

# UNIVERSITY OF WARWICK

## FACULTY OF SCIENCE, ENGINEERING AND MEDICINE

### Faculty of Science, Engineering and Medicine Education Committee

There will be a meeting of the Faculty of Science, Engineering and Medicine Education Committee at 2.00pm on Monday 15 October 2018 in Senate House Council Chamber.

Any enquiries or apologies from members of SEMEC should be directed to the Assistant Secretary, Amy Collins ([SEMEducationCommittee@warwick.ac.uk](mailto:SEMEducationCommittee@warwick.ac.uk)).

R Sandby-Thomas  
Registrar

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### AGENDA

#### 1. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available from <http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

#### 2. Minutes

TO CONSIDER:

The minutes of the meeting of SFEC held on 16 May 2018 (SEMEC.01/18-19, attached).

#### 3. Terms of Reference, Constitution and Membership

TO REPORT:

- (a) The membership of the Faculty of Science, Engineering and Medicine Education Committee (SEMEC) 18/19, (SEMEC.02/18-19 attached).
- (b) That there is an expectation that SEMEC will cover issues relating to all taught provision; and that terms of reference were agreed by the Senate as shown below.

Terms of Reference

- (i) To consider Faculty-level implementation of the University Education Strategy;
- (ii) To work with the Pro-Vice-Chancellor, Deputy Pro-Vice-Chancellor, Chairs of the Boards of the Faculties, Academic Directors and others to develop Faculty-level approaches to key themes such as Employability, Assessment, Joint Degrees, Feedback and other strategic and topical Education matters;

- (iii) To develop and share best practice, enabling all departments to learn from the experience of the best across a range of areas of practice;
  - (iv) To make recommendations to the Board of the Faculty in relation to the development of Education policy and practice;
  - (v) To consider departmental progress towards enhancing the student experience, including as recognised in sector metrics;
  - (vi) To contribute to ensuring that Faculty-level education provision remains cutting edge and attractive in a competitive marketplace;
  - (vii) To advise and report to the Board of the Faculty on all matters relating to the organisation of teaching including curricula, assessment, examinations and wider student experience;
  - (viii) To consider and approve, on behalf of the Board, changes to undergraduate modules in the Faculty, pending the availability of Phase 2 of the SITS workflow;
  - (ix) To consider periodic reports from Faculty Education Chairs (appointed to represent the Faculty on examination PRPs and appeals committees; Investigating Committees; Continuation of Registration Committees and to approve requests from students for unusual options/variations to curricula/variations to methods of assessment and reports from examiners on research theses) on issues arising for broader education strategy;
  - (x) To discharge the above responsibilities across all levels of study.
- (c) That the primary function of SEMEC is to consider Faculty-level implementation of the University Education Strategy.
- (d) That SEMEC will be represented on the Faculty Board of Science, Engineering and Medicine as follows:

Chair of SEMEC (*ex officio*)

Dr Dave Britnell

To represent undergraduate education

Dr Nick d'Abrumenil, Physics  
Dr Dave Wood, Mathematics

To represent postgraduate education

Professor Dwight Barkley, Mathematics  
Professor Martin Wills, Chemistry

- (e) That representation of the Faculty of Science, Engineering and Medicine on the Board of Graduate Studies is as follows:

Dr Miriam Gifford, Life Sciences  
Dr Debbi Marais, WMS  
Professor Matthew Turner, Physics  
Professor Martin Wills (*ex officio*)

#### TO CONSIDER:

- (f) Representation of the Faculty of Science, Engineering and Medicine on other Faculty Education Committees as follows:

Dr Georgia Kremmyda, Faculty of Arts Education Committee

Dr Elke Thomas, Faculty of Social Sciences Education Committee

#### 4. Matters Arising

- (a) Revisions to the University Requirements for Taught Postgraduate Awards (minute 43/17-18 refers)

TO REPORT:

That the regulation has been rewritten to indicate that the only exception to the right to remedy failure is with respect to professional practice modules, and that the right to remedy failure on professional practice modules is subject to the decision of the Board of Examiners, taking into account relevant professional standards and requirements.

