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| **University Teaching and Learning Committee** |
| **24 November 2021 09.30 – 12.30** |

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| **MINUTES** |
| **Venue:** | Online |
| **Author:** | Simon Maller  |
| **Present:**  | Prof Jane Owen-Lynch (Chair), Dr Robert Allan, Ms Claire Aydogan, Dr Rachel Birds, Dr Georgina Blakeley, Dr Liz Bennett, Prof Eleanor Davies, Pro Michael Ginger, Dr Tarja Kinnunen, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell, Prof Kevin Orr, Mr Krish Pilicudale, Dr Ruth Stoker, Dr Amanda Tinker, Miss Millie Avery |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Hazel Bryan, Prof Wayne Bailey, Prof Bob Cryan, Prof Andrew Crampton, Mr Brain Culleton Dr James Forde, Prof Joanne Garside, Mr Tim Hosker, Ms Alison Jones, Dr Lianghui Lei, Mr Andrew Mandebura, Mr Andrew McConnell, Mrs Lorraine Noel, Dr Carla Reeves, Lindsay Smith, 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 22 September 2021. |  |
| **3.0****3.1** | **MATTERS ARISING****To feedback on School alternative assessments approaches to formal in person assessment (Minute: 6.0).** The responses collated from Schools by Registry were read out to members as noted below. The membership felt that these responses were not completely reflective of the true situation in Schools and as such a more detailed response was required.* SEPD –do not use formal exams
* SHA – are not keeping online exams
* SCE – majority in person exams
* HBS – majority reverted to in person exams
* SAP – 70% staying as in person exams
* HHS – majority in person exams

The Chair commented that good progress on the University’s differential attainment metric had been made, in part, due to alternative assessment methods being used as a result of the pandemic and that the University should not loose site of this positive improvement by reverting back to past assessment methods.The Committee resolved that regardless of the information provided by Schools for 2022, for 2023 the expectation will be for Schools to assess students via non-traditional means for the summer 2023 assessment period. The exception to this rule will only be if a PSRB mandators the method of assessment. **ACTION: Schools to be asked to provide a breakdown of assessment type by module for summer 2022 exams.** | **Secretary****Secretary/Schools** |
| **3.2** | **Covid pandemic contingency plan. To circulate action plan to membership (Minute: 7.0). Taken under item 4.3.** The Chair confirmed the plan had been circulated and if required would be implemented via BCMG. **CLOSED** | **Chair** |
| **3.3** | **Attendance Monitoring and sickness absence reporting. To confirm that process and communications sent to students (Minute: 9.0).**The Director of Registry confirmed that MyHud and other forms of communication were used to inform students of the process. **CLOSED** | **Director of Registry** |
| **3.4** | **Student Casework Reviews. To circulate the Academic Integrity annual report to the EDI Committee for information (Minute 10.0)** Completed | **Secretary** |
| **3.5** | **Office for Students (OfS) consultation on Quality and Standards. To circulate University response to membership (Minute: 13.1). Members can access the consultation from the following link:**[**https://www.officeforstudents.org.uk/media/d10724c6-1b7f-4d3f-a974-960fef77aa91/consultation-on-quality-and-standards-conditions-final-for-web.pdf**](https://www.officeforstudents.org.uk/media/d10724c6-1b7f-4d3f-a974-960fef77aa91/consultation-on-quality-and-standards-conditions-final-for-web.pdf)No further comments received. **CLOSED** | **Assistant Registrar** **Quality Assurance** |
| **TO CONSIDER:** |
| **4.0** | **CHAIR’S BUSINESS** |  |
| **4.1****4.2** | **Update on National Student Survey (NSS) actions** The Chair updated the membership on the progress to support this activity, with communication plans being worked up. It was noted that we have more flexibility this year to encourage students to complete the survey. **Update on NSS 2022**It was noted that NSS 2022 will go live in the 3rd week of January 2022.Office for Students (OfS) are running a review of NSS and focus on particular questions. A new question set has been devised and OfS intend to trial this through randomly selecting students to fill them in after completing the existing 2022 questions.OfS have not given providers a set of the trial questions to review and as such this has prompted concern, especially with respect to the phrasing of question 27, which refers to student satisfaction. **The Chair also took the opportunity to update the membership on other matters.** Members will beware that John Blake has been appointed as the new Director of Fair Access. The Universities Minister, Michelle Dolan MP, has written an open letter to him which suggests that Access and Participation Plans (APPs) will now not be 5 years in duration. In addition, proactively supporting attainment in Schools may also be a requirement. Further consultations have also been released and are noted on the agenda.Members were informed that a date for the Learning and Teaching conference has now been set, 29 June 2022. Members are encouraged to book a place.  |  |
