

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 Thursday 24 January 2019 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).

R Sandby-Thomas
Registrar

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. Equality, Diversity and Inclusion

TO REPORT:

That members are asked to engage with agenda items in light of the University's policies that support equality, diversity and inclusion.

3. Minutes

TO CONSIDER:

The minutes of the meeting of SEMEC held on 15 May 2018 (SEMEC.10/18-19, attached).

4. Strategic Item: Undergraduate Research Scholarship Scheme

TO CONSIDER:

Award of URSS places across the constituent departments of the Faculty, noting that promoting student research opportunities is one of the top priorities within the Education Strategy for 2018/19 identified by the Pro-Vice-Chancellor (Education) (SEMEC.11/18-19, attached) that applications for URSS awards across the Faculty is very variable; that there is currently insufficient funding to be able to fund all creditable applications; and that funding in addition to the URSS budget would enable more students to benefit from this experience.

5. Review of Assessment

TO CONSIDER:

A paper, and an oral report from Professor David Lamburn (Deputy Pro-Vice-Chancellor (Education) and Claudia Gray (Assistant Registrar (Assessment)) summarising the proposed recommendations arising from the various sub-groups convened to consider aspects of assessment (SEMEC.12/18-19, attached).

6. Draft Employability Strategy

TO CONSIDER:

The University's draft employability strategy (SEMEC.13/18-19, attached) setting out proposed strategic directions and how these will be facilitated, and an oral report from Pat Tissington, Academic Director of Employability and Skills.

7. Development of Interdisciplinary Modules

TO CONSIDER:

A report (SEMEC.14/18-19, attached) and an oral report from members of the Institute of Advanced Teaching and Learning (Jonathan Heron and Joanne Wale) providing an update on the development of interdisciplinary modules, including recommendations to departments on how interdisciplinarity can best be supported.

8. Matters Arising

(a) Annual Course Review Reports (minute 46/17-18 refers)

TO REPORT:

- (i) That, on its meeting of 16 May 2018, the Faculty of Science Education Committee (dis-established) had resolved that the Secretariat would propose the amendment of the templates for postgraduate research course reviews to require departments to identify their own key successes and needs.
- (ii) That the response from Rhiannon Martyn, Senior Assistant Registrar of the Graduate School, had been that the annual course review process is due for review, and that in meantime it would be acceptable to amend the form to meet the Faculty's needs. An updated version of the form was therefore circulated.

(b) SLEEC reporting lines and Module Review Feedback form development (minute 45/17-18 refers)

- (i) That, on its meeting of 16 May 2018, the Faculty of Science Education Committee (dis-established) had resolved that the Secretary would seek clarity over the accountability and reporting lines of the Student Learning Experience and Engagement Committee, with a view to addressing the concerns raised and to suggesting that the Student Learning Experience and Engagement Committee might report into Education Committees going forward.

- (ii) That the Secretary had consulted with colleagues and established that Faculty Education Committees would usually have been involved in policy developments at an earlier stage but that scheduling of meetings had made this difficult in the 2017-18 academic year, noting that the Student Module Feedback proposals had been developed by a WIHEA Learning Circle drawing upon academic membership from across departments and that SLEEC had subsequently consulted on a draft proposal with Heads and Directors of Studies in each academic department before revising and finalising the proposals.

(c) Equality and Diversity (minute 7/18-19 refers)

TO REPORT:

- (i) That, on its meeting of 15 October 2018, SEMEC had resolved that the Secretary would consult with the Senior Assistant Registrar and the Strategic Planning and Analytics Office in order to ascertain what support might be available to departments in returning Equality and Diversity completion and progression data to SEMEC on an annual basis, and that further consideration to the proposal for consideration of such data would be given at the term 2 18/19 meeting of SEMEC in light of feedback from the Secretary.
- (ii) That colleagues in the Strategic Planning & Analytics Office are able to provide numbers degree outcomes by gender, and by ethnicity. Details of the outcome of vivas (passed viva with no corrections/ minor corrections/ major corrections) may not be 100% accurate, but representatives of academic departments indicated that they were satisfied with the level of accuracy given what these data would be used for.
- (iii) That on 13 December 2018 the Office for Students published a [report](#) describing its new approach to access and participation, in which it indicated that it wished to eliminate:
 1. The gap in entry rates at higher tariff providers between the most and least represented groups;
 2. The gap in non-continuation between the most and least represented groups;
 3. The gap in degree outcomes between white and black students;
 4. The gap in degree outcomes between disabled and non-disabled students.

In light of this, outcomes for students both with and without disabilities are also been sought.

- (iv) That data on graduate outcomes should be provided to members sufficiently far in advance of the summer term meeting of SEMEC to facilitate discussion at the next meeting.

- (d) Education Strategy (minute 8/18-19 refers)

That further to the development of the University's Education Strategy, the Pro-Vice-Chancellor (Education) has now shared a list of ten priorities from within the Strategy for the academic year 2018-19 (SEMEC.15/18-19, attached).

9. Postgraduate Business

- (a) Results of PTES

TO CONSIDER:

A paper summarising the results of the Postgraduate Taught Experience Survey across the Faculty (SEMEC.16/18-19, attached).

- (b) Graduate School Priorities

TO RECEIVE:

A paper considered at the meeting of the Board of Graduate Studies held on 6 November 2018 (BGS.09/18-19; SEMEC.17/18-19, attached).

- (c) Annual Course Review (PGR)

TO CONSIDER:

A composite report of postgraduate research annual course review reports from across the Faculty (SEMEC.18/18-19, attached).

