



focused on improving teaching and student experience. Mike explained that they would like to expand their activity to include Educational Development and Educational Research and are inviting proposals for funding in these areas. Proposals can be submitted online and Mike asked for these opportunities to be promoted within Departments.

**3. Faculty of Natural Sciences Education Committee Terms of Reference and Membership 2018/19**

This item was noted.

**4. Minutes of the Previous Meeting**

Minutes from the FoNS Education Committee (NSEC) held on **18<sup>th</sup> April 2018** were agreed as an accurate record.

**5. Matters arising from the Minutes/Action Tracker**

Actions 15 and 16 from the Action Tracker were noted as complete.

Action 14 is still open for additional comments, MS noted that none have been received so far.

Actions 13, 12 and 11 will be raised as part of this meeting.

Action 10 has no update yet. VT explained that we are waiting on the final student to finish the degree. VT is working on a proposal for an iExplore module, Communicating STEM.

**ITEMS FOR CONSIDERATION**

**6. Programme Withdrawals**

Funding is being lost for the MRes in Controlled Quantum Dynamics so the suspension was approved.

***The proposal to withdraw the MRes in Controlled Quantum Dynamics programme was approved.***

**7. Programme Suspensions**

Funding is being lost for the MSc in Theory and Simulation of Materials the Department is looking for an alternative source of funding.

***The proposal to suspend the MSc in Theory and Simulation of Materials programme was approved.***

**8. Programme Modifications**

EMcC asked the committee to look at the proposed structure of the MSc Mathematics and Finance programme. RB informed all that full course electives will be converted to half course electives to better meet the demands of the private sector and better support students into employment. KI said they need to be mindful of the number of ECTS and student workload. KI also mentioned that some of the learning outcomes are actually objectives and offered the EDU's support in rephrasing some of these. It was agreed that the paperwork should be resubmitted once the committee's recommendations have been included.

***The proposal for modifications to the MSc Mathematics and Finance programme was not approved.***

## 9. Surveys: UG SOLE lecturer/module Spring results

EMcC noted that the participation rate was disappointing, particularly in Physics. AL said that students are less likely to complete SOLE as they feel there are a lack of changes made from their comments and students are over-surveyed. MF agreed with this and said that students expect larger changes than what typically happens. There is an increase in participation in other surveys and this should reflect in SOLE eventually. HW said that the timing of SOLE could also affect the participation rate as it clashes with exams. DC said that students complete SOLE after a course is finished so don't see the changes made and suggested implementing a mid-point survey. RF informed all that Physics are proposing to this.

EMcC asked that Departments respond and act on SOLE feedback.

DE informed all that SOLE working groups have been set up with representatives from each Faculty attending. The list of Faculty representatives will be released.

A query was raised about who can see the qualitative comments from SOLE and whether they can be shared with line managers, if there is a concern about performance. Please see note below for Registry response.

### **Post meeting note:**

*Comments are seen by the below:*

- *HOD and DUG/DPS – All module and lecturer comments*
- *Individual Lecturer who are linked to the module will see the shared module comments and also their own lecturer comments (but not the comments left for other lecturers on the module).*

*If anyone (line manager/ programme manager/or module coordinator who is not listed as a lecturer), would like to see the comments of modules or individuals they would need to contact the HOD/DPS/DUG to receive them (or they can contact Registry Survey team (i.e. George Yeorghaki) and copy the DUG/DPS in). Basically George needs permission from the department to share them with anyone else. If the HOD/DPS/DUG decides on reading the comments that they need to share them with someone else, such as a line manager, they can do so with reference to anyone else.*

A query was also raised as to who the FoNS representative was on the Survey Working Group. Following the meeting, this was confirmed by Registry as Steve Cook from Life Sciences.

## 10. Surveys: UG SOLE lecturer/module Summer results

RT asked why the format of the summer results is different to the previous ones. The Registry representative said that they were asked to implement a new format and comments and feedback is welcome. Committee members should send their feedback to RM.

**ACTION: Committee members to send any feedback on the format of SOLE results to RM.**

## 11. Surveys: PG SOLE lecturer/module Summer results

It was noted that participation rates from PG students is more variable than UG results.

## 12. Review of External Examiners Reports

Item 41 was noted as recommendations and how they are communicated are recurring themes. EMcC asked Departments to think about these as part of their exam processes, making sure their processes are transparent including processes on scaling. MF said scaling

can be a big issue particularly where the same courses are scaled every year. Students will check this when looking at past papers for revision.

Item 32 was also noted for the lack of positive feedback for a high mark and limitations for a low mark.

### **13. International Baccalaureate Undergraduate Requirements for entry in 2021/22**

Requirements have been received from all Departments, Chemistry confirmed they have no preference. RF will check the Physics response with Juliet Pickering and confirm it is correct.

**ACTION: RF to check the Physics IB UG requirements for entry with the Physics Admissions Tutor, Juliet Pickering, and confirm it is correct.**

## **STANDING ITEMS**

### **14. Standing Items**

#### **14.1 Safety**

NH informed all that Chemistry are currently being inducted to the White City campus.

#### **14.2 Education**

The curriculum review has a deadline of 31<sup>st</sup> March 2019 which means paperwork needs to be completed by February 2019.

AL presented on the NSS response. The overall themes were the lack of consistency in areas of provision, teaching, Personal Tutors and wellbeing and mental health. Positive comments included Department communication, better feedback and less unhealthy competition between students. AL suggested that there be a key person in each Department who will oversee the implementation of the recommended actions. The Union scored low and they are working to adjust this, there is new leadership in the Communications team who plans to communicate what the Union does and doesn't do and how they differ from College.

AL asked what the Faculty rules on releasing past papers was and if they can be released with annotations. This can be done through Personal Tutors. Physics were encouraged to consider this. VT informed all that this was trialled last year for the first Physics exams students do and the same will be done this academic year. DE said Maths have a 10-15% uptake in first and second year students and they are also offered a follow up interview. It was noted that exams are a form of assessment not feedback and students should be made aware of this.

#### **14.3 Faculty Senior Tutor**

It was confirmed that RT had taken over the Faculty Senior Tutor role two months ago. One of the first things he has been tasked to complete is a review of the Personal Tutor system in the Faculty: what works well, what doesn't and how to improve it. LC queried who students should speak to outside of their Department now that the College Tutor role no longer existed. RT confirmed that he could advise on this.

#### **14.4 Learning Technology Matters**

MS thanked all involved in the active learning challenge which took place over the summer and welcomes ideas for next year's summer challenge. Start of the year preparations are underway, clusters and lecterns are now running Windows 10 and software will need to be accessed through the software hub. MS asked DUGS to email their staff asking them to check software works before they start teaching.

Recruitment is taking place for an expansion of the Learning Technology Team. This expansion will help with pedagogical transformation and new ways to present materials after the curriculum review.

WB said a workshop will be scheduled for late October/early November on Jupiter Notebooks and how to use them for teaching.

#### **14.5 FOO**

Improvements to the Physics Computer Suite are in progress.

After the Chemistry move work will be done to levels 1-3 to make them more appealing.

#### **14.6 Registry**

Academic policies paper update.

Complaints and Disciplinary policy has been approved by Council now.

#### **ITEMS TO NOTE**

#### **15. List of External Examiner Appointments for which new nominations are required**

Nominations need to be made as soon as possible if need to be done.

**Items 16-25 were noted.**

#### **26. Any other business**

Nothing raised.