

**The University of Manchester**

**School of Chemistry**

**Teaching Committee**

Minutes of Friday 15 February 2013

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

**1) Apologies for absence**

Apologies had been received from David Procter

**2) Minutes of the meeting of 14 December 2012**

These minutes were approved.

**3) Matters arising**

5a) The chair reported that appropriate safety goggles are currently being sourced for use in specific experiments. An urgent action was agreed that a check of current safety spectacles in use would take place, with the School supplying appropriate replacements for any unsuitable glasses found to be in use. This matter would also be referred to the Health and Safety Committee;

**Action: GP**

9a) year 2 S-Lab was still under review, with feedback being sought on a regular basis from level 2 student reps;

10) the Education Officer would continue to contact HoTS where staff did not appear to be returning tutorial attendance on time;

12a) the tutorial schedule for semester two had been launched, and staff updated as to advising students about expectations;

12b) teaching excellence award nomination had gone ahead;

12c) the School had put forward 11 applications for the HCUK undergraduate bursaries this year;

12d) BP information had been circulated, with a deadline of 1 March;

12e) Student Services Centre had confirmed that they were happy to allocate funds to students from the Harold Dixon Bursary Fund, and also the Howard Scholarship Fund. Details of both would be forwarded to the relevant people.

**4) E-learning**

a) *Received:* details of the EPS 'best in e-learning' prize, which would be circulated to staff and students within the following week.

**5) Laboratories**

No business was discussed under this item.

**6) Examinations**

- a) *Received:* notification of the new University policy on resit without attendance. It was noted that students retaking courses without attendance under the 'old' University regulations must be given exam papers relating to the material which they studied when on campus. Students must also be given access to the Blackboard material from this year. The Senior Education Officer to ask TLSO how this would be achieved, given the problems with accessing previous year material on Blackboard currently.

**Action: KC**

## 7) Outreach

No business was discussed under this item.

## 8) Admissions and recruitment

- a) *Noted:* a new MChem(Hons) Chemistry with International Study degree had been approved for September entry, combining the current North America and Europe programmes as well as allowing further extension of placement opportunities (Singapore, China, Australasia etc). Current applicants would all be written to, informing them of the change.

## 9) Quality assurance and student feedback

- a) *Received:* details about the University Course Unit Survey (CUS), which Chemistry had been exempted from during 2011/12. The School must now re-engage with the survey process, and discussion took place as to whether the current format sufficiently meets School requirements in order for it to replace the internal teaching survey. It was felt that it did not, and although it was not desirable to ask students to complete two sets of feedback, the School would continue at present with it's questionnaire. The Senior Education Officer would continue to work with TLSO to produce a mock up of a CUS which best matched the current internal questionnaire, with a view to merging the two in future.

**Action: KC**

## 10) Attendance

No business was discussed under this item.

## 11) Sectional issues

No business was discussed under this item.

## 12) Any other business

- a) *Received:* University paper on essential study costs. The Chair put forward a draft response to this document, which was accepted by the Committee and would be forwarded to the Faculty contact.

**Action: GP**

Next meeting:

Friday 15 March 2013 11am