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| **University Teaching and Learning Committee** |
| **26 January 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 Hazel Bryan, Prof Andrew Crampton Prof Eleanor Davies, Ms Lydia Devenny, Dr James Forde, Pro Michael Ginger, Ms Katherine Greenhough Pro Kevin Orr, Dr Tarja Kinnunen, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell, Prof Kevin Orr, Mr Krish Pilicudale, Dr Carla Reeves, Dr Ruth Stoker, Dr Amanda Tinker, Miss Millie Avery |
| **In attendance:** | Ms Lydia Blundell, Ms Ayesha Blacker Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Hazel Bryan, Prof Wayne Bailey, Prof Bob Cryan, Prof Andrew Crampton, Mr Brain Culleton, Prof Joanne Garside, Mr Tim Hosker, Ms Alison Jones, Dr Lianghui Lei, Mr Andrew Mandebura, Mr Andrew McConnell, Mrs Lorraine Noel, 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 24 November 2021. |  |
| **3.0****3.1** | **MATTERS ARISING****Alternative assessment** (Minute reference 3.1). To receive feedback on School alternative assessments approaches to in person assessmentIt was noted that not all Schools had provided the data and an extension to 07 February 2022 had been set.  | **Secretary/School** |
| **3.2** | **Validations (Minute reference 24.1)**It was noted that all conditions were met. |  |
| **3.3** | **SU Report from Big Ideas** (Minute reference 14.2)To refer the idea of change of academic sessions during winter months to start at 09.15 and end by 4pm to the Timetabling Working Group. **CLOSED** | **Director of Registry** |
| **3.4** | **Action from STLC Minutes from HHS** (Minute reference 27.4) To refer the central provision of baby changing facilities to the EDI Committee**CLOSED** | **Secretary**  |
| **3.5** | **QAA Subject Benchmarks** (Minute reference 18.1)To note confirmation from the School of Computing and Engineering that all their PSD’s are mapped to latest benchmarks and approved, with the exception of:• the following which were approved on 12/01/2022 subject to some further minor amendments to be approved by Chair’s action: Computing Suite/BSc (Hons) Computer Science with Artificial Intelligence/BSc (Hons) Computer Science with Cyber Security/BSc (Hons) Computer Science with Internet of Things/BSc (Hons) Applied Computing (Top Up)/BSc (Hons) Music Technology and Audio Systems/BSc (Hons) Sound Engineering and Music Production/Games Development Suite/ MSc Music Technology and Sound Production• The PSD for Computing Foundation Year did not need updating as it was recently validated• The PSD for MSc Cyber Security and Digital Forensics has been updated as part of an ongoing validation. The updates include the required updates to Subject Benchmark Statement mapping, so once this validation is signed off, the document will be correct.Updates from AS/HHS/A&H are awaited for the next meeting on 16/03/2022. **ACTION** | **AR Quality Assurance to report on at next meeting**  |
| **TO CONSIDER:** |  |  |
| **4.0** | **CHAIR’S BUSINESS** |  |
| **4.1****4.2****4.3****4.4****4.5** | **To approve amendments to the membership**Mr Brian Culleton added as Chair of the Standing Committee on Collaborative Provision. Dr Peter Mather added as School Board representative for the School of Computing and Engineering. **Update on OfS policy, regulation, and national policy issues**The Chair updated the member of issues impacting the sector which were of note. The NSS survey was now open and 1% of the applicable student population had completed it, which was encouraging. Official communications will be sent out on 27/01. OfS have released the following consultations:**New approach to regulating student outcomes**This consultation is asking for views on proposals to set minimum requirements for student outcomes in continuation from the first year of study, completion of course and progression to graduate employment. It proposes a number of metrics for the sector to consider. The proposal also states that the metrics will be classed as minimum benchmarks that will then become a condition of Registration (B3), which may mean that persistent failure to meet the benchmarks could result in deregistration which would result in a provider not being able to access student loan funding. Dr Birds stated that QAA were publishing their own set of reflective questions to help member institutions with responding to the consultation. **Teaching Excellence Framework (TEF)**The OfS has decided to remove the NSS as a key indicator in the next TEF assessment. The OfS is also using its own definitions and not those provided by QAA or HESA which is a concern. Both consultations close in March and there is a possibility that the government will move to apply the recommendations from September 2022. Given the limited time frame in which to respond, a small working party has been formed to review the documentation and will distribute a draft response to members in due course.