# REGS-UTLC-31JAN18-M

**The University of Huddersfield**

**University Teaching and Learning Committee**

**31 January 2018**

**Present**: Professor J Owen-Lynch (Chair), Dr R Allan, Dr Wayne Bailey (on behalf of Dr Liz Bennett and Professor Kevin Orr), Professor R Cowgill, Professor A Crampton, Dr Pat Cullum, Dr E Davies, Professor S Donnelly, Dr W Gillibrand, Mrs T Hart, Professor J Johnes, Mr A Mandebura, Mr G McGladdery, Mr M Mills, Mrs K Sherlock, Mr J Stephen, Dr S White, Professor S Wu

**In Attendance:** Ms L Blundell**,** Mr S Boyd, Ms K Brough, Mr J Smith

**Apologies:** Professor C Jarvis (Chair), Professor A Ball , Dr D Belton, Dr L Bennett, Ms M Boryslawskyj, Professor R Cryan, Professor P Keeley, Dr K Keraminiyage, Professor N King, Professor P Miller, Professor K Orr, Ms R Stoker, Professor D Taylor, Professor T Thornton, Dr P Youngson

**Actions**

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| **REGS-UTLC-31JAN18-1. MINUTES OF THE MEETING HELD ON 29 November 2017** |  |
|  | **REGS-UTLC-29NOV17-M** |  |
| **1.1** | The Committee received and approved the minutes of the meeting held on 29 November 2017. |  |
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| **REGS-UTLC-31JAN18-2. MATTERS ARISING** |  |
| **2.1** | **Validation Schedule 2017-18 (minute reference 2.2)** |  |
|  | The Committee noted that the University Solicitor and Assistant Registrar (Quality Assurance and Awards) will be working together to develop appropriate guidance for SAVPs – which will first be discussed at the next SAVP forum. If there are any consequential amendments to be made to the Regulations, then these would be brought to the May UTLC in the usual course.Further confirmation was received from Registry that the CMA guidance is to be circulated out to Schools by the end of May but that the implications of this will not take force until 2019.   | **Registry/****Legal Team****Registry** |
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| 2.2 | **External Examiners (minute reference 2.8)** |  |
|  | The Committee received a further report from Computing and Engineering that the Associate Dean for Teaching and Learning had met with the External Examiner who had made the noted comments and received clarification that they had referred to some modules needing to make more room for students to be creative in assessments. The EE highlighted that at present, the assessments are too prescriptive. The AD (TandL) confirmed that he had circulated this message to relevant colleagues in the School and as an action plan going forward, the Module Leader for the particular modules would send the module specification document to the EE and AD (TandL) for review.  |  |
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| 2.3 | **Chair’s Business/NSS (minute reference 3.1)** |  |
|  | The Committee noted the response from the SU to the items raised at the 29.11.2017 meeting of this Committee:* The NSS video is completed and had been made available to DoTL and colleagues for the launch of NSS.
* The SU considered how they could promote the input of the scaling used within the NSS but were concerned that any guidance that would be useful could be centred as answer coaching and so opted not to take this issue forward.
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| 2.4 | **Equality and Diversity (minute reference 7.1)** |  |
|  | The Committee received the following response from Matt Mills/Equality and Diversity Group in relation to the items raised at the previous meeting of UTLC:* It was confirmed that the problems identified with lifts in the Spark Jones Building have been resolved.
* It was confirmed that the wheelchair user access issue is currently being addressed by Disability services who are currently conducting a review of the routes around campus with students with mobility difficulties.
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| 2.5 | **Thematic Review of Assessment held on 26 June 2017 (minute reference 12.1)** |  |
|  | The Committee noted that Professor Pete Sanderson has agreed to Chair the Task Group and that any relevant updates will be received as appropriate.It was noted that Schools will receive requests for nominations of staff to join this group and that its focus would be based on the recommendations of the thematic review.  |  |
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| 2.6 | Reports from Validation Panels (minute reference 15.1) |  |
| **2.6.1** | It was noted that the conditions have now been met for the following:* BA (Hons) Photography (15.1A)
* Fashion Design Suite of Courses (15.1B)
* Lifelong Learning Suite of Courses (15.1C)
* BA (Hons) English Language and Sociology, BA (Hons) English Language and Politics, BA (Hons) Linguistics and Criminology and BA (Hons) Linguistics (15.1E)
* BA Journalism, Media and Film Studies (15.1F)

