

The University of Manchester

School of Chemistry

Teaching Committee

Minutes of Friday 1 May 2009

Present: Garry Procter (Chair), Andrew Regan, Christopher Whitehead, David Collison, Eric McInnes, Peter Gorry, Jim Thomas, Joe McDouall, Mark Whiteley, Tim Wallace, Karen Charters (Secretary)

1) Apologies for absence

Apologies had been received from Paul O'Brien

2) Minutes of the meeting of 13 February 2009

The minutes were approved.

3) Matters Arising

ACTUM 5 The teaching away day would be discussed under item 4 of the agenda

EJT reported that he and Roger Whitehead had met with Julie Andrews in Pharmacy to discuss the Chemistry with Medicinal Chemistry degree. It was reported that attendance at Pharmacy lectures had been very bad, and that Roger had met with all of the Med Chem students to discuss their progress.

4) Teaching Away Day

Received: Draft agenda for the teaching away day, which would take place on 19 May.

Noted: A clash with a Radiochemistry meeting would mean that a lot of staff would not be able to attend. It was noted that this date was the only one available and so could not be changed.

HoTS to suggest one person to be a group leader.

More information to be gathered (eg current lab scripts, list of Comm Chem sessions) in order to facilitate discussions.

Action: Karen Charters/Garry Procter/HoTS

5) MChem Project Update

Noted: Projects for 2009/10 were being confirmed by teaching sections. JCW noted that it was a useful exercise to know more about the content of each project.

The recent group presentations had gone very well and nearly all students reported that they had enjoyed their project.

6) Plagiarism guidelines and update

Received: Copies of the University policy on academic malpractice.

Noted: KC reported that all BSc literature, MChem group and 4th year projects would be submitted to Turnitin this year.

7) 1st Year tutorials

Noted: A review of the content of 1st year semester 1 tutorials had taken place and actions were being put forward. The idea was to increase the amount of academic content and to introduce more work to be handed in.

There would be more discussion of tutorials at the away day.

8) E-Learning

Received: Faculty guide to the e-learning team

Noted: The two Chemistry contacts were to be invited to attend the away day and possibly to attend future teaching committees.

That Richard Jardine was assisting with plagiarism checking.

GP to ask for a list of current e-learning projects

Action: Garry Procter

9) Laboratories

No business discussed under this item

10) Examinations

Noted: The timetable for processing exam marks is very tight this year, as the University deadlines are one week forward of previous years and we will be holding our examination boards slightly earlier. Marking deadlines therefore must be adhered to.

All lab and coursework marks to be returned by 1 June.

Sectional exam meetings were asked to ensure they discussed the implications of any changes, e.g. the switch to two hour exams.

11) Outreach

No business discussed under this item

12) Admissions and Recruitment

Noted: The upcoming refurbishment of Chemistry lecture theatres was causing problems for the next two open days, which usually use the building as a main venue.

Approximately 76% of decisions had been posted onto UCAS. Predicted 220 UF and CF. It was noted that there are severe financial penalties for over-recruitment this year, and the School is currently seeking clarification as to whether transfer or repeat year students are included in the totals.

Applications from two minors had been received, but there was no indication at this stage that either would definitely be attending in September.

13) Quality Assurance and Student Feedback

Noted: MWW reported that he had attended a preliminary meeting regarding RSC accreditation, which would take place in 3 years time. There were some new rules to be introduced, most of which we already comply with. A site visit would likely to be included and it was noted that RSC was also looking to accredit discreet masters programmes.

The National Student Survey response rate stood at 78%

KC reported that there was a proposal to abandon the University course unit questionnaire. It was noted that this action would receive the support of the School.

14) Attendance

No business discussed under this item

15) Sectional issues

No business discussed under this item

16) Any other business

Noted: JJWM queried if the current page limit of 60 was sufficient for the MChem project. It was agreed that this was to be maintained, with the guidelines making it clear that this meant 60 pages in total.

Action: Joe McDouall

17) Date of next meeting

Wednesday July 8th at 2:00 pm in 1.076