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| **UNIVERSITY TEACHING AND LEARNING COMMITTEE** |
| **27 November 2019, 9.30 am** |

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| **MINUTES** | |
| **Venue:** | The McClelland Suite, Schwann Building, level 7 |
| **Author:** | Jillian Myall, Registry |
| **Present:** | Ms Adesewa Adibisi, Dr Robert Allan, Ms Claire Aydogan, Dr Rachel Birds, Dr Georgina Blakeley, Dr Pat Cullum, Dr Eleanor Davies, Dr Roddy Hunter, Mrs Heather Lee, Dr Lianghui Lei, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Ms Lorraine Noel, Professor Kevin Orr, Professor Jane Owen-Lynch (Chair), Mrs Ruth Stoker, Mr Nik Taylor, Dr Amanda Tinker, Dr Sean Walton, Dr Pete Woodcock |
| **In attendance:** | Ms Lydia Blundell |
| **Apologies:** | Professor Andrew Ball, Dr Daniel Belton, Dr Liz Bennett, Professor Paul Bissell, Professor Andrew Crampton, Professor Samir Dani, Professor Mike Kagioglou, Mr Andrew Mandebura, Dr Gary McGladdery, Mr Tony Mears, Professor David Taylor |

Pre-Meeting Presentation:

Dr Jarek Bryk: Differential Achievements Project: Discussion of institutional data – It was noted that this presentation would take place at a later point in the meeting, discussion and comment would take place under Chairs Business.

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| **PRELIMINARY ITEMS** | | **PAPER REFERENCE** |
|  | **DECLARATIONS OF INTEREST** |  |
|  | It was confirmed that members did not have any potential conflicts of interest arising from the meeting agenda. |  |
| **1.** | **MINUTES** |  |
| **1.1** | The Committee approved the minutes of the meeting held on 25 September 2019 | **REGS\_UTLC\_2019\_09\_25\_M** |
| **2.** | **MATTERS ARISING** |  |
| **2.1** | **Presentation of Academic Integrity Module**  It was noted that an update would be provided under Chairs Business later in this meeting |  |
| **2.2**  **2.3**  **2.4**  **2.5**  **2.6**  **2.7**  **2.8**  **2.9**  **2.10**  **2.11** | **Assessment and Feedback Strategy (minute reference 2.5)**  It was noted that this strategy will be presented at a later meeting of this committee  **Annual Evaluation Chairs/Secretaries/UTLC Representatives for 2019/20 (minute reference 2.6)**  It was noted that Dr Liz Bennett (EPD) would take the role of UTLC rep for HHS AEC (Dr Cheryl Reynolds would cover 2019-20 as Dr Bennett was not available on the date set by the School).  **EC Panel Meeting (minute reference 2.9)**  The Committee received the minutes of the EC Panel Meeting held on 19 September 2019.  **Student Casework Summary (minute reference 6.1A)**  It was noted that ADA will share their good practice relating to academic integrity with other Schools. A bullet-point list will be produced highlighting distinctive aspects of the School’s approach which will then be shared with AD/DoTLs by email and follow up with discussion at their next meeting. A further update will be provided at a later meeting of this Committee.  **Classification Statistics (minute reference 7.1)**  The Committee received the final full data set and report.  **Topics for Quality Appraisal 2019/20 (minute reference 9)**  It was noted that summary information has been provided to School Managers  **Admissions Policy (minute reference 12.1)**  It was confirmed that the agreed amendments had been made.  **Reviewed Policy and Guidance Related to Support for Pregnant Students and New Parents (minute reference 14.1)**  It was noted that amendments have been made and the revised policy approved at Graduate Board on 26 September 2019.  **Student Trans Equality Policy (minute reference 20.1)**  It was noted that the revised policy now combined staff and students and replaced the student policy.  It was noted that the policy had now lost some support detail for students and a policy framework would be developed to support staff and students with interpretation of the revised policy and would be brought back to this Committee for consideration.    **External Examiners (minute reference 25.1)**  It was noted that Dr Rachel Monaghan’s tenure has been postponed from 2019-2023 to 2020-2024 as the MSc Criminology and International Security course will now start September 2020. | **REGS\_UTLC\_2019\_11\_27\_P2.4**  **REGS\_UTLC\_2019\_11\_27\_P2.6**  **REGS\_UTLC\_2019\_11\_27\_P2.10** |