- (b) Module Evaluation Proposal (minute 45/17-18 refers)

TO REPORT:

Members had expressed a wish for clarity regarding reporting lines with respect to SLEEC and Faculty Education Committee, and this concern had been reflected to the Secretariat of SLEEC, and also to the Deputy Academic Registrar, who is reviewing the changes to academic governance implemented in 2017/18.

That the Secretariat of SLEEC has also been asked whether it might have been possible for Faculty Education Committees to have contributed to discussions regarding the proposal, rather than to receive a description of its final form, and a response is awaited.

- (c) Course Approval (minute 50/17-18 refers)

TO REPORT:

The Secretariat to the Course Approval Panel has confirmed that all MA1 forms are required when submitting a course proposal for approval, as the course needs to be understood and publicised in its entirety.

- (d) Sessional Teaching Payroll (STP) (minute 51/17-18 refers)

TO REPORT:

That following the expression of concern regarding discrepancies in sessional teaching payments, it had been confirmed that students acting as laboratory class demonstrators are paid at FA4 and some at FA5, that this assessment is in the gift of the department, that some students feel that there is inconsistency in respect of decision making. The Secretariat raised this with the Chair of Faculty, who had reported that the STP was piloted in 2015/16 & 2016/17 and rolled out in 2017/18 and was not due for review.

- (e) Consideration of Admissions Figures (minute 53/17-18 refers)

TO REPORT:

That, in response to questions raised at the meeting of SFEC held on 16 May 2018, it has been confirmed that the Chair of the Board of the Faculty of Science, Engineering and Medicine and the Provost are responsible for consideration of admissions figures, noting that regular meetings are held for review of these.

## 5. Chair's Business

### TO REPORT:

- (a) That Professor Martin Wills will deputise for the Chair by considering all examiners' reports for research degrees for the Faculty, apart from WMS, for which Professor Lesley Roberts will deputise for the Chair; that having two colleagues to deputise will better share the workload and allow deputisation where there is a conflict of interest.
- (b) That following the resignation of the Chair and Deputy Chair of the First Year Board of Examiners for the Faculty of Science, Engineering and Medicine, Dr Dave Wood (Mathematics) has agreed to act as Chair, and Dr Emma Rushforth (WMG/Engineering) has agreed to act as Deputy Chair; that Warwick Medical School (WMS) does not currently have any traditional undergraduate courses, the MBChB being a graduate entry course, and therefore is not represented on FYBoE 18/19.
- (c) That one of the topics to be explored by the Review of Assessment this year will be diversification of assessment methods, and it would be helpful for the review group to know if any department is currently reviewing its curriculum, and also if any department has already innovated in this area and is therefore able to share its experiences.

## 6. Equality and Diversity

### TO REPORT:

That drawing from the experience of the Faculty of Medicine Education Committee, the Faculty of Science, Engineering and Medicine Committee would have equality and diversity as a standing item on its agenda to remind the Committee to consider agenda items in the light of the University's aspiration to support equality and diversity.

### TO CONSIDER:

That WMS had considered data on outcomes for undergraduate, postgraduate research and postgraduate taught students by both gender and ethnicity over a period of four to five years, and plans to do so annually. Where discrepancies or unexpected findings emerge there will be further exploration of the data in order to establish underlying trends.

That data on graduate outcomes can be obtained from the Educational Analytics dashboard maintained by Strategic Planning and Analytics; that the Committee is requested to consider what information might be considered annually in light of what is available via the dashboard (SEMEC.03/18-19 attached).

## 7. Education Strategy

### TO REPORT:

That the publication of the University's Education Strategy has been delayed due to the evolution of a Research Strategy and an overarching University Strategy; that all of the new strategies will be received by the Council at a meeting on 21 November, and that after this there would be a publication of annual educational priorities set by the Pro-Vice-Chancellor (Education).

8. ITLR 2017 Update

TO REPORT:

- (a) That the Secretariat will produce a report on progress towards ITLR recommendations for the spring term meeting of the Faculty of Science, Engineering and Medicine Education Committee, as relevant meetings will be held in the autumn term.

TO REPORT:

- (b) That for completeness, progress towards the recommendations arising from the review of WMS under the ITLR 2017 has been reported (SEMEC.04/18-19 attached). Out of thirteen recommendations two have been completed and eleven are in progress.