**ACTION****Possible changes to the Access and Participation Plans (APP)**The Chair brought to the memberships attention an open letter written by the University’s Minister Michelle Donelan MP, to the new Director of Fair Access, John Blake. The letter indicated that his office should review the current time scale of APPs (reduce from 5 year to 2.5-year durations) and consider opportunities for the sector to support schools with raising attainment. The Director of Fair Access is due to speak to the sector later in February and colleagues will be attending sector wide meetings which will outline any immediate changes.**Reminder: code of practice and communication plans**Colleagues were reminded of the need to follow agreed communication plans, update them as required and cascade to other colleagues as appropriate.**Current COVID situation**The government has revoked Plan B and Plan A is back in force. This means that face coverings are no longer mandated on campus but remain our strong recommendation. The Track and Trace service has also been scaled back, which is in line with government guidance, and from 17.00 tonight, we will only be recording reports of COVID and not tracking the students’ past movements as previously. It was noted that overall case statistics are higher for the University then the locality, but this is thought to be due to the high rates of the OMICRON variant which is highly transmissible in a University community. As the OMICRON ‘wave’ appears to be abating, the case numbers should fall back to trend. Teaching and Learning activities are back to being mostly delivered in person, but some Schools continue to deliver key sessions such as tutorials online. **UUK Framework for Programme Reviews**It was noted that UUK has developed a framework to support universities in England to identify courses where value or quality might be a problem. This will support the University in it responding to the B3 conditions.  | **Chair**  |
| **5.0** | **PAT POLICY REVIEW**To approve the revisions to the PAT Policy**AGREED**It was agreed that the training materials for PATs will be placed in the T&L forum for members to download. **ACTION** | **Strategic T&L team** |
| **6.0****6.1****7.0****7.1****8.0****8.1** | **APPEALS AGAINST DECISIONS TO WITHDRAW STUDENTS BASED ON POOR ATTENDANCE (From Sept 2021– To date)****To receive a verbal report on the number of withdrawal appeals.**It was noted that 6 appeals had been received, 5 were rejected and 1 is under consideration. **ADMISSIONS REVIEW**To note that the UCAS equal consideration deadline has now changed to the last Wednesday in January therefore an update will be presented at the March UTLC meeting.**TERM DATES**Members agreed the following term dates:* 2021/2022, 2022/23 and 2023/2024
* Consider the proposals for the term dates for the academic years 2024/2025 and 2025/2026

**AGREED** |  |
| **9.0****9.1****10.0****10.1****11.0****11.1****12.0****12.1****12.2** | **ANNUAL EVALUATION 2020/21**It was noted that positive reports were received. However, it was noted that the process was heavily reliant on data which is related to student admissions and completions. Colleagues from the SU felt that it would be useful if student representation was present at these meetings. Given the time to complete the round of meetings, which could be in excess of 50 work hours, it might be best for Course Representatives to attend instead of Sabbatical Officers. **ACTION**Other colleagues felt that although the process was valuable it appeared to be very repetitious, and consideration should be given to amalgamating paperwork where possible. **VALIDATION SCHEDULE FOR 2022/23**To note that this will be presented to the May meeting of UTLC**AGREED****EXTERNAL EXAMINER APPLICATIONS**To note that this will be presented to the May meeting of UTLC**AGREED****REPORT FROM THE STUDENTS’ UNION**The SU Education Officer informed the group that 809 representatives had been recruited across the University, with 404 trained and further 273 engaged. It was noted that representation across the University was proportionate, although the SU is work with Schools where further work is required. **Personal Academic Tutors**The SU Education Officer introduced the paper and highlighted those 166 responses had been received. Responses were on the whole positive, though it was noted that some respondents stated that they did not get a response from there PAT or had had a meeting with them throughout the year. The paper recommended the following:* ADs/DoTLS and Course Leaders to ensure all PATs have utilised the PAT module and Learning Bytes to ensure good quality PAT sessions are provided to students.
* PATs to send an introductory email annually including their name, photo, description of their role
* PAT sessions should appear on the timetable, including the above information
* Investigate the possibility of a formal referral PAT meeting when grades are released.

