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| **University Teaching and Learning Committee** |
| **23 November 2020 09.30 – 12.30** |

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| **MINUTES** | |
| **Venue:** | On-line |
| **Author:** | Simon Maller |
| **Present:** | Prof Jane Owen-Lynch (chair), Dr Robert Allan, Ms Claire Aydogan, Dr Wayne Bailey, Dr Liz Bennett, Dr Rachel Birds, Dr Georgina Blakeley, Prof Hazel Bryan, Prof Nic Clear, Prof Andrew Crampton, Prof Eleanor Davies, Dr James Forde, Dr Roddy Hunter, Dr Tarja Kinnunen, Dr Lianghui Lei, Mr Andrew Mandebura, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell Mrs Lorraine Noel, Prof Kevin Orr, Ms Carla Reeves, Mr Tom Rolls, Mrs Lindsay Smith, Mrs Ruth Stoker, Dr Nik Taylor, Dr Amanda Tinker |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Bob Cryan, Mr Andrew McConnell, Mrs Claire Goodliff, Mr Tim Hosker, Prof Tim Thornton, Dr Colin Venters |

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| **PRELIMINARY ITEMS** | | **ACTION** |
| **APOLOGIES FOR ABSENCE** | |  |
| **1.0** | **DECLARATIONS OF INTEREST** |  |
| **1.1** | It was confirmed that members did not have any potential conflicts of interest arising from the meeting agenda |  |
| **2.0** | **MINUTES**  The Committee approved the minutes of the meeting held on 23 September 2020 with the following minor amendment:   * Amend Dr Kinnunen’s surname so that it is spelt correctly. * 4.5, Jo Mitchell’s job title amended to Disability and Inclusion Manager * 6.0, a minor amendment to text so that it reads “between BAME and non-BAME”. | **Secretary** |
| **3.0** | **MATTERS ARISING** |  |
| **3.1** | **Audio Video Capture Policy**  To note UTLC Chair’s action had been taken to approve minor changes to the Audio and Video Capture |  |
| **3.2** | **Terms of Reference**  **(Minute reference 4.5)**  The Director of Registry confirmed that the requested amendments had been made. |  |
| **3.3** | **BAME Ambassador**  **(Minute reference 4.7)**  The Chair explained that a paper had been received at the EDI Committee. The SU Education Officer and SU Head of Engagement noted that the paper now included additional information on anti-racism measures. It was also noted that the Students’ Union had written to the University in the Summer of 2020 raising concerns about the BAME Ambassador roles and had not received a response.  The Committee considered whether the term BAME Ambassadors was still appropriate to be used in this context. The SU Education Officer confirmed that the term was still current as it was chosen by the Ambassadors themselves. The Chair noted that the OfS had moved to a new term of AMBO. | **UTLC\_2020\_11\_24\_P3.3** |
| **3.4** | **Fitness to Study 19/20 Summary**  **(Minute reference 5.0)**  The Assistant Registrar for Taught Provision presented the contents of the paper. The committee noted that the number of cases remained low. |  |
| **3.5** | **Annual Report on Appeal Against Decisions to Withdraw Students in the Basis of Poor Attendance**  **(Minute reference 5.1)**  The Committee received the paper and noted the low numbers across all Schools. The Chair asked for a regular update at each meeting of UTLC. | **Registry** |
| **3.6** | **Themes for Thematic Review 2020-21**  **(Minute Reference 9.1)**  The Assistant Registrar for Quality Assurance, outlined the two ideas received:   * Employer engagement * Course organisation and management   It was agreed that the second idea would be taken forward as a better strategic fit. |  |
| **3.7** | **Course Assessment Board Review**  **(Minute reference 11.1)**  The Committee noted that an update will be presented at the March meeting. |  |
| **3.8** | **Review of Awards Regulations**  **(Minute reference 11.2)**  The Committee noted that update will be presented at its March meeting. |  |
| **3.9** | **Reports from Validation Panels**  **(Minute reference 21.1)**  21.1C - MPA: conditions remain not yet met  21.1D – BSc (Hons) Paramedic Science and BSc (Hons) Paramedic Science (Degree Apprenticeship):  Conditions met  To note that HCPC approval has now been given. |  |
| **TO CONSIDER:** | | |
| **4.0** | **CHAIR’S BUSINESS**  The Chair took the opportunity to brief members on the University’s response to recent announcements by government with respect to arrangements being made to support students with leaving early for the Christmas break and obtaining a COVID-19 test, to support the national effort to contain the spread of COVID-19. |  |