TO CONSIDER:

- (c) That alignment with recommendations for academic departments that arose from the Faculty of Science ITLR Faculty Engagement (2017) had been investigated and a paper that summarises the status quo produced (SEMEC.05/18-19 attached). Members are invited to consider the proposals contained within the paper.

9. Postgraduate Business

TO REPORT:

- (a) That the Graduate School had been asked to share priorities; that a paper detailing these will be discussed at its meeting scheduled for 6 November; and that this will be considered at the Spring meeting of the Committee.

TO REPORT:

(b) Chancellor's International Scholarships

- (i) That applications for the Chancellor's International Scholarships to be considered for 2019/20 entry are now open, noting that these scholarships are allocated annually via a combined postgraduate research scholarships competition and are open to all overseas students in any discipline offered by Warwick.

- (ii) That the application deadline is **Friday 18th January 2019** and the deadline for uploading supporting documents is **Friday 25th January 2019**:  
<https://www2.warwick.ac.uk/services/academicoffice/gsp/scholarship/typesoffunding/chancellorsinternational/>

(c) Warwick Collaborative Postgraduate Research Awards

TO REPORT:

- (i) That the number of WCPR awards to be allocated to the Faculty of Science, Engineering and Medicine is yet to be confirmed
- (ii) That in 2017/18, the Faculty of Science was able to fill an additional scholarship unfilled by the Faculty it was originally allocated to, making a total of seven; a waiting list of applications received in chronological order was kept.

- (iii) That funding should be secured for 50% of the studentship, plus the difference in fees between Home/EU and International rates:  
[https://www2.warwick.ac.uk/services/academicoffice/gsp/warwick\\_staff/scholarshipsinfo/wcprs](https://www2.warwick.ac.uk/services/academicoffice/gsp/warwick_staff/scholarshipsinfo/wcprs).
- (iv) That applications should be submitted to [SEMEC@warwick.ac.uk](mailto:SEMEC@warwick.ac.uk) by 4 February 2019 to allow consideration of applications by Professor Martin Wills, Deputy Chair of SEMEC, noting that final approval of applications lies with the Chair of the Board of Graduate Studies.

10. Teaching Excellence Group Meetings

TO REPORT:

That in order to consolidate efforts, Educational Excellence Meetings and TEF meetings will be combined as of the autumn term and become Teaching Excellence Group meetings (TEG) (although TEF workshops will still be held, as these meetings are designed to strengthen understanding of TEF methodology). Both survey action plans and ITLR progress updates will feed into these combined meetings, which will be held before Christmas so that this single, joined up conversation about educational priorities can inform spring planning meetings with ARC.

11. Results of the National Student Survey 2018

TO RECEIVE:

A paper received by Steering Committee summarising the results of the Survey for the University, identifying divergence from sector averages and outlining action in train (SC.03/18-19/SEMEC.06/18-19 attached).

12. Timeliness Reports

TO CONSIDER:

A consolidated report on the timeliness of feedback on assessment submitted in the Summer Term 2017-18 across the Faculty (SEMEC.07/18-19 attached).

13. Auditing of Departmental Quality Assurance Processes (both PG and UG) for Physics and Psychology

TO REPORT:

That the Faculty of Science Education Committee in its meeting on 25 October 2017 had resolved that the schedule for the audit of departmental undergraduate and postgraduate quality assurance processes should be consolidated as they were now both considered by SFEC; that the schedule for consideration of modules would follow the previously agreed postgraduate model, although Chemistry would be allowed to opt out in 2018/19, as it had been audited in 2017/18.

2018/19 [Chemistry], Physics, Psychology  
2019/20 Mathematics, Life Sciences, WMG  
2020/21 Computer Science, Engineering, Statistics, WMS

TO RECEIVE:

- (a) The full MA1 forms and minutes from meetings where the following modules were considered for Physics: module codes (SEMEC.08/18-19 attached).
- (b) The full MA1 forms and minutes from meetings where the following modules were considered for Psychology: module codes (SEMEC.09/18-19 attached).