| **4.3** | **Covid Contingency Plan B**The Chair updated the membership on the current situation regarding the pandemic and its impact on the University. In brief Kirklees as a district, has one of the lowest COVID rates in the country (138 -140) and the University has lower COVID rates then Kirklees. The Government recently changed advice on taking a test before going to a large venue, but this has not impacted the University. It appears that we will not need to test students before they commence their journeys home at the end of term, as per last year. However, if this becomes a requirement our test centre has ample capacity to support this if required. For those students who have not been able to get vaccinated, it was noted that the NHS vaccination van will be on campus on Monday 29 November.  | **.** |
| **4.4****5.0****5.1** | **Timetabling Working Group update** It was noted that 5 out of 6 Schools have now engaged with the Working Group and a more formal report will follow in due course. **APPEALS AGAINST DECISIONS TO WITHDRAW STUDENTS BASED ON POOR ATTENDANCE (September – November 2021)**The Assistant Registrar for Taught Provision updated the meeting by stating that there had been no cases to consider.  |  |
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| **6.0****6.1****7.0****7.1****8.0****8.1** | **OfS: SPELLING, PUNCTUATION AND GRAMMAR REPORT**To consider the University’s response to the review from the OfS - Assessment practices in English higher education providers. Members can access the review from the following link:<https://www.officeforstudents.org.uk/publications/assessment-practices-in-english-higher-education-providers/> The Assistant Registrar for Quality Assurance briefed the membership. It was noted that the Report outlines the requirements the OfS would like to see adopted by providers with respect to the assessment of written English e.g., punctuation, spelling and grammar, when marking assessments. Registry has drafted a response which highlights our concerns. **OfS: CONSULTATION ON STRATEGY 2022-25**Members are asked to review the consultation document ahead of a discussion at the meeting.  The consultation can be accessed from the following link[https://www.officeforstudents.org.uk/publications/consultation-on-ofs-strategy-for-2022-25/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.officeforstudents.org.uk%2Fpublications%2Fconsultation-on-ofs-strategy-for-2022-25%2F&data=04%7C01%7CJ.Myall%40hud.ac.uk%7C0f68375435fa4b091c4a08d9a84bf7bc%7Cb52e9fda06914585bdfc5ccae1ce1890%7C0%7C0%7C637725866488648740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=NZWohK9O%2BWrdkDoDyZndF30zNLf1fOQw9yldeQW0pM4%3D&reserved=0)It was noted that if members have any comments, please forward them to Director of Teaching and Learning (Dr Ruth Stoker).**GLOBAL PROFESSIONAL AWARD ENGAGEMENT UPDATE**To provide a brief presentation on GPA engagement and first thoughts on future strategy. Presentation is included with papers for the meeting. Dr Forde, Global Professional Award Manager, give an informative presentation on the success of the GPA to date, which included that out of 1327 participants, 673 passed all requirements. Despite the above success, recruitment for 2021 intake was down slightly on last year and it was noted that colleagues from the GPA team are more than willing to attend School Boards and any other useful meeting to promote the benefits of the programme. In response the School representative from SHA asked Dr Forde to attend their next School Learning and teaching Committee (SLTC).  |  |
| **9.0****9.1****10.0****10.1****11.0****11.1** | **GLOBAL PROFESSIONAL AWARD**To receive an update paper.**Received** **GRADE SAFETY POLICY**To consider a review of the impact of the Grade Safety Policy following the 2020/2021 assessment periodThe Head of Planning and Business Information, updated the membership on the work undertaken on the project. In brief, 1000 modules were assessed with on 32 (3.2%) flagged for scaling. Of the 32, 26 were scaled (6 exempt – due to PSRB requirements), which affected 250 students’ marks. The Chair added that reviewing of “flagged modules” at a Pre-CAB will become the norm for 2021-22 summer assessment period and will be fully integrated into assessment and validation processes and that Registry is in the process of setting up a working group to support Schools. **ASSESSMENT AND FEEDBACK STRATEGY**For members to discuss the current strategy and to consider whether it requires updating, given that it is now 5 years old. The strategy can be viewed from the following link:[**https://staff.hud.ac.uk/tali/projects/external\_proj/assess/**](https://staff.hud.ac.uk/tali/projects/external_proj/assess/)The Chair informed members that the strategy was 5 years out of date and required a refresh. Membership for a Task and Finish Group will be identified to work on refreshing the document linking it with the University’s strategy. An update to UTLC will follow in due course. |  |