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| **TO CONSIDER:** | | |
| **3.**  **3.1**  **3.2**  **3.3** | **CHAIR’S BUSINESS**  **Analysis of Discretion Around Classification Boundaries 2018/19**  The Committee received the attached report.  Following discussion it was agreed that the discretion criteria would be reviewed and approved annually at this Committee to ensure compliance with the OfS’ ongoing conditions of registration.  **Presentation by Dr Jarek Bryk: Differential Achievements Project: Discussion of institutional data**  The presentation was well received by the committee and School specific data will be presented for each School SMT for action planning.  **Academic Integrity Module**  Cheryl Reynolds presented an update relating to the completion rates for the compulsory Academic Integrity Module in Brightspace.  The data suggested that 38% of students had yet to attempt the quiz. Committee members were asked to encourage staff in their schools, in particular course leaders and PATs, to speak to students about completing this compulsory module. There is a presentation on Brightspace that all staff can access to explain the module and how staff can encourage students to engage with this module.  It was confirmed that a system error that caused a ‘reminder to complete’ email message to go out to students who had completed the module had now been fixed.  Following discussion the Committee approved the proposal that a compulsory Academic Integrity Module should be completed at the beginning of each year of study. The example dilemmas and quiz questions would be tailored to suit each year group and any school specific issues. Consultation work with academic skills tutors would continue to ensure that the module remained relevant and appropriate. | **REGS\_UTLC\_2019\_11\_27\_P3.1** |
| **4.**  **4.1** | **TEACHING AND LEARNING STRATEGY 2018-2025**  The Committee received and considered the Teaching and Learning Strategy 2018-25 and the Inspiring Enablers.  Following discussion it was agreed that this road map would reflect work at institutional level and would not have individual school projects added. School level strategies were managed at local level through NSS  action plans and School Committees. Schools could develop mirroring documents.  The Chair confirmed that the high-level aims in the strategy map and T&L strategy applied to all students, both taught and PGR; however, It was acknowledged that the Graduate Board needed to develop a strategy, KPIs and operational enablers for PGR to sit under the aims. | **REGS\_UTLC\_2019\_11\_27\_P4.1A**  **REGS\_UTLC\_2019\_11\_27\_P4.1B** |
| **5.**  **5.1** | **REVIEW OF ACADEMIC GOVERNANCE 2019: UTLC**  The Committee received the Review of Academic Governance 2019 on UTLC.  It was noted that this was a positive report and actions and recommendations had been taken on board and actioned. | **REGS\_UTLC\_2019\_11\_27\_P5.1** |
| **6.**  **6.1** | **TERM DATES: ACADEMIC YEARS 2019/20 TO 2023/24**  The confirmed term dates for 2019/20 and 2020/21 were noted.  The term dates for 2021/2022 were approved.  The Committee considered the proposals for term dates for the academic years 2022/2023 and 2023/2024. Following discussion relating to the impact of flight costs for International students returning home at the end of Autumn term when the date was so late in December 2023 it was suggested that this be reviewed. Registry to consult with other stakeholders and report back at January meeting. | **REGS\_UTLC\_2019\_11\_27\_P6.1**  **REGS\_UTLC\_2019\_11\_27\_P6.1A**  **Registry** |
| **7.**  **7.1** | **OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA): UNIVERSITY OF HUDDERSFIELD ANNUAL STATEMENT FOR 2018**  The Committee received and considered the annual statement from the OIA.  It was noted that the University is at the very top end of band E in terms of student numbers so it was not surprising that the figures for submitted complaints were in the top end when compared to median figures for that band. | REGS\_UTLC\_2019\_11\_27\_P7.1 |
| **8.**  **8.1** | **PERSONAL ACADEMIC TUTORING POLICY**  The Committee approved the revised policy | **REGS\_UTLC\_2019\_11\_27\_P8.1**  **REGS\_UTLC\_2019\_11\_27\_8.1A** |
