Present
Dr N Hulton        Convenor
Dr S Anderson     School of Informatics
Prof S Bates     School of Physics & Astronomy
Dr T Bruce        School of Engineering and Electronics
Dr J Byatt-Smith  School of Mathematics
Mr J Holloway       UG Student Representative, EUSA
Ms L M Henderson  Academic Affairs Officer
Prof C Pulham       School of Chemistry
Dr J Martin       Deputy Head of College
Prof G Reid        School of Biological Sciences
Prof M Summerfield School of Geosciences
Dr D Williams     Head of Academic Affairs

1. APOLOGIES

There were no apologies

The Convener welcomed Professor Mike Summerfield as the new Director of Teaching for the School of GeoSciences

2. MINUTES OF PREVIOUS MEETING

The minutes were approved subject to the change below and some minor changes

2.1 Matters arising

Item 5 - Concern was expressed that the statements under item 5 did not reflect the level of concern that had been expressed over the quality of the non-specialist maths provision in some areas. The School of Mathematics are currently undertaking an internal review and the Head of School has agreed that in addition a ‘mini’ TPR will be setup to look at non-specialist provision. This approach has been agreed by the Vice Principal for Quality Assurance.

In order to be able to address the current concerns in a timely manner it was vital that the Head of School of Mathematics was provided with detailed written statements regarding the specific areas or issues of concern. It was recognised that the timescale to affect changes was tight and the School of Mathematics had committed to work to these deadlines.

Action: The concerned should submit detailed comments.

HEA - The Convener thanked the committee for their response - any inaccuracies had been noted
LTC

- The first phase of work would begin in JCMB in the summer. This would be complete by start of the academic year
- The teaching studio would be operational for semester 2
- Design work had been completed to increase the flexibility of the permutations of table layout

3. **CONVENOR'S REPORT**

3.1 Managed migration

- The University approach was to utilise the existing assessment and attendance requirements which would be setup in EUCLID. In the interim Schools will be required to record this manually
- It was felt that if Schools could utilise existing systems then the potential additional work load would be reduced
- There were still some areas where the University was waiting for clarification from the UKBA

4. **ACADEMIC YEAR STRUCTURE**

Considered: An alternative proposal of the academic year structure (Paper B)

Noted:

I. There was dissatisfaction that this proposal had emerged for consultation without prior discussion by the University working group established for that purpose
II. There was concern that the proposed structure of S2 replicated the disadvantages of S1 identified by the students in having less time for revision. The student representatives expressed concern that the proposed structure may result in coursework deadlines being concentrated towards the end of the semester. Those student groups consulted by the Schools also did not support the proposals
III. In this College, the Easter vacation is regularly used for field trips or site visits. There was a view that the current proposal was too focussed on a traditional classroom –based teaching model which may inhibit innovation.

Resolved:

The unanimous view of the Committee is that the proposal should not be supported. It recommends that the University should start again in its review of the academic year and consider a wider range of options. In the meantime it recommends that the structure of S2 be left unchanged.

5. **COLLEGE FRAMEWORK FOR PGT**

Considered: a paper for a College wide proposed PGT framework.
- There was support for the principle of explaining the possibility of a common model for courses which Schools wished to ‘share’ with other programmes
- A stronger model of resource flows was required and this should be considered a priority
- Common timetabling in CSE may not be effective with timetabling with other colleges
- A ‘interface’ system could be developed to timetable slots for ‘shared’ courses
- There was a need to scope the extent of existing collaborations and future possibilities

6. **EUCLID**

Considered: Update on EUCLID

(i) A proposed College policy on resits (Paper D1)

The proposals were accepted and will come into effect as College policy in 2009/10, copied as Appendix 1.

The implementation of this policy will not be effected by any subsequent changes in the EUCLID implementation timetable.

