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| **University Teaching and Learning Committee** |
| **19 May 2021 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 Rachel Birds, Dr Georgina Blakeley, Prof Nic Clear, Prof Andrew Crampton, Prof Eleanor Davies, Dr Tarja Kinnunen, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell, Prof Kevin Orr, Ms Carla Reeves, Mrs Lindsay Smith, Dr Ruth Stoker, Dr Amanda Tinker |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Hazel Bryan, Prof Wayne Bailey, Dr Liz Bennett, Prof Bob Cryan, Dr James Forde, Prof Joanne Garside, Mrs Claire Goodliff, Mr Tim Hosker, Ms Alison Jones, Dr Lianghui Lei, Mr Andrew Mandebura, Mr Andrew McConnell, Mrs Lorraine Noel, Mr Krish Pilicudale, Dr Nik Taylor, 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 19 May 2021. | **Secretary** |
| **3.0**  **3.1** | **MATTERS ARISING**  The Chair confirmed that action taken to approve changes to Teaching and Learning Assessments. **CLOSED** |  |
| **3.2** | **Annual Report on Appeal Against Decisions to Withdraw**  **Students on the Basis of Poor Attendance (Minute reference 3.1).** No new appeals have been submitted. | **Secretary** |
| **3.3** | **External Examiners Report 2019/20 (Minute reference 3.7)**  The Assistant Registrar QA reported that there were 88 outstanding requests from 192 (45%), which is concerning. E-mails have gone to Deans with a firm deadline for a response set for Friday 21 May. **CLOSED** |  |
| **3.4** | **OFSTED Readiness Presentation (minute reference 5.2)**  Item taken under item 4.2 of the agenda.  It was noted that the Director of Apprenticeships will become a member of the Committee and attend meetings from the beginning of the 2021-22 cycle. | **.** |
| **3.5** | **Department of Education Admissions Consultation (PQA) (minute reference 7.1)**  Item taken under item 10 of the agenda. |  |
| **3.6** | **External Examiner Applications (minute reference 9.1)**  The Assistant Registrar Q&A confirmed that he had updated the information in the ‘Section M’ of Quality Assurance regulations to reflect the normal requirement for External Examiners to have a Doctorate. |  |
| **3.7** | **Standing Committee Enterprise and Employability ToR** **(minute reference 11.1)**  Item taken under item 25 of the agenda |  |
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| **TO CONSIDER:** | | |
| **4.0** | **CHAIR’S BUSINESS** |  |
| **4.1** | **Training and support for Course Leaders and Module Leaders.**  The Chair informed the meeting that a mandatory training course to support Course and Module Leaders with soft skills and how to have challenging conversations with co-workers and students was being planned and would go live in September 2021. Once the training had been run once, the aim was to refine the course based on feedback and then run it on an annual/bi-annual basis as required.  A member asked if the course would be suitable for GPA Tutors. Director of Teaching and Learning, who is co-ordinating the course will confirm. | **Director Teaching and Learning** |
| **4.2** | **Welcome to Brian Culleton, Director of Apprenticeships**  The Director of Apprenticeships gave a brief presentation regarding the University’s state of readiness for any OFSTED inspection. In brief, inspections tend to focus on quality of provision and finances. A more detailed update will follow at September’s meeting. | **Director of Apprenticeships to provide update at September’s meeting.** |
| **4.3**  **4.4** | **Update on testing centre and track and trace activities**  The Chair informed the meeting that the Testing Centre remined open. From Monday 23 May testing kits would be distributed to students, via Ipoint and “pop-up” distribution points around campus.  **Update on Teaching & Learning activities for September**  The Chair stated that the University was preparing for a return to on campus delivery but in hybrid form in order to minimise the risk of COVID transmission and to retain the elements of on-line delivery that have both worked well and are popular with students.  In short this will mean that large scale lecturers will likely be delivered on-line. Tutorials and PAT meetings are likely to continue to be delivered via Teams. Overall, provision will for the majority of courses, be on campus. Online delivery will be reserved for those activities where students and staff have indicated it works best. A detailed communication plan to inform both existing students and prospective students is in advanced planning.  Out internal surveying suggests that the student body supports our approach, and it is in line with the majority of the sector.  Given the heightened concern regarding the Delta variant of COVID 19 which is more highly transmissible then previous variants, the University is able to deliver its full suite of Teaching and Learning activities online, as now, and will switch to this format if required to do so. However, at this time it is too early to say if that will be required in September. |  |
