

Meeting:	Academic Exec
Location:	1 East 3.20
Date & Time:	24/11/2023 13:15 – 14:05

Present:	
Titus Hiller	Senate Rep (Chair)
Amber Snary	SU Education Officer
Caitlin Grainger-Spivey	Undergraduate Engineering & Design Faculty Rep
Nathanail Georgiou	Undergraduate Engineering & Design Faculty Rep
Kiara Singh	Undergraduate Management Faculty Rep
Kristian Evjenth	Undergraduate Management Faculty Rep
Bazhena Tancheva	Undergraduate Humanities & Social Sciences Faculty Rep
In attendance:	
Georgina Newham	Student Voice Coordinator (Academic Representation)

Item	
1.	<p>Apologies</p> <p>We received apologies from Miranda Yafi (Undergraduate Science Faculty Rep) and Ahmad Alkuchikmulla (Undergraduate Humanities & Social Sciences Faculty Rep).</p>
2.	<p>Minutes of the last meeting</p> <p>None of the committee raised any issues from the minutes of the previous meeting. The committee approved the minutes.</p>
3.	<p>Updates from Members</p> <p>3.1. <u>School of Management</u></p> <p>There is concern around AI and their use in assessments due to lack of regulation on it is use within learning and teaching. Richard Cam is making progress with how this integration will work.</p> <p>PASS (Pedagogy and Assessment Strategy) is currently evaluating the nature and purpose of assessment, for example, whether it is meant to encourage critical thinking, discussion or meant as a test of memory. This has brought up issues of insufficient instructions on assessments.</p> <p>The committee discussed the question of group work and the “free rider,” with considerations around group size. This includes analysing the capacity of staff marking group work if the sizes of groups were to reduce, resulting in more assessments submitted.</p>

A recurring issue of students being unable to understand the accent of a lecturer has emerged, however, students are managing their issues in a more productive way than previously. The Faculty Reps clarified that the teaching style was not criticised.

The late release of a presentation assessment date has negatively impacted international students. This is due to students travelling home for break and it means those that have booked travel before the assessment date may have to reschedule. AS shares that she is happy to support KS and KE seeking better clarity around assessment dates.

There has been a matter of contention related to a textbook for a Consumer Psychology module. This textbook can cost £300 and staff on the module have stated that it is necessary for exam revision. However, this book is not currently available at the library. KS mentions that this falls in line with a potential "hidden cost" that students were not aware of prior to joining Bath. AS encourages the Management Faculty Reps to seek out the subject librarian to see if it can be accessible in any way.

The location and timing of an exam were subject to complaints recently. The MN20600 exam took place in the evening after students had been in teaching all day. Additionally, the location of the exam was problematic and distracting, allowing students to see the screens of other students and plagiarise.

Staff are not following through with lecture recordings progress made in the previous academic year (2022-23). This related to lecture recordings being available for a longer period. KS mentioned that slide quality is poor and does not provide you with all the relevant information, meaning if the lecture recording is not available, it is difficult to catch up on missed content. This has impacted revision for clustered assessment deadlines and has been a hindrance for students.

3.2. Faculty of Engineering & Design

With complaints around quality and timeliness of assessment feedback, there is a potential choice between contact hours and marking time due to staff capacity. Currently, feedback feels very "copy and paste" and CGS is interested to hear how other faculties use model solutions. There is an understanding that there are times when personalised feedback is not possible, so they believe this is a suitable alternative solution.

Staff in Engineering & Design have mentioned that due to students not taking advantage of tutorials. Staff is considering the removal of tutorials, however, CGS does not consider this an option.

CSG and NG have heard of the conversion of office space into study spaces in Engineering. AS is keen to follow this up with Ian Blenkarn (Director of Education & Student Services) on this matter.

The Faculty Reps have received word from students studying on the new Curriculum Transformed (CT) versions of course that if they fail any modules in final year, they cannot graduate. AS will bring this up with Registry and is curious as to how and why staff are communicating this to students.

Discussions of all courses having a reading or consolidation week have recurred, with CGS and NG hearing that faculty staff were unaware of this being something students wanted. A previous Education Officer had universal reading weeks as a priority. AS will find this research to send to Faculty Reps.

3.3. Faculty of Humanities & Social Sciences

AA sent an update with his apologies:

“Had 2 1:1 meeting with the Dean, she is helpful, and a final year Student had a problem and she helped he directly (and collaborating with other members of the faculty to improve the quality based on the feedback and survey of students).”

“The HSS board meetings not the FLTQC I really don’t understand what the rep does there because I only have access to the unreserved part the reserved part which is about students, we don’t have access I do understand the privacy of names that will be mentioned but I believe that why we have one or two representative for each faculty that they can be trustable (Mentioned this last time with Amber).”

