

**24. Dates of Future Meetings**

Wednesday, 18<sup>th</sup> April 2018, 12.00-14.00, Council Room, 170 Queen's Gate