14. Course Discontinuations

TO REPORT:

- (a) That changes to the process for discontinuation of courses have been approved to reflect the new course approval process and changes to the governance structure, noting that details of the new process can be found online at <https://warwick.ac.uk/services/aro/dar/quality/categories/courseapproval/discontinuation>
- (b) That proposals for discontinuation of courses should now be submitted to the Course Approvals Panel, noting that those delivered in collaboration with a partner organisation will require approval from the Partnerships Committee.

15. Revisions to Regulation 42 – Academic Appeals

TO REPORT:

That in its meeting of 13 June 2018 the Senate had approved revisions to Regulation 42 – Academic Appeals, which can be found at <https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals>, including:

- A requirement by the University that an academic appeal process be completed within 80 University Working Days from the date of receipt of an appeal.
- A revision to the requirements for Membership of the Preliminary Review Panel (PRP) to remove the inclusion of the Chair of the Board of Examiners responsible for the decision under appeal, with a view to avoiding the potential for conflicts of interest.

16. Appeals in Progress

TO REPORT:

That two intermediate year appeals had been received (both from students from Mathematics), and that one appeal was rejected and one upheld.

That six first year appeals had been received from MBChB students (these students have a different timetable for results and the start of term so were dealt with separately), and that two appeals were rejected and four upheld.

That 21 first year appeals for other students in the Faculty had been received, outcomes of which will be reported at the next meeting.

17. Any Other Business

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**ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. Papers are available online only.

18. Chair's Action

TO REPORT:

(a) That the Chair has approved the following modules for the department of Chemistry:

- Changes to Module CH273 Statistical Mechanics & Properties of Solutions and Foundations of Electrochemistry. Correction of an error regarding description of assessment, amendment to the assessed work description.
- Changes to Module CH161, Introduction to Organic Chemistry, reverting to 100% assessment to allow more time to process practical considerations.

(b) That the Chair has approved the following changes to modules in the school of Engineering:

- ES2D9 Technology in International Development
- ES3F1 Higher Performance Embedded Systems Design
- ES2E3 Digital Systems Design
- ES2E1 Work Placement Year
- ES2E0 Year in Research
- ES2D9 Technology in International Development
- ES2E2 Study Year Abroad
- ES3B2 Digital Systems Design

(c) That the Chair has approved the following assessment changes for the department of Mathematics:

- MA3D4 Fractal Geometry
  - Current: 85% exam, 15% assessed coursework
  - Proposal: 100% exam
- MA4F7 Brownian Motion
  - Current: 100% exam
  - Proposal: 85% exam, 15% assessed coursework

(d) That the Chair has approved the following modules for the department of Statistics:

- ST301/ST413 – Additional tutorial hours added
- ST323/ST412 – Updating teaching content
- ST208 – Updated assessment methods
- ST4xx Data Science Masters Dissertation – New module

(e) That the Chair has approved that a part time student from the School of Life Sciences be allowed to over cat as a reaction to a change in course structure that occurred when the student was on temporary withdrawal.

19. Regulations covering Degree Apprenticeships

TO REPORT:

- (a) That the following listed University Regulations have been updated to incorporate Degree Apprenticeships and will be published to the University Calendar in due course, noting that the changes include the introduction of two new Regulations specifically for this type of provision:
- Regulation 6, Admission to University;
  - Regulation 11, Procedure to be Adopted in the Event of Suspected Cheating in a University;
  - Regulation 23, Student Disciplinary Offences;
  - Regulation 34, Fitness to Practise;
  - Regulation 36, Continuation of Registration;
  - Regulation 42, Academic Appeals;
  - Regulation 43, Undergraduate Degree Apprenticeships Regulation;
  - Regulation 44, Postgraduate Taught Degree Apprenticeships Regulation.
- (b) That further work on amending undergraduate assessment conventions, covering the award of degrees, degree classification and progression rules and requirements for postgraduate taught awards, for Degree Apprenticeships is ongoing.

20. Dates of Future Meetings

TO REPORT:

- (a) Term 2: Thursday 24 January 2019, 2.00pm – 4.00pm, Senate House Council Chamber
- (b) Term 3: Thursday 16 May 2019, 2.00pm – 4.00pm, Senate House Council Chamber