| **9.**  **9.1**  **10.**  **10.1**  **11.**  **11.1**  **12.**  **12.1**  **13.**  **13.1**  **14**.  **14.1**  **15.**  **15.1**  **16.**  **16.1**  **16.2**  **16.3**  **17.**  **17.1**  **17.2**  **17.3** | **ANNUAL QUALITY APPRAISAL ON SAVP ACTIVITY 2018-19**  The Committee considered the Quality Appraisal on SAVP Activity 2018/19  It was noted that the recommendation that guidance and training be set up through staff development had already been progressed.  **QAA UK QUALITY CODE FOR HIGHER EDUCATION**  The Committee received and considered the attached mapping documents:  Admissions, Recruitment and Widening Access (Taught Provision)  Assessment (Taught Provision)  Concerns, Complaints and Appeals  Course Design and Development 2019  Enabling Student Achievement  External Experts  Learning and Teaching  Monitoring and Evaluation  Partnerships  Student Engagement  Work-Based Learning  QAA Gap Analysis – PGR Provision  Research Degrees  It was noted that with respect to taught provision, progress was being made with ongoing actions and members were invited to pass on any feedback and evidence to Registry.  It was noted that with respect to PGR provision there were a number of gaps in compliance. At this point the Chair directed the Committee to item 24.2 on the Agenda as this would deal with PGR issues being raised throughout this Agenda.  **CHANCELLOR’S PRIZE**  Members considered the current criteria used for awarding the Chancellor’s Prize. Current criteria: Top performing student in each School with a minimum classification percentage of 75% (at both UGT and PGT level).  After considered discussion members approved the current criteria without change.  **NEW AWARD Master of Podiatric Surgery (MPS)**  The Committee noted the request from School of Human and Health Sciences to add an award title to the next edition of the Handbook of Regulations approved by UTLC Chair’s action on 17.10.19.  **AUDIO VISUAL SECURITY IN STANDARD TEACHING ROOMS**  The Committee were asked to consider, approve and endorse changes to the IT and AV Equipment in Standard Teaching Rooms standard document, including minimum security measures.  After discussion it was decided that these documents would go to LPSG for detailed discussion and come back to a later meeting of UTLC.  **EQUALITY AND DIVERSITY**  There were no issues to report.  **ETHICS**  It was noted that there were no reported ethical issues arising from taught courses  **REPORT FROM THE STUDENTS’ UNION**  It was noted that the Peer Mentoring event has been deferred to Term 2, so an update will be provided at a later date.  It was noted that the BAME Manifesto was presented at the EDI Committee, and approved. An action plan is being drafted and will be presented at the December EDI Committee for consideration.  **Transgender Student Support Guide**  The Committee received and noted the final version of the Transgender Student Support Guide.  **EXTERNAL EXAMINERS**  The Committee received and approved a summary list of applications for the appointment, allocation, reallocation of duties and extensions of period of office of external examiners with the following update:  The application for Professor Muthanna Samara proposed for approval subject to a mentor – a mentor was now confirmed : Dr Kamal Qazi.  The Committee received a summary of external examiner reports 2018/19.  All comments have been fed back to the individual schools.  The Committee ask for clarification regarding the process for ensuring that EE comments were acted upon. Registry clarified that school comments and responses to EE reports and fed back via EE3 forms which were included as part of the Annual Evaluation cycle. It was agreed, that an additional mechanism for collating EE3 forms would be developed to complement the Annual Evaluation system and this would be presented at a future meeting.  The Committee received a range of demographical statistics relating to the University’s current external examiners.  