

The University of Manchester

School of Chemistry

Teaching Committee

Minutes of Friday 17 February 2012

Present: Garry Procter (Chair), Steve Yeates, Andrew Regan, Tim Wallace, Eric McInnes, Andrew Horn, Frank Mair Karen Charters (Secretary)

1) Apologies for absence

Apologies had been received from Peter Gorry, Paul Popelier, Steve Yeates, Joe McDouall, Kristy Turner, David Procter

2) Minutes of the meeting of 28 October 2011

The minutes were approved.

3) Matters arising

3a) Curriculum Review for years 3 and 4 was ongoing, with two meetings having now taken place. Proposals had been circulated for feedback from Teaching Sections.

6a) Work on model answers would resume once Kristy Turner had returned from maternity leave.

9a) Circulated.

4) E-learning

A list of software requirements for Windows 7 compatibility had been compiled and would be discussed with Faculty e-Learning at a meeting on 29 February.

An initial meeting had taken place with E-Learning colleagues to discuss support for distance learning materials. Further discussion would continue once the content of the new level 3 core chemistry course units was known.

The Senior Education Officer updated the committee on a recent development within Blackboard, where a group space had been created for the Chemistry with Study Abroad programmes. The programme director for Chemistry with Industrial Experience was keen to develop a similar space for this cohort of students. (**Action: KC/AH**)

5) Laboratories

It was reported that there had been a recent accident in the year 3 lab, which was currently under investigation.

6) Examinations

- a) It was reported that all examination marks had now been received and that the Board would take place as planned on 22 February, with results being released to students on Friday 24th.
- b) It was reported that discussions regarding the new University regulations were ongoing. A draft of the new regulations was going to Senate for outline approval in March, and Schools, including Chemistry, had agreed to undertake modeling of the new regulations against last year's results in order to report any differences.

7) Outreach

Another very busy semester's work was reported to be underway, with funding being sought to continue activities next year. Science Week upcoming.

8) Admissions and recruitment

- a) A written report was presented to the committee. There had been a decrease in applications globally, along with an increase in deferrals, leading to an overall decrease of over 20%. It will be challenging to meet our targets.
- b) It was reported that a proposal to take a number of students as part of an exchange partnership with Brazil was ongoing between the School and Faculty.

9) Quality assurance and student feedback

- a) The Periodic Review Action Plan was discussed, with the following still requiring action:
 - Explicit reference to health and safety included in learning outcomes;
 - Explore accreditation of MSc programme
 - Maths provision – it was noted that a further increase in grade requirement was unlikely at the present time, but that the new integrated support for Maths was greatly appreciated by students, as reported via reps.
- b) SSLC minutes were received from the meeting of 2 November 2011
- c) It was reported that the semester one Teaching Survey results were waiting for approval by HoTS before being published onto the Intranet.

10) Attendance

It was reported that semester one attendance averages were, for year 1, labs 94.9% and tutorials 80% and for year 2 labs 90% and tutorials 73%. It was noted again that current School policy did not allow for any official action against non-attendance at tutorials, but that the new University regulations did make provision for the non-allowance of resit exams for students who had received an official warning regarding their attendance.

It was noted that two appeals against exclusion from the CHEM20311 exam had been allowed at the end of semester one.

11) Sectional issues

Nothing reported under this item

12) Any other business

DRAFT

A query had been received regarding the policy for release of past papers. The Senior Education Officer would ask for clarification from the Exams Office. It was noted that prior to online publication of past papers, copies of all exam papers were kept in the library.

Next meeting dates:

Friday 23 March 11am Room 1.076

Friday 4 May 11 am Room 4.20

Friday 6 July 11 am Room 4.20