

The University of Manchester

School of Chemistry

Teaching Committee

Minutes of Thursday 4 July 2013

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

1) Apologies for Absence

Apologies had been received from Peter Gorry.

2) Minutes of the meeting 3 May 2013

The minutes were approved with no changes.

3) Matters arising

9) 1st year BSc students had been contacted regarding the process to transfer to MChem;

12) Comments on study costs policy had been sent, this would be discussed again in item 12.

4) E-Learning

(i) Faculty of EPS 'Best in E-Learning' Awards: It was noted that Tim Wallace had been highly commended for CHEM20412, and Jonathan Agger commended for FOUN1001.

(ii) Preparation for 2013/13: it was agreed that find out Bb activation date, which bits of this years notes to be carried forward (**Action: TW**)

5) Laboratories

No business was discussed under this item.

6) Examinations

- a. Noted: student prizes and awards for 2012/13. Wojeich Zawodny had been successful in the University's outstanding academic achievement award, Alyn Edwards will be put forward for SET award (best project).
- b. Noted: attainment and progression rates for 2012/13. Results showed an improvement in nearly all areas, with MChem 1st and 2.1 degrees making up 85% of awards. BSc 1st class awards had also made a small increase. Slightly more MChem students at level 3 had failed to progress to level 4, but numbers were still high at 81%. Level 1 and 2 progression would not be confirmed until September, but resit rates had fallen slightly in both years, which was encouraging.
- c. Discussed: potential changes to regulations for 2013 entry:
 - To change MChem progression in year 1 to 50%; it was seen as slightly anomalous that students wishing to transfer onto the MChem programmes would have to obtain 50%, whereas those already on them did not. There was some concern that such a move would be too harsh for students just

starting their studies, and could demotivate them early in their degree programme. However, if it was made clear that students could change back at end of year 2 should they bring their marks back up to 50%, the move would be supported.

- It was agreed that PHAR10102 would become core for MedChem.
- A proposal to introduce work and attendance requirements for a minimum of 60% of workshops in PHAR20302. There was also a proposal to ensure that students had passed the coursework element in order to pass the course. It was agreed that the course should be subject to University work and attendance regulations, with students being excluded from the examination should they fail to meet the published requirements. Should students progress to the exam and pass however, they should pass the course.

Action (KC): these changes would be communicated to the relevant contacts, and Faculty permission sought.

7) Outreach

No business was discussed under this item.

8) Admissions and Recruitment

It was reported that there had been an unprecedented increase in applications by 42%, now combined with improvement in conversion rate to 1:3.2 (from 1:3.7 in 2012). Will be entering confirmation with 333 firm accepts, meaning an overshoot of 30-40 students is predicted.

9) Quality Assurance and Student Feedback

- a. It was reported that RSC accreditation would take place as planned, with a self-reflective report due by March 17 and the visit taking place on May 7 2014. There will be 3 assessors who receive the paperwork, check against key requirements, produce comments and questions prior to the visit. Some of these will require response before the visit, some will become themes for the visit. HOS, HOT, 15-20 students, staff.

ACTION: Bring together info from KIS, periodic review etc (KC). Assess current course units for syllabus (HOTS) and cover gaps in report. Prepare draft report by end of year (KC/GP)

- b. Received: minutes of SSLC from 1 May 2013.
- c. It was noted that feedback from University course unit questionnaires had been received. There was some useful feedback and it was agreed that quantitative results would be sent to all staff, with comments for individual course units being forwarded to all those involved in lecturing on that course. Some concern was expressed that decisions on policy changes could be made on the basis of results from a small cohort of students. It was hoped that the School would eventually be able to move towards being able to fully promote the online surveys and stop the School paper version. However this could not happen until the more detailed results based on content and delivery for each lecturer were available.

Action (KC): return to TLSO regarding questionnaires, to see if content and delivery can be included.

10) Attendance

- a. Received: University update on attendance monitoring and reporting. There was a requirement for attendance to be monitored for all students, both as part of our requirements for Tier 4 visa students, but also as part of student support and retention. All students were currently being monitored in levels 1,2 and 3 in lab classes, but there was an ongoing problem with Level 4. It was decided that attendance would be taken at lectures on monthly basis, with students who had no attendance recorded at all during the week in question being further checked via email contact with the project supervisor.

11) Sectional issues

No business was discussed under this item.

12) Any other business

- a. The following priorities were agreed for curriculum review in 2013/14: Level 3 projects, Year 4 options, alternative final year projects. Recommendations were to be decided upon by the end of 2013 in order to give sufficient time for planning and staff/student consultation.
- b. Agreed: a review of committee membership, meetings and standing agenda. It was decided that the committee should concentrate on teaching matters only, and therefore outreach and admissions & recruitment would be better placed elsewhere in the school structure. Postgraduate teaching would become part of the standing agenda, with the PGT director becoming a member of the committee. **Action: GP/KC**
- c. Noted: confirmed University policy on essential study costs. It was agreed that a list of costs would be drawn up and included in programme handbooks. Costs would be no more than 1% of the annual undergraduate fee. **Action (KC) find out printing cost per page, draft list of additional costs**