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| **12.0****12.1****13.0****13.1****14.0****14.1****14.2** | **ADMISSION REVIEW**To receive a briefing paper on DfE review on potential arrangements for admissions.It was noted that no plans for an alternative admissions model have been released yet by UCAS. **EXTERNAL EXAMINER APPLICATIONS**To consider the following External Examiner applications**APPROVED****REPORT FROM THE STUDENTS’ UNION**Demographics of Academic Reps – to note the overview of the Reps in place so at far this academic year for consideration UTLCThe Head of Engagement for Huddersfield Student Union, updated the membership on the campaign to recruit student representatives. In brief 73 have been recruited with their training delivered though a mixture of on and offline sessions.Despite recruiting 73 students there remain some gaps in representation and the Union are working closely with Schools to fill those posts as soon as possible. A member asked of representatives favoured online or in person meetings? It was noted that online meetings are very popular especially with commuter students. The Chair suggested that Schools could vary the channels used for key meetings to encourage student participation. To provide an update on the following Big Idea: [Lectures should be no later than 4pm in winter! @ Huddersfield Students' Union](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.huddersfield.su%2Fthestudentvoice%2Flectures-should-be-no-later-than-4pm-in-winter&data=04%7C01%7CJ.Myall%40hud.ac.uk%7C54676073c319401c28b708d9a904fcbd%7Cb52e9fda06914585bdfc5ccae1ce1890%7C0%7C0%7C637726661438763303%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=xlgkLmcKc8Cp8B0B0kWEx2dR%2FkwAvUvuM2yQ45t7P8M%3D&reserved=0) |  |
|  | The Education Officer provided an overview of the Big Idea concept, which is in brief, the student membership is asked to provide ideas that they would like the Union to campaign on. These ideas are put to a vote and if they achieve the meet the required threshold they are taken forward. However, some ideas which may not meet the voting threshold are still worthy of further discussion with the University. One such idea is starting lecturers at 9.15am with no lectures going beyond 4pm during the winter months for the following reasons: Poor lighting around the outer environs of the campus, which made students feel unsafe when exiting the area and a lack of cheap car parks close to campus.It was also felt that this approach would be popular with students that had child caring responsibilities, as it would allow them time to drop-off and pick-up their children in a reasonable time frame. It was noted that in HHS, which has a significant proportion of mature students, childcare commitments and timings of lecturers is the single biggest point of concern amongst the student body.  |  |
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| **15.0****15.1****15.2****16.0****16.1****17.0****17.1** | The Chair thanked the SU for bringing this idea forward and that it would be fed into the timetabling review.**ACTION: Forward idea to Timetabling working group for consideration****To Note****CHAIRS ACTIONS SINCE LAST MEETING**To note a minor correction to the Regulations for Awards Taught Students 2021/22 – Section 7.11.3 was approved via Chairs action**Unforeseen Termination of Students Placement Policy**To confirm the policy**AGREED****ACADEMIC GOVERANCE REPORT**To note the report which was submitted to Senate**.****AGREED****CLASSIFICATION REPORT**An interim version of this report was provided at Sept UTLC, this report shows the finalised classifications for 20/21 following the completion of the HESA student record 20/21. | **Secretary** |
| **18.0****18.1****19.0****19.1****19.2****19.3****19.4****20.0****20.1****21.0****21.1****22.0****22.1****23.0****23.1****24.0****24.1****25.0****25.1****27.0** **27.1****27.2****27.3****27.4****27.5****27.6****28.0****29.0****29.1****30.0** | The Chair introduced the paper and brough members attention to the following key points: A summary table has been added which now includes demographics. It is noted that a small downward trend had been identified form 2019/20, but despite this the University remained 5% above the 2016/17 figure. When the detailed data is ready for distribution Planning will arrange to meet with Schools to discuss insights and actions going forward. **QAA SUBJECT BENCHMARKS 2020**To note:1. Results of Compliance Audit – QAA Subject Benchmarks 20202. Further QAA Subject Benchmark revisions due for publication spring 2022It was noted that a compliance audit is to be completed for those that are now out of date. **REPORTS FROM WORKING GROUPS****To receive a verbal update from the Sexual Harassment and Misconduct Working Group**The Director of Registry updated the membership on the work of the group. In brief, the group last met in September and is working on material and training which will be used as pilot scheme to support students. **To note that a report from the Assessment Security and Design Working Group will be presented to the January meeting of UTLC.