| **4.1** | **Temporary changes to delivery/assessment for the last 2 weeks of teaching this term**  The Director of Registry outlined the main points of the paper. In brief, to comply with the government’s request for universities to end face-to-face teaching two weeks early in order to allow for staggered departure from campus and hopefully reduce the spread of COVID-19 the University will need to make the following changes:   * The University will move all teaching and learning online by 09 December so students can continue their education while also having the option to return home to study from there. * This decision requires a change to the teaching and delivery of all courses and significant module and assessment changes should be ratified by SAVPs.   Given there will only be a small number of exceptions to the switch to on-line only from 9th December, particularly to accommodate students on placement, SAVPs will only be required to approve any exceptions and provide a record of the decision to Registry.  It was noted that students on Initial Teacher Training placements will not be affected as that element of their training finishes on 8 December.  Members noted that in line with government guidance, only the Library and research facilities would remain open after 9 December.  **ACTION:** Report back to the January 2021 meeting on the number of exemptions made by SAVPs. | **Director of Registry** |
| **4.1.1** | **Managed departure of students**  The Chair stated that the size of the student population in halls of residence needing to travel is not large compared to some HEIs, therefore, it was not anticipated that any issues would occur with access to COVID-19 testing and planned departure home.  The University is not mandating formal departure dates as this is seen as not necessary. The messaging to students is to complete formal face-to-face between the 2-8 December, take a LFDCOVID-19 test (students should take two tests 2/3 days apart) and if negative depart for home. If a student is found to be positive for COVID-19, the advice is that they have to confirm using a standard PCR test and isolate themselves for the required 14 days. Most students will have departed for home by 9 December.  The University will maintain its test and trace service until the end of term with automated messaging in the Christmas break. Normal service of the track and trace will resume from the 4th January. |  |
| **4.1.2** | **Changes to Face-to-face provision**  The Chair emphasised that although face-to-face teaching is stopping on 08 December the University is not closing and teaching will continue on-line.  It was noted that HHS has some nursing students that will need to hold a mandatory session on campus ahead of their placement sessions. Social work students will also be on campus. |  |
| **4.1.3** | **Timetable implications**  As the University was now experienced at delivering session on-line, it was not anticipated that any major issues would occur with the shift to on-line learning for the last two weeks of term.  The Disability Services Manager requested that changes to the timetable be kept to an absolute minimum to help the Disability Service with deploying support to their clients. |  |
| **4.1.4** | **Exceptions – Healthcare**  It was noted that healthcare students were an exception as their programmes required them to be in teaching sessions or clinical placements. |  |
| **4.1.5** | **Establishment of Asymptomatic COVID-19 Test Centre**  The Chair made the following comments:  In common with other providers, the University has built a test centre for testing for asymptomatic cases of COVID-19, in Student Central, which has 24 booths and can accommodate 1200 students per day. It should take less than an hour from test completion to notification. The test centre has a large capacity and would be able to accommodate testing needs for students wanting to return home for the Christmas break.  The Test Centre will be operational between 29 November and 9 December. So far 1500 bookings have been made in advance of the opening.  The Chair reiterated that if a student tests positive they must report it to the University via the track and trace service as usual.  The University will be staffing the Centre with volunteers and a call out has been made to the University community to volunteer if they can.  A comprehensive set of communications has been prepared for staff and students including a detailed FAQ which members are encouraged to view.  The Chair confirmed that the Test Centre is currently only licenced by the government for use until 9 December. After this date, students with symptoms can still book a test through the NHS website and search for their nearest testing centre. It may also be possible for students who are asymptomatic to get a test at a local LFD testing centre. |  |
| **4.1.6** | **Arrangements for Next term**  The Chair noted that from the start of the Spring term, 11 January 2021, the University intended to deliver learning and teaching via a blended format unless government guidance changed |  |