BT shared that there were also general concerns around CT courses in the Politics, Languages, and International Studies department.

3.4. Faculty of Sciences

No Faculty Reps were present to provide an update for this.

4. **Individual Mitigating Circumstances**

CSG and NG shared that the processes around Individual Mitigating Circumstances (IMCs) are clear in Engineering & Design, however there is a perception that it is a stricter system since COVID-19.

On the contrary, KS and KE say there needs to be more clarity on when an IMC is applicable and what students need as evidence. KS shared an anecdotal story around a student who experienced a family loss however staff did not grant an IMC.

There was general discussion around the fact that a student simply passing due to an IMC was not sufficient. AS explained that in certain cases, a lower grade associated with an IMC on a students’ transcript may not be included for the final classification if it is not indicative of the students’ other work.

	<p>GN posed a question to the committee around whether there was necessity for pastoral support as a response to an IMC. While they agreed that offering support was necessary, however, CSG stressed that this should not a replacement to the IMC and simply signposting is sufficient.</p> <p>The committee discussed further transparency and communication because of an IMC submission as there is typically no response to confirm the receipt of an IMC. Members of the committee explained that this can make students feel anxious about whether they have done the submission correctly.</p>
5.	<p>Terms of Reference</p> <p>The committee considered the drafted terms of reference. The committee pointed out clerical errors that GN will be correcting. There was no opposition to the draft. GN will be sending over a definitive version for approval from the committee.</p>
6.	<p>Any Other Business</p> <p>6.1. <u>Tuition Fees</u></p> <p>KS spoke an issue regarding the tuition fees for students on their placement year in the School of Management. This was regarding the discrepancy between the reduced fee for home students (approx. £2,000) and the fee for international students (approx. £12,000). KS has received instances of feedback around the “unfairness” of this approximately £10,000 difference. She has gone to the placements team to ask for a justification for this pricing, to which they said that this is due to the “exclusive” they have access to and offer to students in the school. In addition, they also said this pays for staff offering support on application writing, interview prep, and careers advice.</p> <p>Based on this there was a small discussion around whether it was fair to charge students a fee during their placement year.</p> <p>AS was interested to hear more from students who are unhappy with the fee.</p> <p>6.2. <u>Study Spaces</u></p> <p>The issue of lack of space for students to study on campus is ongoing and in crisis. NG mentioned a conversion of office spaces in Engineering into study spaces. AS will follow up with Ian Blenkarn (Director of Education & Student Services) about this for further updates.</p> <p>6.3. <u>Board of Studies</u></p> <p>GN asked the committee how they were finding the Board of Studies meetings in their Faculty and whether they are useful to attend. Consensus was that while it was a good meeting, it may not be useful to attend every meeting. Reps found FLTQC meetings</p>

	<p>more productive as participants. There was discussion around these committees placing student related items first on the agenda, so that the meeting's were not such a time commitment. AS is happy to support Faculty Reps who would like to push this further.</p> <p>6.4. <u>Feedback collection</u></p> <p>The Faculty Reps expressed difficulty in gathering feedback from higher year groups and asked for advice for how to better engage them. The committee shared the following tips:</p> <ul style="list-style-type: none"> • A feedback form QR code in a variety of places can be useful for getting more responses. • Ensure the form is "short and sweet" so it does not take much of the students' time but gives you the information you need. • Make use of multiple-choice questions to make the form easier. • Speaking to lecturers about not allowing a lecture/seminar to begin until feedback is given. • Creating a WhatsApp with Reps can be a quick and effective way to engage with them. • Addressing Reps personally can be an effective way to receive a response.
7.	<p>Date and Time of next meeting</p> <p>The next meeting will now take place 14th February 2023 from 12 PM to 1 PM in 1 East 3.20. This differs from what was on the agenda as it was moved due to staff availability.</p>

Owner	Actions from Meeting
ALL	Explore the developments of AI integration in your faculty.
ALL	Explore Model Solutions and how they are utilised in your faculty.
KS KE	Ask subject librarian about Consumer Psychology textbooks; see if students can get interlibrary loans or PDF prints.
KS KE	Send evidence of unrest around international student placement fees to AS.
AS	Ask Baris Yalabik for information on PASS in Management.
AS	Ask Ian Blenkarn about the conversion of offices into study spaces in Engineering and the examination conditions of MN20600 (Management).
AS	Ask the Registry Office about accreditation deadlines for CT courses.
AS	Find previous Education Officer's research on Reading Week.
GN	Look into Individual Mitigating Circumstances process to create factsheet for Reps.
GN	Send final version of Academic Exec Terms of Reference for approval.
GN	Find previous Faculty Reps research on lecture recordings in the 2022-23 AY.