including the following not listed in P15.1:BA (Hons) Film Studies and DramaBA (Hons) Film Studies and English Literature* BA (Hons) Film Studies and History
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| **2.6.2** | **Validation Schedule 2018/19 (minute reference 14.2)**Registry reported confirmation that the deadline issued by Marketing and the Student Recruitment Team for new courses to be validated and approved by November of each year was to accommodate the publication of the UGT and PGT hard copy prospectus. It was also confirmed the schedule of activities was structured to align with current UCAS Logistics.  |  |
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| 2.7 | **School Teaching and Learning Committee Minutes/School of Art, Design and Architecture held on 3 October 2017 (minute reference 15.3ii)** |  |
|  | It was noted that the School of Art, Design and Architecture continued to await the report on Malaysian Accreditation for Architecture and MArch.  |  |
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| 2.8 | Any Other Business/Consultations (minute reference 17.1) |  |
|  | **REGS-UTLC-31JAN18-P2.8.1i****REGS-UTLC-31JAN18-P2.8.1ii****REGS-UTLC-31JAN18-P2.8.1iii** |  |
| 2.8.1 | The Committee received and noted the University’s responses to the following recent consultations:* QAA Consultation on the Review of the UK Quality Code for Higher Education
* Office for Students consultation:” Securing Student Success”, risk-based regulation for teaching excellence, social mobility and informed choice in higher education
* Office for Students consultation: registration fees (stage 2)
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| 2.8.2 | Disruptive Behaviour (minute reference 17.1) |  |
|  | It was noted that discussions remain ongoing between Registry and Security regarding student behaviour incidents reported over the last few months. Discussions will be held with Students’ Union around the potential for highlighting the importance of acceptable behaviour from students as well as initiatives on how to tackle on-going problems with student behaviour. Colleagues were reminded that although Estates and Security would make efforts to support staff where students are causing disruption that the University does not have a wide ranging Security team always available during teaching hours to offer immediate support. Colleagues were asked to attempt to address the issues around student behaviour as they occur, to report those students breaching the University’s Code of Conduct to Registry or to ring for support from security where absolutely necessary. It was agreed that Registry would continue investigations into this item and would report back following meetings to determine a possible way forward. The Committee discussed the possibility of having a policy on acceptable and non-acceptable behaviour. It was confirmed that the University has a Code of Conduct applicable to all students and that steps should be taken in the interim to publicise the pertinent points. This will be discussed with Marketing, Registry and Schools.  | **Registry****Marketing/Registry/Schools** |
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| REGS-UTLC-31JAN18-3. CHAIR’S BUSINESS |  |
| 3.1 | **BRIGHTSPACE**The Chair provided an update on the implementation of the University’s new VLE, BrightSpace. It was confirmed that there had been significant amounts of work going into delivering training to the University staff body. The team was completing the initial awareness sessions and a large proportion of staff had been in attendance. For those colleagues who had missed the initial awareness sessions, a series of mop-ups had been held. It was noted that some Schools had not had the high staff coverage seen elsewhere and so members were asked to encourage colleagues to attend a mop-up session. An online version of the awareness session was now in circulation to be used for colleagues unable to attend in person. The next phase of the roll out is to hold workshops around the planning of the transition of modules into the new VLE and this is currently on schedule. Staff were asked to remain positively engaged with the project given its importance to the student learning experience and for Schools to encourage continual engagement. The SU queried whether PGRs had been included in the awareness sessions. The Chair confirmed that those involved in the delivery of teaching were invited to the sessions but where other PGRs may not have been invited then Schools could make use of the online video to update PGRs as necessary. The Chair reminded colleagues that an email had been issued regarding the specialised workshops due to be held in July and September. Schools were asked to nominate course teams to attend the away days to help enhance the material available for specialised elements of modules.  |  |