| **4.2** | **NSS Update**  The Chair noted that NSS will be taking place this year, starting on 25 January and will be a digital survey. The Chair asked members to be careful about how they referred to NSS in communications e.g., its purpose etc. to ensure that guidelines are not contravened. |  |
| **4.3** | **Update towards Achieving Strategic KPIs**  The University has been reviewing TEF Scenarios and the impact of NSS scores is significant. Our TEF trajectory places us in the Silver category and a strong performance in the NSS could lift the overall score to Gold. The NSS also has a bearing on the external perception of the University, especially with respect to student recruitment. It is therefore important that Schools do not lose sight of their action plans, even during these challenging times, aiming to get the best result possible. |  |
| **4.4** | **Distance Learning Criteria**  The Chair outlined that the criteria for creating a Distance Learning (DL) programme were to change. In the past academic colleagues were only able to deliver DL after they had passed training offered by the Academic Development team. COVID-19 has created a need to develop courses quickly into a blended learning format. The MYMO module now provided substantial training in online delivery for academic colleagues and as a result many more colleagues have begun to develop the required skills set.  Therefore, as a result of this positive development, the criteria for creating and delivering a DL provision would change. It was envisaged that the assessment of academics would be handled centrally via the Teaching team, but that was subject to workload assessment and it may be devolved.  The change would be effective immediately and Registry will look at the QA regulations to see if any amendments were required. | **SF**  **Registry** |
| **4.5** | **Academic Integrity Module**  The Chair reviewed the paper and highlighted a number of statistics to members. The committee noted that more in-depth data could be circulated to Schools if required.  The Chair reminded the membership that all students must complete the module. |  |
| **5.0** | **PGR Students in PAT Roles**  The Director of Registry outlined the recommendation for a Framework of checks and balances for the Committee to agree.  Although the principle was broadly agreed by the membership, a number of concerns were raised, around access to key data, employment status of PGRs and an escalation process for UG students to raise concerns  The Director of Registry agreed to draft an amended paper for consideration at the Committee’s January meeting | **Director of Registry** |
| **6.0** | **PAT Policy**  The Committee received the revised policy. The Chair commented that some minor amendments were required in the context of the PAT module being delivered in BrightSpace. This will be amended and members were asked to send any other feedback for inclusion in the final version of the policy | **Central teaching team**  **All** |
| **7.0**  **7.1** | **Term and Semester Dates**  The dates for 2021-22 and 2022-23 were agreed. |  |
| **8.0**  **8.1** | **Equality and Diversity Survey on our External Examiners**  The Committee received the report. It was noted that the diversity of the University’s External Examiners broadly reflected its staff, with a higher proportion of those from a BAME background amongst examiners. It was agreed that the survey would be forwarded to the EDI Committee. | **Chair** |
| **9.0**  **9.1** | **Annual SAVP Quality Appraisal**  The Committee received the paper and noted the marked improvement in performance in terms of the quality of activity of SAVP across the institution. The paper made the following recommendations for the committee to consider:   * Enhancement to the guidance provided to panels. * All event reports and minutes (including for UVP reports) should include a unique reference number provided by Registry that links the meeting item back to the validation schedule.   Due to the positive performance, the risk assessment was lowered, and the Committee agreed to reconfigure this activity from annual review of all seven schools to an annual rolling rota of two schools plus a third ad hoc school. | **Registry** |
| **10.0** | **Classification Statistics - update**  The Committee received the final report and data set. It was noted that there was less than 1% difference between September’s interim data and November’s report.  The Chair highlighted that there had been an increase in good honours degrees compared with last year and there was a smaller gap between advantaged and disadvantaged students. However, it was noted that the gender gap remained with female students performing better than their male colleagues. |  |