**To be rolled forward to January’s meeting.**To note the minutes and any actions for UTLC from the most recent meeting of the Attendance Monitoring Steering Group held on 6 October 2021****To receive a verbal update from the Extensions and EC’s Review Working Group.**The Dean of Applied Sciences updated the membership regarding the work of the group to date. In brief the working group has met and is reviewing the EC process from the student as well as staff perspective (academic as well as professional services). To facilitate this a number of process flow workshops have taken place which had identified a number of process improvements, but these could not be realised without University resource being committed. The Project Manager and the Assistant Registrar Taught Provision are working together to summaries the work to date and options to take matters forward. **REPORT FROM STANDING COMMITTEE ON DEGREE APPRENTICESHIPS****To receive minutes from the meetings held on 5 May 2021****RECEIVED****REPORT FROM ENTERPRISE AND EMPLOYABILITY COMMITTEE**To receive an update from the Enterprise and Employability Committee**RECEIVED****REPORTS FROM PSRBs**To receive the report from PSRB’sHCPC Major change:BSc (Hons) Physiotherapy, FT (Full time)BSc (Hons) Physiotherapy (Degree Apprenticeship), WBL (Work based learning) Email Confirmation 26.8.21 that the programmes continue to meeting the relevant standards.Institute of Biomedical Science (IBMS)Application for accreditation of BSc (Hons) Biomedical Science (FT with optional placement year)Decision to award or not award accreditation withheld pending further review of the documentation.Institute of Mathematics and its Applications (IMA)New accreditation for academic years 2021/22 to 2025/26Mmath Mathematics: Chartered Mathematician (Cmath) designation.BSc (Hons) Mathematics: This programme will meet the educational requirements of the Chartered Mathematician designation when followed bysubsequent training and experience in employment to obtain equivalent competences to those specified by the QualityAssurance Agency (QAA) for taught Masters degrees.Letter of confirmation 17.6.21.Royal Geographical Society (RGSA)New accreditation of the following programmes for 6 years from 28.6.2021:BSc GeographyBSc Human GeographyBSc Physical GeographyConfirmation provided 29.6.21Chair congratulated members for getting their courses accredited. **REPORTS FROM STANDING COMMITTEE ON COLLOBRATIVE PROVISION** To receive the minutes from SCCP held on 11 June 2021**RECEIVED****VALIDATION SCHEDULE 2021-22**UTLC is asked to note the Validation Schedule for events taking place in 2021-22**REPORTS FROM VALIDATION PANELS**To note reports arising from validation events**SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**To note the minutes from BS, none receivedTo note the minutes from AS, meeting held on 28/04/2021To note the minutes from EPD, meeting held on 6 October 2021To note the minutes from HHS, meeting held on 27 October 2021- Please note that there is an issue for the attention of UTLC for consideration under item 32.To consider central provision of a room to be used by pregnant or breast-feeding students. The Director of Teaching, Learning and Student Experience for HHS spoke to the item noted in 27.4. The School has now identified two rooms, but it was felt that a range of facilities should be provided across the campusIt was felt that is a matter that would best be reviewed by the EDI Committee. **ACTION: Refer to EDI Committee**To note the minutes from CE, meeting held on 21 June 2021To note the minutes from SAH, none received**OTHER COMMITTEES**To note the minutes and any actions for UTLC from the most recent meeting of the University International Committee – none to note.**OTHER BUSINESS****ANY OTHER BUSINESS**Members are asked to notify the Secretary 24 hours in advance of the meeting of any matters they wish to be considered under Any Other BusinessNone**AVAILABILITY OF AGENDA, PAPERS AND MINUTES****To consider** whether any agenda items, papers or minutes should be treated as confidential.**Item 17 – Classification report to be removed from further circulation**  | **Secretary** |
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| **31.0** | **DATES OF FUTURE MEETINGS** |  |
| **31.1** | All meetings commence at 9.30am and are scheduled to end at 12.30pm 26 January 2022 (in person)16 March 202218 May 2022 (in person) |  |
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|  | **The Chair reserves the right to schedule additional meetings at short notice, in response to the public health emergency.** |  |