Following discussion it was suggested that it would be useful to collect more wide-ranging equality and diversity characteristics for EE’s (other than just gender as at present). Registry would look at how this might be collected and feedback at a future meeting. | **REGS\_UTLC\_2019\_11\_27\_10.1A**  **[REGS\_UTLC\_2019\_11\_27\_10.1B](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1C](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1D](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1E](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1F](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1G](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1H](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1I](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1J](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1K](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1L](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **[REGS\_UTLC\_2019\_11\_27\_10.1M](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2019_11_27_P10.1A.pdf?Web=1)**  **REGS\_UTLC\_2019\_11\_27\_12.1**  **REGS\_UTLC\_2019\_11\_27\_13.1**  **REGS\_UTLC\_2019\_11\_27\_13.1A**  **REGS\_UTLC\_2019\_11\_27\_13.1B**  **REGS\_UTLC\_2019\_22\_11\_P16.3**  **REGS\_UTLC\_2019\_11\_27\_P17.1**  **REGS\_UTLC\_2019\_11\_27\_P17.2**  **Registry**  **REGS\_UTLC\_2019\_11\_27\_P17.3**  **Registry** |
| **TO NOTE:** | | |
| **18.**  **18.1**  **19.**  **19.1**  **20.**  **20.1**  **21.**  **21.1**  **22.**  **22.1**  **22.2**  **22.3**  **22.4**  **22.5**  **22.6**  **22.7**  **22.8**  **22.9**  **22.10**  **22.11**  **23.**  **23.1** | **REPORTS FROM PSRBs**  None received  **REPORTS FROM SCCP**  The Committee received the minutes from SCCP held on 02 October 2019  **REPORTS FROM VALIDATION PANELS**  The Committee received and noted the reports arising from validation events along with the following updates**:**  P20.1E validation MEng BEng Medical Engineering Technologies – conditions are now met  P20.1H validation BA (Hons) Early Childhood Education and Care – conditions are now met  P20.1I validation MSc Sport Physiology – conditions are now met  P20.1J validation Level 6 Graduate Diploma Professional Policing Practice (Detective) for delivery by Police Now – conditions are now met (subject to SCCP approval).  P20.1M validation Independent and Supplementary Prescribing – Nursing and Midwifery Council (NMC) approval now confirmed.  **REPORTS FROM REVIEW PANELS**  The Committee received and noted the report of the Subject Review of Health and Wellbeing subject area held on 16 April 2018 and School response approved by School Board on 22 October 2019.  **SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**  The Committee received and noted the following minutes:  School of Applied Sciences held on 6 February 2019.  School of Applied Sciences held on 30 April 2019.  Huddersfield Business School held on 9 October 2019.  School of Computing and Engineering held on 1 May 2019  School of Education and Professional Development held on 25 June 2019  Issues for attention of UTLC:  **9.4 External Examiner System**  Ongoing problems with the External Examiner database and system for approving and appointing External Examiners. The Chair will take this matter forward outside of the meeting.  **10.1 Course Committee Matters**  It was reported in the minutes of the BA (Hons) Education and Professional Development Course Committee that some students, on a Saturday teaching session, had become locked in the café in Haslett Building due to them not receiving their student ID cards which resulted in them being unable to unlock the doors. Estates had been contacted but had remarked that the students should not be there. This is not correct as EPD runs delivery of sessions on Saturdays. The Chair will raise these issues with Estates.  School of Education and Professional Development held on 10 October 2019  School of Human and Health Sciences held on 8 May 2019  School of Human and Health Sciences held on 9 July 2019  School of Human and Health Sciences held on 2 October 2019  Issue for attention of UTLC:  **28. External Examiner System**  The current system for appointing external examiners operated through ASIS located in My Students has presented a number of issues that have delayed the processing of external examiner appointments. For example; The system was down for two weeks in April. When there are delays in the process such as waiting for sign off at one of the stages applications are closed down and the process has to be started again. On occasions manual prompts have been required at each approval stage causing delays. One external applicant was unable to save or add anything without being signed out of the system. These issues have been reported to ASIS with the response that the team currently find work arounds where the system fails however ideally the system requires rebuilding. Zoe and Kirsteen have also reported numerous issues with the system with ASIS and Registry. The Chair will take this matter forward outside of the meeting.  