

The University of Manchester

School of Chemistry

Teaching Committee

Minutes of Friday 28 October 2011

Present: Garry Procter (Chair), Steve Yeates, Andrew Regan, Tim Wallace, David Procter, Eric McInnes, Kristy Turner, Karen Charters (Secretary)

1) Apologies for absence

Apologies had been received from Peter Gorry, Paul Popelier, Joe McDouall, Andrew Horn, Frank Mair

2) Minutes of the meeting of 23 September 2011

The minutes were approved, noting that the Committee had agree to further discussion of the matter of exam model answers.

3) Matters arising

- 3a) The first meeting of the Curriculum Review Group had been organized.
- 4a) A list of suggested standard links for Blackboard pages had been circulated to all staff.
- 6a) The response to External Examiner reports had been sent.
- 9a) A response to the Periodic Review report had been sent to Faculty.
- 9b) Draft submission for the School Strategic Plan had been sent to the Head of School

4) E-learning

Nothing discussed under this item

5) Laboratories

It was reported that the year 2 lab organisers had held open meetings with students in order to obtain feedback. The same process would follow in first year labs.

It was asked if third year group projects could start in the lab earlier than week 6. This would be considered as part of the curriculum review process.

6) Examinations

- a) Model Answers – further discussion of this took place, with the RSC Teaching Fellow circulating some examples of using previous students' marked exam questions which could be used as examples of 'good' and 'weak' answers (annotated to show where candidates had lost marks). It was *AGREED* that further work would be done on this, using CHEM10101 as a trial.

It was noted that all staff involved in lectures or tutorials would need to advertise office hours in order to assist students in exam preparation, as this is one of the common complaints from students.

It was noted that Physics offer copies of numerical answers to past papers on their intranet. There were no objections to allowing this practice in Chemistry where practical.

Further input on this issue to be sought from student reps.

Action: KT/GP

7) Outreach

Nothing discussed under this item

8) Admissions and recruitment

Nothing discussed under this item

9) Quality assurance and student feedback

- a) The Chair reported that he had held his first meeting with this year's student reps. One point noted was that students had received some tutorial sheets which had page references included, and that this was considered to be very useful practice. It was noted that the CHEM10101 lecture notes included extensive references and so there was not much support for including these in tutorial sheets as well.

It was agreed that this was not a matter for School policy, but that HoTS would pass this onto colleagues as a suggestion.

Action: HoTS

10) Attendance

Nothing discussed under this item.

11) Sectional issues

The Head of Organic Teaching reported that a member of staff would be required to assist with teaching Analytical techniques as part of the new Medicinal Chemistry option offered to second years in 2012/13.

Next meeting dates:

Friday 2 December 11am Room 4.20