

The University of Manchester

School of Chemistry

Teaching Committee

Minutes of Friday 3 May 2013

Present: Garry Procter (Chair), Andrew Horn, Andrew Regan, Tim Wallace, Peter Gorry, Karen Charters (Secretary)

1) Apologies for absence

Apologies had been received from David Procter, Eric McInnes, Frank Mair, Paul Popelier

2) Minutes of the meeting of 15 February 2013

These minutes were approved.

3) Matters arising

3) The issue of safety glasses and goggles had been referred to the Health and Safety Committee;

6) In response to a query regarding RWA students' access to past course unit materials, the TLSO had said that Schools would be responsible for downloading blackboard content and making it available to students via other means. It was noted that this was not a particularly satisfactory solution, meaning that students would only be able to receive basic information and not full interactive content;

9) The Senior Education Officer was planning to initiate further discussions with TLSO about the design of the University course unit survey over the summer;

12) Further discussion of the University draft policy on essential study costs would take place under agenda item 12.

4) E-learning

a) *Received*: an update of the progress of the EPS 'best in e-learning' prize.

5) Laboratories

No business was discussed under this item.

6) Examinations

No business was discussed under this item.

7) Outreach

No business was discussed under this item.

8) Admissions and recruitment

a) It was reported that, with 81% of decisions in on undergraduate offers, numbers were looking very healthy for September admission. This should ensure that strong management of offers would be possible when it comes to confirmation, thus ensuring that the grades of entrants remain high.

9) Quality assurance and student feedback

- a) *Noted:* the final SSLC meeting of the year had taken place, and most comments received from students were positive. There was an issue with the way that marks were reported in Blackboard following the final maths test, but the convenor was already aware of this and it had been reported to IT Services.
- b) The Chair reported that year open meetings were ongoing, and that one of the issues raised by first year students was that there was a lack of knowledge about the differences between MChem and BSc degrees. The QA officer offered to send some RSC information to help draft a document for this.

Action: AH/GP/KC

10) Attendance

It was reported that during the course of the academic year, two first year and three second year students had been withdrawn following a sustained period of non-attendance without explanation (including non-attendance at January examinations). At present no student had been excluded from exams on the basis of lab attendance. Tutorial attendance continued to cause concern.

11) Sectional issues

No business was discussed under this item.

12) Any other business

- a) *Received:* a revised version of the University paper on essential study costs. Some further comments were put forward and these would be sent back to Faculty. There was concern regarding the issue of text books and printing in particular.

Action: GP

- b) Members were invited to put forward suggestions for topics to discuss at the forthcoming staff away day. It was agreed that MChem group projects were the most pressing concern.
- c) It was noted that Sarah Heath had recently been successful in the University's Teacher of the Year Awards, and that one of our final year undergraduate students, Alyn Edwards, had won a prestigious Salter's Graduate prize. Karen Charters had also been nominated for a Students' Union prize, under the support staff member of the year category.

Next meeting:

Friday 5 July at 11am