School of Music, Humanities and Media held on 29 May 2019  Issue for the attention of UTLC:  **21.1 Final Dates for Extensions**  It was noted that at present the final dates that a student could ask for an extension until were set by the University. Whilst this worked for most modules, some modules had forms of assessment where this did not work and the School wished to argue for the chance for module leaders to set a different final possible extension date if there was a pedagogical reason to do so. Registry will consider this outside of the meeting.  School of Music, Humanities and Media held on 2 October 2019  Issue for the attention of UTLC:  **20.1 On line training resources for major changes to University regulations**  STLC would like UTLC to consider the possibility of developing online training resources when major changes to university regulations, such as those around Academic Misconduct, are introduced. If this were made mandatory there would be a far higher take up of training amongst academic staff, few of whom attend physical sessions on new regulations. Registry confirmed that they have given this some consideration but don’t have the resource at present, nor do they appear to have the licences with our current online training provider to develop further. However they will keep this under review.  **OTHER COMMITTEES**  The Committee noted the minutes from Learning Platform Steering Group held on 18 September 2019 | **REGS\_UTLC\_2019\_11\_27\_P19.1**  **REGS\_UTLC\_2019\_11\_27\_P20.1**  **REGS\_UTLC\_2019\_11\_27\_P20.1A**  **REGS\_UTLC\_2019\_11\_27\_P20.1B**  **REGS\_UTLC\_2019\_11\_27\_P20.1C**  **REGS\_UTLC\_2019\_11\_27\_P20.1D**  **REGS\_UTLC\_2019\_11\_27\_P20.1E**  REGS\_UTLC\_2019\_11\_27\_P20.1F  REGS\_UTLC\_2019\_11\_27\_P20.1G  REGS\_UTLC\_2019\_11\_27\_P20.1H  REGS\_UTLC\_2019\_11\_27\_P20.1I  REGS\_UTLC\_2019\_11\_27\_P20.1J  REGS\_UTLC\_2019\_11\_27\_P20.1Ki  REGS\_UTLC\_2019\_11\_27\_P20.1Kii  REGS\_UTLC\_2019\_11\_27\_P20.1L  REGS\_UTLC\_2019\_11\_27\_P20.1M  REGS\_UTLC\_2019\_11\_27\_P20.1N  REGS\_UTLC\_2019\_11\_27\_P20.1O  REGS\_UTLC\_2019\_11\_27\_P20.1P  REGS\_UTLC\_2019\_11\_27\_P21.1  REGS\_UTLC\_2019\_11\_27\_P21.1A  REGS\_UTLC\_2019\_11\_27\_P21.1B  REGS\_UTLC\_2019\_11\_27\_P22.1  REGS\_UTLC\_2019\_11\_27\_P22.2  REGS\_UTLC\_2019\_11\_27\_P22.3  REGS\_UTLC\_2019\_11\_27\_P22.4  REGS\_UTLC\_2019\_11\_27\_P22.5  **Chair**  **Chair**  REGS\_UTLC\_2019\_11\_27\_P22.6  REGS\_UTLC\_2019\_11\_27\_P22.7  REGS\_UTLC\_2019\_11\_27\_P22.8  REGS\_UTLC\_2019\_11\_27\_P22.9  **Chair**  REGS\_UTLC\_2019\_11\_27\_P22.10  **Rachel Birds/Nik Taylor**  REGS\_UTLC\_2019\_11\_27\_P22.11  **Registry**  REGS\_UTLC\_2019\_11\_27\_P23.1 |
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| **OTHER BUSINESS** | | |
| **24.**  **24.1**  **24.2**  **25.** | **ANY OTHER BUSINESS**  **UTLC Short Life Working Group on Building Inclusivity into Course Design at Validation**  Terms of Reference were received and approved  **Terms of Reference:**  **University Teaching and Learning Committee**  **University Research Committee**  **Graduate Board**  The Committee approved the updated Terms of Reference for University Teaching and Learning Committee    The Terms of Reference for University Research Committee were noted.  The updated Terms of Reference for Graduate Board were noted.  UTLC approved its updated ToR and noted the other two proposed ToRs. The Committee welcomed the move of PGR to the GB/URC route as they felt that’s where the expertise lay. These proposals are still in discussion at GB and URC.  **AVAILABILITY OF AGENDA, PAPERS AND MINUTES**  It was confirmed that there were no agenda items, papers or minutes that should be treated as confidential. | REGS\_UTLC\_2019\_11\_27\_P24.1  REGS\_UTLC\_2019\_11\_27\_P24.2A  REGS\_UTLC\_2019\_11\_27\_P24.2B  REGS\_UTLC\_2019\_11\_27\_P24.2C |
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| **26.** | **DATE, TIME AND PLACE OF NEXT MEETING**  Wednesday, 29 January 2020, at 9.30am in The McClelland Suite, Schwann Building, level 7. |  |