

The University of Manchester

School of Chemistry

Teaching Committee

Minutes of the meeting: Thursday 3 October 2013 at 2 pm in Room 1.076

Present : Garry Procter (Chair), Andrew Regan, Andrew Horn, Alan Brisdon, Joe McDouall, Mark Whiteley

1) Apologies for Absence

Apologies had been received from Tim Wallace

2) Minutes from the last meeting

4(ii) activation of course units in Blackboard was complete;

6(iii) changes to regulations for 2013 entry had been approved and included in this year's programme handbooks;

9(i) preparation for RSC accreditation was ongoing and would be discussed further under item 7;

9(iii) TLSO had been approached to further discuss the School's requirements for University course unit surveys. No progress had been made at present;

12(i) it was confirmed that essential study costs would not amount to more than 1% of tuition fees.

3) Matters arising

a) It was agreed that curriculum review would focus on 3rd year BSc labs, where a review of the format, as well as preparation of new lab projects was required. There would also be focus on revised and new level 4 course units, including agreeing the format for the enhanced level 4 'core' units for returning Industrial Experience students. The Senior Education Officer would provide current BSc numbers for years 1 and 2. **(Action: KC)**

b) Discussed: Teaching and Learning Action Plan for 2013/14. There was some concern about the progression of students entering UG from Foundation Studies and Access programmes. Further analysis of this would be undertaken, to provide entry numbers and progression outcomes for all of these students from the last two years. **(Action: KC)**

4) E-Learning

No business was discussed under this item.

5) Laboratories

No business was discussed under this item.

6) Examinations

a) Discussed: responses to undergraduate external examiner reports from 2012/13. It was noted that comments related to the current University regulations, and it was felt that responses on such comments should come from the TLSO, who are responsible for the regulations. It was also noted that a comment from Professor Yellowlees regarding the length of examinations had not been addressed. This would be added and the responses sent to all examiners. **(Action: AKB/KC)**

- b) It was reported that new examiners had been nominated for Physical Chemistry (Dr James Keeler, Cambridge) and PGT (Dr Nigel Young, Hull). The formal appointment process was being undertaken.

7) Quality Assurance and Student Feedback

- a) RSC accreditation. It was agreed that the Heads of Teaching, Chair and Senior Education Officer would meet to agree a timeline for actions, ahead of the report submission. **(Action: KC)**
- b) Arrangements for the 2013/14 peer review of teaching were discussed. The LEO explained that from 2013/14 all staff would be reviewed annually, that a schedule had been drawn up and presented a draft form to support the review process. Committee members were invited to comment on the form, which would then be finalised. Initial comments were to widen the circulation to include Heads of Teaching.

8) Attendance

No business was discussed under this item.

9) PGT issues

It was noted that the larger than expected intake (42 students) would present challenges for the School during the academic year, with 16 projects required from each Section, increased tutorial support and resources to support laboratory work and projects.

It was reported that there was a planned increase in entry requirements for 2014 entry, with students being expected to have met two of the following three criteria: a) first degree in a chemistry subject, b) 2.1 level award or equivalent and c) IELTS score of 6.5 or above.

10) Sectional issues

No business was discussed under this item.

11) Any other business

- 12) Next meeting: during week commencing 18 November (week 9)