| **11.0** | **Module Evaluation 360 Project**  The TEF Working Group Coordinator introduced the paper and highlighted the following points:   1. The module evaluation period for modules completed in term 1 will start on1 December. Members were asked to steer students to the survey once it was launched. 2. The end date for these modules has also moved to 22 January, which is a week later than stated in the report.   The Committee noted that the survey could provide an opportunity for student to give early feedback on module content that tutors can act on if needed however, it was confirmed that Schools would continue to undertake any mid-module evaluation themselves as this survey was only intended for modules finishing in December.  The Chair reminded members that the aim was to gather data that could feed into the Teaching Excellence Plan to continuously improve the quality of our provision. |  |
| **12.0** | **Report from the Students’ Union**  The SU Education Officer gave a brief update regarding the recruitment of Academic Representatives. It was noted that most Schools had held online events to support the recruitment drive which had helped to increase interest from the student body. |  |
| **13.0**  **13.1** | **External Examiners**  The Committee reviewed and agreed a list of External Examiners |  |
| **13.2** | **EE Workplaces Statistics 2019-20**  The Committee noted the statistics. |  |
| **TO NOTE:** | | |
| **14.0**  **14.1** | **Report from SCDA**  The Committee noted the minutes from the Standing Committee for Degree Apprenticeship meeting held on 12 October 2020  The Director of Registry reminded the Committee that an OFSTED inspection will take place at some time from April 2021 for all degree apprenticeship programmes (HHS and HBS). Members noted that Registry are organising some training to prepare colleagues for the inspection.  It was also noted that signed contacts were not always in place with employers before learners registered with the University. The Committee noted this is a compliance risk and schools were required to follow procedure. |  |
| **15.0**  **15.1** | **Report from PSRBs**  The Committee noted the programmes going forward for re-validation |  |
| **16.0**  **16.1** | **Report from SCCP**  The Committee noted the report and that no action was required. |  |
| **17.0**  **17.1** | **Reports from Validation Panels**  The Committee noted the reports |  |
| **18.0**  **18.1** | **Reports from validation Panels**  The Committee noted the reports |  |
| **19.0**  **19.1**  **19.2**  **19.3**  **19.4**  **19.5** | **School Teaching and Learning Committee Minutes**  The Committee received the SLTC minutes and noted that there were no actions for UTLC.  To receive the minutes from HHS, held on 23/09/2020  To receive the minutes from ADA, held on 28/05/2020  To receive the minutes from ADA, held on 07/07/2020  To receive the minutes from AS, held on 29/04/2020  To receive the minutes from EPD, held on 28/10/2020  To receive the minutes from BS, held on 14/10/2020 |  |
| **20.0** | **Other Committees** |  |
| **20.1**  **20.2** | The Committee noted the minutes most recent meeting of the International Committee held 27 October 2020  The Committee noted the minutes from the most recent meeting of the Attendance Monitoring Steering Group held on 11 September 2020 |  |
| **OTHER BUSINESS** | | |
| **21.0**  **21.1**  **21.2**  **21.3** | **Any Other Business**  **Recording of lectures**  It was noted that the ability to record material on Teams had changed but this had not been communicated to colleagues. It was agreed that the Academic Development team would take this forward.  **Extensions to academic deadlines**  A proposal was received that short extensions to academic deadlines should not need academic approval. The Chair and Director of Registry agreed to discuss this further.  **Changes to Exams**  The Chair informed the committee that a meeting of Deans and Directors of Learning and Teaching would be held shortly to discuss exams. Members were invited to feed their views into it.  Members noted that the University wished to review the changes put in place in response to COVID-19, to identify the tangible benefits which we would wish to keep going forward and develop guidance on how to do this. | **SF**  **Chair/Director of Registry** |
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| **22.0** | **Availability of Agenda, Papers and Minutes**  It was confirmed that there were not agenda items, papers or minutes that should be treated as confidential. |  |
| **23.0** | **Dates of future Meetings**  Wednesday 27 January 2021  Wednesday 17 March 2021  Wednesday 19 May 2021  All meetings commence at 09.30 and end at 12.30.  **The Chair reserves the right to schedule additional meetings at short notice, in response to the continuing public health emergency.** |  |