(ii) Handling of marks and scores in EUCLID (Paper D2)

Schools should identify, with an academic rationale, the need for scores other than the limited number proposed. **Action: Schools**

(iii) Status of marks at Stage 1 and Stage 2 Boards

Noted:

(i) In EUCLID, marks are either provisional and not published or agreed and published. Only agreed marks are available for further processing, such as incorporation into progression or classification reports. This for those Schools who hold only provisional marks at Stage 1, these will not be available for preparing Stage 2 reports, which will have to be generated following setting of the marks as “agreed”. This may put additional pressure on administrative staff and the system at a key time, or may result in Stage 1 and Stage 2 Boards having to be held on different days, with implications for the attendance of External Examiners.

(ii) If the processing of Stage 1 marks can be accomplished in an hour, then it would be feasible to have the Stage 1 and Stage 2 Boards on the same day, with the Externals present for both. (EUCLID staff are investigating the likely timescales for processing these reports).

(iii) Some Schools indicated that they felt it essential that they run “dummy” progression and classification reports prior to the Stage 2 meeting, to highlight any omissions or queries with marks. Such reports cannot be run with provisional marks, but it may be possible to construct
a BOXI report using provisional marks to generate average marks and to highlight anomalies, but without incorporating the progression and classification rules. (EUCLID staff are investigating suitable BOXI reports Schools using provisional marks.) Concerns were again expressed over the training and support available for BOXI.

(iv) There was some concern that if Stage 1 and Stage 2 Boards had to be held on separate days then Externals may not be able to attend for both, and some may just attend for the Stage 2 Board where decisions on progression and classification were made. Some Schools had concerns that if Externals were not involved directly in decisions on individual course marks, this may cause problems with external accreditation.

**Action:** David Williams / Nick Hulton to raise the issue of attendance of Externals with SUGSC

7. **NEW COURSES/PROGRAMMES**

7.1 *Restructuring of Chemistry and Chemical Physics degrees involving a Year Abroad.*

These programmes would replace existing programmes and give flexibility to include the opportunities of students to more countries.

The proposals were accepted. (Paper F)

7.2 *Erasmus Mundus*

As there were concerns regarding the level academic approval of these programmes, the financial aspects and the short timescale left to develop these programme bids it was agreed that a separate meeting would be convened at the earliest opportunity to scrutinise all the proposals.

**Action:** the Secretariat would circulate possible dates for a meeting before Easter.

7.3 *New Courses*

All the new courses were approved (Paper G)

8. **TEAM TESTING**

Received: Oral report on effectiveness of implementation of the College policy. Unfortunately only a small number of PGT students had taken the test in semester 1, the majority coming from the School of Engineering who organise their own test session with IALS.

The aim of the test was to identify students who may have weaknesses in certain aspects of their English language capabilities so that they could access free language tuition.

It was agreed that the TEAM test should become a compulsory part of each School’s induction schedules.

**Action:** the Secretariat to liaise with IALS to discuss how compulsory test periods can be resourced.
DOTs to liaise with Teaching Organisation to include compulsory testing sessions in induction schedules. Convener to investigate with SUGSC the possibility of extending the TEAM test and free tuition to direct entry UG and students on 2 + 2 UG degrees.

9. **ANY OTHER COMPETENT BUSINESS**

9.1 *Examination Timetable*

Schools reported that there appeared to be a high degree of ‘congestion’ in the examination timetable which was resulting in students having timetables that did not adhere to the guidelines published on the Registry website.

Some problems in the School of Physics and Astronomy had been addressed directly with Registry but it was noted that these issues had not occurred in the recent past.

*Action*: the Convener would raise the matter with the Head of Registry urgently

9.2 *School of Biology*

There was widespread dissatisfaction within the School and with some External Examiners concerning the current University policy of equal weighting for years 3 and 4 for degree classification. The School would prefer a higher weighting for the 4th year and are exploring alternative proposals.

10. **DATE OF NEXT MEETING**

To be confirmed