The membership welcomed the paper and its findings. Members felt that on the whole the recommendations were already being implemented or were in the process of being done so. It was noted that timetabling for face-to-face meetings was difficult, but that making use of MS Teams to facilitate virtual meetings had overcome this barrier. Colleagues also encourage the Union to speak to Cheryl Reynolds who is the system administrator for the Tutorial Booking system, so they can then cascade this information more widely to the student body as the means of booking a tutorial. Engagement with the system suggests it is widely adopted.**ACTION**: SU colleagues to speak with Cheryl Reynolds | **SU to Liaise with Asst Registrar QA with respect to attendance** **SU Education Officer** |
| **TO NOTE** |  |  |
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| **13.0****13.1****14.0****14.1****15.0****15.1****15.2****15.1****15.3****15.4****15.5****15.6** | **CHAIRS ACTIONS SINCE LAST MEETING**To note - none**DEGREE OUTCOMES STATEMENT**It was noted that the statement was now live on the website. **REPORTS FROM WORKING GROUPS**Sexual Harassment and Misconduct The active phase of this group has now concluded. The group did, however, agree that data would be reviewed in 6 months’ time to see how the recommendations made were bedding in. This review will be brought to May UTLC**Attendance Monitoring**To note the minutes and any actions for UTLC from the most recent meeting of the Attendance Monitoring Steering Group – None to note.**Extensions and Extenuating Circumstances**To receive a verbal update from the Extensions and EC’s Review Working Group. The Chair noted that the specification and business case were in progress and should be ready for March. The Group will report to May’s meeting with its final recommendations. **Assessment Security and Design**To receive and consider the report from the Assessment Security and Design Working Group. The Chair noted the findings of the Working Group and thanked them for their efforts. It was noted that the papers recommendations would be passed to Learning Platforms Steering Group (LPSG) for action as appropriate. **AGREED**. **Pre-Cabs**To note the creation of a working group to support schools with the implementation of Pre-Cabs.The Chair reiterated the motivations behind the creation of the Pre-CAB process but noted that there were some concerns especially from courses which had PSRB responsibility, which the working group will look into and advise as appropriate. **DBS**To receive a verbal update on proposals to harmonise admissions processes to support compliance with PSRB and other requirements |  |
| **15.7****15.8****15.9****15.9.1****16.0****16.1****17.0****17.1****18.0****18.1****19.0****19.1****20.0****20.1** | The Assistant Registrar (Taught Provision) reported that work was on going in this area, but initial data suggests that DBS and other conditions required for admission were not being provided by students until very late into term 1. However, with some changes to policies, procedures and encouragement given to students it should be possible to reduce the timeline considerably. **Assessment Strategy**To note the creation of the working group and to receive a verbal update. It was noted that work was ongoing to create a more strategically focused document which better articulated the University’s approach in this area. **Timetabling**To receive a verbal update from the working groupGeneral recommendations have recently been sent out and School colleagues should have received them by now. A member stated that some concerns were raised in their School, regarding how the space in the Barbara Hepworth building was being characterised in the Timetabling system. It was noted however, that Schools have the opportunity to comment on the description and use of the space and any issues should be raised with the Space Management Group. **GPA**To receive minutes from the meeting held on 8 December 2021**RECEIVED**The Director of the GPA made members aware that students, GPA year 2 students, who are resitting year 1, will be removed from the programme if they did not hand their course work in. Academic colleagues were asked to assist with encouraging people to students to complete the work. **ACTION****REPORT FROM STANDING COMMITTEE ON DEGREE APPRENTICESHIPS**To receive minutes from the meeting held on 13 October 2021.It was noted that the group was struggling with quoracy, and this may become an issue at the 31/01 meeting. The Chair encouraged all members that could attend to do so. **ACTION****REPORT FROM STANDING COMMITTEE FOR EMPLOYABILITY AND ENTERPRISE**To receive minutes from the meetings held on 3 March 2021 and 27 October 2021**RECIEVED****REPORT FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION**To receive the minutes from the meeting held on 21 October 2021**RECEIVED****REPORTS FROM PSRBs****RECEIVED****REPORT FROM VALIDATION PANELS**To note reports arising from validation events | **Secretary****All members****Members of SCDA** |
| **21.0****21.1****22.0****22.1****22.2****22.3****22.4****22.5****22.6****23.0****23.1****23.2****23.3****23.4** | **RECIEVED****REPORT FROM SUBJECT REVIEW PANELS**To note reports arising from subject review events – none to note**SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**To note the minutes from BS, meeting held on 15 December 2021To note the minutes from AS, meeting held on 13 October 2021To note the minutes from EPD, none outstanding To note the minutes from HHS, meeting held on, 21 July 2021, 8 September 2021, and 5 January 2022To note the minutes from CE, meeting held on 3 November 2021To note the minutes from SAH, meeting held on 25 October 2021**OTHER COMMITTEES**To note the minutes and any actions for UTLC from the most recent meeting of the University International Committee – 20 October 2021 and 1 December 2021To note the minutes and any actions for UTLC from the most recent meeting of the University Equality, Diversity and Inclusivity Enhancement Committee – 28 September 2021To note the minutes and any actions for UTLC from the most recent meeting of the University Learning Platforms Steering Group – 7 October 2021. **None to note**To note the minutes and any actions for UTLC from the most recent meeting of the University Work Integrated Learning Forum – 20 August 2021, 16 April 2021, 12 February 2021 and 15 January 2021**None to note** |  |
| **OTHER BUSINESS** |  |  |
| **24.0** | **ANY OTHER BUSINESS** |  |
| **24.1****25.0****25.1** | No other business was received **AVAILABILITY OF AGENDA, PAPERS AND MINUTES****To consider** whether any agenda items, papers or minutes should be treated as confidentialIt was agreed that no papers were confidential  |  |
| **26.0** | **DATES OF FUTURE MEETINGS** |  |
| **26.1** | All meetings commence at 9.30am and are scheduled to end by 12.30pm 16 March 2022 (in person)18 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.** |  |