| **4.5**  **4.6**  **4.7** | **Grade Safety Policy**  The Chair reminded members of the need to be as fair as possible within the boundaries of the policy.  The Director of Planning and Business Intelligence, demonstrated the reports to the membership.  A member asked if Pre-CABs would be the norm going forward. The Chair responded by saying that they are the norm in some Schools already and are seen as a vital part of their assessment and moderation culture. Registry will be working with Schools in the autumn and winter 2021/22 with aim being to integrate Pre-CABs in the remining Schools on a pilot basis.  **Huddersfield Student Survey (HSS)**  The Chair gave a presentation regarding the HSS of which the main points are summaries below.  The response rate for HSS was 72.6% in comparison NSS was 69.0%. Improvements on question responses were noted this year compared to last in the following areas: Learning Opportunities +3%, Assessment and Feedback + 6%, Organisation and Management +7%, and Academic Support and Student Voice were up 4.65 and 4.0% respectively.  It was noted that scores in Learning Community and Resources were down, which is largely due to COVID.  The Chair briefed the membership on other key points from the HSS.  The vast majority of courses have all seen an increase in positive response rates. In terms of the breakdown of the student population, it was noted that there was a lack of response in some areas such and those identifying as disabled. Wellbeing and Disability services are working to understand the issues and put in place a plan to encourage engagement.  In terms of key themes, it was noted that Timetabling was a serious source of discontent in the 2019/20 survey and this year it is now at the bottom of the list. This is likely due to COVID and the lack of timetabled sessions on campus in almost all courses.  Comments about staff were very positive, but assessment and feedback attracted some negative feedback.  **Differential attainment**  The Chair gave a summary presentation on the topic. Over all the data shows that the University’s approach is working with the following key points brought to the membership’s attention.  The attainment gap in those students who identify as black ethnicity has reduced markedly over the past five years and is no longer statistically significant. However, part of this reduction can be accounted for by having lower numbers of black ethnicity students compared to other ethnicities. However, as a result of this improvement the University is now eleventh in the UK HEI sector, which suggests that our initiatives are working.  The Chair also highlighted the distribution of module marks across the University, comparing academic years 18/19 with 19/20. It was noted that for Years 1, 2 & 3 module marks rose between 1 and 3%, bringing more students into the 2:1 designation. The impact of work undertaken in this area has seen the overall attainment gap reduced by 6% which demonstrates that small changes can incrementally have a big impact.  It was also noted that those students who entered with nonstandard qualifications e.g., Access qualifications did better overall then those that did not.  The chair concluded the presentation by thanking colleagues for all their hard work and encouraged them to continue with it to improve the results still further. |  |
| **5.0** | **Terms of Reference and Membership**  Members were made aware of changes to the membership as a result of the merger of the Schools of Music Humanities and Media and Art, Design and Architecture. |  |
| **6.0**  **6.4**  **6.5**  **6.6**  **7.0**  **7.1**  **7.2** | **UPDATED REGULATIONS**  The Committee agreed the update to the regulations subject to the following amendments:   * Section 1.1.1, change wording to read “Start of teaching” and not enrolment. * Section 8.2, extension criteria to be made clearer. * Section 8.5.2, extension description and application of extenuating circumstances. There is a need to ensure the new regulation is clear.   **To consider and approve updates to the Regulations for Awards Taught Students 2021/22**.  Taken under item 7.  The Committee consider and approved updates to Quality Assurance Procedures 2021/22  New Section on the approval of PGR Distance Learning – (already approved by Graduate Board)  New Section on the approval of PGR Validation Processes – (already approved by Graduate Board)  PGR Partnership Processes – (Taken to Graduate Board on 18 May so will need a chairs action).  The membership was informed that no action was required as the changes were for information only.  **Registry Project Groups**  To receive a report and recommendations from the Awards Regulations Working Group.  The Chair of the working group updated the membership on the work of the group. He thanked the membership and in particular The Senor Registry Officer, Fran Hinewright, who had undertaken so much work for the group and without whose efforts the changes presented would not have been possible.  A minor change was highlighted, which is to include Pre-CABs on page 34.  **AGREED**  **To receive and consider the papers and recommendations from the Extensions and EC Working Group. Section 8 of the Taught Regulations and Procedures attached for reference**.  The Chair of the Working Group outlined the work of the Group to date. The membership was asked to agree the paper’s recommendation to allow students two self-certified extension requests per academic year. Agreement was required in order to comply with the OiA Good Practice Framework on Additional Consideration which applies to all HEIs from September 2021.  The Chair brought to the memberships attention that, due to system challenges, there was a possibility that a system solution for students to request a self-certified extension may not be possible and that a manual back-up may have to be deployed for September, subject to systems being developed.  **AGREED** | **Assistant Registrar (Taught provision)**  **Assistant Registrar Taught Provision** |
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| **8.0**  **9.0**  **10.0** | **Academic Administration Timetable**  To consider and approve the Academic Administration Timetable UGT/PGT 21-22  **AGREED**  **Applicant Complaints and Appeals Policy**  To consider and approve changes to the Applicant Complaints and Appeals Policy.  **AGREED**  **Department of Education Admissions Consultation (PQA)**  To receive an update from Judith Davidson.  It was noted that the University’s submission had been strengthened thanks to members’ feedback.  The Department for Education (DfE) had added additional questions to the consultation at short notice which focused on relationships with Schools and College and any cost savings that Awarding Bodies and Universities could make as a result of the proposed changes. The University’s submission has been made and we are awaiting feedback from the DfE which is not likely until the autumn.  It was noted that Universities and Colleges Admissions Service (UCAS) had come out in favour of possible Admissions Model 2B – Post Qualification Offer (PQO). This would see applications and offers being made during the cycle as current, but applicants would make their final choices after they knew their results. An update will be made to the September meeting of the Committee. |  |
| **11.0** | **DBS Compliance**  To receive and discuss a paper on current practice.  The Assistant Registrar for Taught Provision introduced the paper, which highlighted significant process deviations across the University. It was agreed that a working group should be set-up to review the current approach and report back to the next meeting of the Committee with recommendations. | **Assistant Registrar (Taught Provision)** |
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| **12.0**  **13.0**  **14.0**  **15.0**  **15.1**  **15.2**  **16.0**  **16.1**  **17.0**  **17.1**  **18.0**  **18.1**  **18.2**  **19.0**  **20.0**  **21.0** | **Safeguarding**  To receive an update from the Director of Student Support.  The Director updated members with current practice and highlighted the University’s statutory obligation with respect to regulated activity e.g., working with Children and vulnerable adults. All students applying for such courses e.g., Teaching, Nursing, and pharmacy etc are required to apply for a DBS as part of the admissions process.  In addition, the University has a statutory obligation to support those students who join the University under the age of majority and to execute its responsibility. The Wellbeing team is made aware of any individual by the Admissions team.  Members were reminded that support and training was available to them if required through a new suite of E-learning courses.  The Director concluded his presentation by informing the membership that a more detailed presentation will follow in due course.  **Confirmation of thematic review for 2021/22**  Members were invited to suggest topics for a potential thematic review to be held in the 2021/22 academic year.  The Assistant Registrar for Quality Assurance asked for the membership’s ideas. The following were suggested:   1. Academic integrity in digital assessment. 2. Design of assessment to design out the possibility of academic misconduct. 3. Assessment strategies which allow student choice.   The committee resolve to look at combining items A & B which were closely aligned.  **Confirmation of Quality Assurance Appraisals for 2021/22**  A rolling log of QA’s from 2008/9 onwards was received to inform discussion for approval of QA topics for 2021/22  It was agreed that the norm should be for three quality appraisals per year, but two would be acceptable.  **AGREED**.  It was noted that all other programmes mentioned in the review document are progressing.  **Computing and Library Regulations**  To receive and consider the revisions from the annual review:  Library Regulations  **AGREED**  To receive and consider the revisions from the annual review: Computing Regulations.  **AGREED**  **Access to E-Books**  To consider and discuss the issues raised in the paper.  The paper raised several points with respect to cost of access for E-books and also hardcopy materials and possible responses. These costs will place an additional burden on existing budged and as such a discussion with Schools will take place as soon as possible to ascertain their priorities.  **Degree Outcomes Statement**  The membership considered the paper and noted its contents.  **Annual Evaluations**  A list of Chairs/Secretaries/UTLC Representatives for 2021/22 was provided for the membership’s review.  Members are invited to suggest questions to be asked on behalf of UTLC in the 2020/21 annual evaluation process.  The membership agreed that the same question from last year remained valid and should be used for this year.  **External Examiners Applications**  To consider the External Examiners applications.  **AGREED**  **PAT Activity Recording**  To discuss and agree which platform should be used for recording PAT activity  It was re-confirmed that Brightspace PAT Module is the platform to be used.  **Digital Accessibility Policy**  To receive and consider the updates to the Digital Accessibility Policy |  |
| **22.0** | **AGREED**  **Report from Students Union**  To consider the attached Academic Representation Overview report.  The report was taken as read and no comments were made by the members. |  |
| **TO NOTE** | | |  |
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| **23.0**  **23.1**  **24.0** | **REPORTS FROM WORKING GROUPS**  To receive an update from the Sexual Harassment and Misconduct Working Group.  It was noted that the group will be meeting later in the year.  **Report from SCDA**  To receive minutes from the meeting held on 4 March 2021 |  |
| **25.0**  **25.1**  **25.2** | **Report from Enterprise and Employability Committee**  To approve amendments to the Terms of Reference  **AGREED**  **To receive an update from the Enterprise and Employability Committee.**  The chair of the Committee reported a platform is currently being researched for procurement and business case in draft |  |
| **26.0**  **26.1** | **Report from PSRBs**  No report to note. |  |
| **27.0**  **27.1**  **28.0**  **28.1**  **29.0**  **29.1**  **30.0**  **30.1**  **30.2**  **30.3**  **30.4**  **30.5**  **31.0**  **31.1**  **31.2**  **31.3** | **Report from SCCP**  To note reports from SCCP  None to note  **Reports from Validation Panels**  To note reports arising from validation events.  None to note.  **Reports from Review Panels**  None to note.  **School Teaching and Learning Committee Minutes**  The Committee noted the minutes from the following School committees:  Business School held on 17 February 2021  Business School held on 14 April 2021  Education and Professional Development School, held on 24 March 2021.  Human and Health Sciences School, held on 24 March 2021.  Computing and Engineering School, held on 21 April 2021.  **Other Committees**  **International Committee**  None to note  **Attendance Monitoring Committee**  None to note  **Apprenticeship Committee**  None to note |  |
| **OTHER BUSINESS** | | |  |
| **32.0**  **32.1**  **32.2**  **33.0** | **Any Other Business**  **Withdrawal of Zoom**  The retirement of Zoom Meetings was agreed by the recent University SLT meeting. A transition to Microsoft Teams was agreed to complete by the end of July 2021 and Teams being used thereafter. Communications and support for the transition of staff still using Zoom Meetings will begin in the next few days. Zoom will be fully retired at the end of July 2021.  **Availability of Agenda, Papers and Minutes**  It was confirmed that there were no agenda items, papers or minutes that should be treated as confidential.  **Dates of future Meetings and timing for this cycle.**  Proposed dates for the 21/22  **22 September 2021\***  **24 November 2021**  **26 January 2021\***  **16 March 2021**  **18 May 2021\***  Note those meetings designated with the Asterix are in person, the remainder being remote.  **The Chair reserves the right to schedule additional meetings at short notice, in response to the continuing public health emergency.** |  |
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