- (d) Chancellor's International Scholarships and WCPRS Awards

TO REPORT:

- (i) That due to scholarships for WMS being ring fenced this year, WMS would be shortlisting applications separately from the rest of the Faculty. That the following colleagues have agreed to rank and moderate applications for Chancellor's International Scholarships, noting that these colleagues will also be asked to rank applications for WCPRS Awards, should the number of applications exceed allocated scholarships:

For the Faculty, except WMS:

- Professor Martin Wills, Chemistry
- Dr Florin Ciucu, Computer Science
- Professor James Lloyd-Hughes, Physics
- Dr Nicole Tang, Psychology
- Dr Georgia Kremyda, Engineering

For WMS:

- Professor Charles Hutchinson
- Professor Max Birchwood
- Professor Stavros Petrou

- Dr Andrew Blanks
- Dr Nick Waterfield

(ii) The Faculty deadline for WCPRS awards is **4 February 2018**.

10. Review of Warwick's Credit Framework

TO CONSIDER:

That Warwick's credit and module framework is undergoing a review this academic year, to include harmonisation of credit tariffs, noting that this will involve wide consultation and engagement with departments to understand the implications of changes to curricula (SEMEC.19/18-19, attached).

11. Progress against departmental ITLR recommendations

TO REPORT:

That progress of academic departments towards ITLR recommendations were considered at TEG meetings held in the first term of 2018-19; and that progress of professional service departments against ITLR recommendations was considered at meeting of the Student Success Programme Board, which has oversight of follow-up to the ITLR for professional services department, held on 23 October 2018.

TO CONSIDER:

A report on progress towards ITLR recommendations (SEMEC.20/18-19, attached).

12. Report on Teaching Excellence Group Meetings

TO CONSIDER:

A report from Dan Derricott (SEMEC.21/18-19, attached), Assistant Registrar (Monitoring and Review) on the TEG meetings held in the autumn term and whether there are any themes arising which could inform future agenda items.

13. Review of Welcome Week 2018

TO RECEIVE:

A reflective report on Welcome Week 2018 (SEMEC.22/18-19, attached), noting in particular the third section on academic induction, including recommendations for Welcome Week 2019. An academic induction conference (to share good practice in the aspects of student induction provided by academic departments) is planned for March 2019, for which booking is now open:

<https://warwick.ac.uk/students/welcome/staff/welcomeweek/academicinduction/welcomeconference>

14. Timeliness of Feedback Turnaround Times

TO CONSIDER:

- (a) A report summarising Feedback Turnaround Times for the Faculty (SEMEC.23/18-19, attached).
- (b) In light of compliance with feedback turnaround times being strongly differentiated within the Faculty, the Committee is invited to consider how to formalise consideration of the turnaround reports within departments.

15. Update on Review of Personal Tutoring

TO RECEIVE:

A report from the Dean of Students describing progress against the recommendations of the review of Personal Tutoring, together with an oral report from the Faculty Senior Tutor, Dr Helen Toner. (SEMEC.24/18-19, attached).

16. Change in Membership of First Year Board of Examiners

TO CONSIDER:

It is proposed that a representative of WBS is not asked to attend meetings of the Faculty of Science, Engineering and Medicine's First Year Board of Examiners, noting that:

- (a) It has been custom and practice for a representative of Warwick Business School to attend meetings of the Faculty of Science's First Year Board of Examiners, but that attendees had been very limited with respect to contributions they had been able to make to meetings.
- (b) Regulation 9.1 Governing the Constitution of Boards of Examiners for First Degrees sets out the quorum as being at least one member from each of the Departments within the Faculty.

17. Any Other Business

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. MSci in Integrated Science

TO REPORT:

That approval has been given to a new course (commonly called the Hooke Science Programme), designed to teach students how to pose and answer scientific questions by drawing methods and concepts from biology, chemistry, physics, mathematics and computing

(SEMEC.25/18-19, [online](#)).

19. Chair's Action

TO REPORT:

That the following actions have been undertaken by the Chair on behalf of the committee since its previous meeting:

- (a) Approval of an extension request made by WMG for the marking deadline for the module Communications for Connected Car.
- (b) Approval of a change to the assessment methods for two Mathematics modules (MA3B6 Complex Analysis and MA4G6 Calculus of Variations) – both from 100% exam to 85% exam and 15% assessed coursework.
- (c) An amendment to the FYBoE decision regarding one WMG student, resulting in a change of outcome from withdrawal to resit without residence, based on the department receiving late information about reasonable adjustments that had not been implemented for the student's original resit.
- (d) The Chair approved a variation to the regulations for two WMG students on the Applied Engineering Programme, in order to allow resits for failed fourth year modules, noting that the existing degree regulations for the AEP do not allow this and that this is to be amended for future years; this was subsequently approved by the Vice-Chancellor, who is empowered as Chair of Senate to vary regulation.
- (e) The Chair approved ten minutes reading time for a time-constrained laboratory assessment used to assess the module WM216 (Applied Programming 2), as part of the Dyson Engineering Degree.
- (f) The Deputy Chair approved the addition of fifteen minutes reading time to the examination for ES262 Electromechanical System Design.
- (g) The Chair approved a new module, Mindful Project Management, to be taught as part of the IATL interdisciplinary MSc in Humanitarian Engineering.

20. Date of Next Meeting

TO REPORT:

Term 3: Thursday 16 May 2019, 2.00pm – 4.00pm, Senate House Council Chamber