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| **REGS-TLC-31JAN18-4.** **MEMBERSHIP** |  |
| 4.1 | It was noted that the vacant posts on UTLC’s membership list from HHS and CE remained on-going with discussions taking place within each School to propose a suitable replacement. Once notified to Registry, the Committee would receive an update.  | **HHS/CE** |
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| **REGS-UTLC-31JAN18-5. ANNUAL EVALUATION** |  |
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| 5.1 | The Committee considered and approved the following documentation arising from the Annual Evaluation process for 2016/17: |  |
|  | **REGS-UTLC-31JAN18-P5.1A** |  |
|  | 1. Summary of annual evaluation reports and recommendations.
* Registry summarised that the process had been received positively this year with most meetings considering information robustly with constructive outcomes being identified. It was noted however that there had been some issues with the quoracy of the meetings.
* Broader reflections on the PAT system, in general, were positive with the consensus being that the Dashboard system would benefit from on-going refinements to the marks data and ease of use.
* The four recommendations listed in the paper were noted alongside the following comments;
1. UIC agreed roughly 2 years ago that late enrolment for overseas students should be no later than 2 weeks after the start of teaching. It was agreed that this would be clarified outside of the meeting and addressed directly with the School(s) who have raised it.
2. It was agreed that this recommendation would be addressed through HESA return.
3. It was agreed that the recommendation of an exploration of the PAT system within student perceptions would be conducted.
4. AS confirmed that this was their item and acknowledged that advice had been sought on whether the change of timings was feasible. It was confirmed that it was not currently feasible. The Chair reminded colleagues that we should take a proactive approach to address module and course-related developments as early as possible.
* CE provided confirmation to the Committee that the minutes of their Annual Evaluation Committee had been circulated to the members and that they had noted the issues they had faced in terms of quoracy and were considering this issue more widely across the School’s QA processes.
* It was noted that BS AEC Minutes and the report from the Dean were presently outstanding but were on-going and would be submitted as soon as they are completed.
 | **Registry/****IO****Ruth Stoker****BS** |
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|  | **REGS-UTLC-31JAN18-P5.1Bi****REGS-UTLC-31JAN18-P5.1Bii****REGS-UTLC-31JAN18-P5.1Biii****REGS-UTLC-31JAN18-P5.1Biv****REGS-UTLC-31JAN18-P5.1Bv****REGS-UTLC-31JAN18-P5.1Bvi****REGS-UTLC-31JAN18-P5.1Bvii** |  |
|  | B)Reports by University Teaching and Learning Committee representatives. AS ADA BS CE EPD HHS MHM |  |
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|  | **REGS-UTLC-31JAN18-P5.1Ci** **REGS-UTLC-31JAN18-P5.1Cii****REGS-UTLC-31JAN18-P5.1Ciii****REGS-UTLC-31JAN18-P5.1Civ****REGS-UTLC-31JAN18-P5.1Cv****REGS-UTLC-31JAN18-P5.1Cvi** **REGS-UTLC-31JAN18-P5.1Cvii** |  |
|  | C) Reports by Deans of Schools: AS ADA BS CE EPD HHS MHM |  |
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|  | **REGS-UTLC-31JAN18-P5.1Di****REGS-UTLC-31JAN18-P5.1Dii****REGS-UTLC-31JAN18-P5.1Diii****REGS-UTLC-31JAN18-P5.1Div****REGS-UTLC-31JAN18-P5.1Dv****REGS-UTLC-31JAN18-P5.1Dvi** **REGS-UTLC-31JAN18-P5.1DviA****REGS-UTLC-31JAN18-P5.1DviB****REGS-UTLC-31JAN18-P5.1Dvii** |  |
|  | D) Minutes of School Annual Evaluation Committees: AS ADA BS CE EPD HHS MHM  |  |
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|  | E) It was noted that the Deans’ reports on collaborative provision will be presented to SCCP on 28 February 2018. | **SCCP** |
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| 5.2 | **Timeline for Annual Evaluation**The Committee considered an issue raised by the School of Applied Sciences in the minutes of their School Annual Evaluation Committee held on 6 December 2017 (minute reference 6.4.2):*Colleagues expressed concern regarding the scheduling of the annual evaluation review.   It was agreed that it if it was held in July it would mean that any recommended action could be introduced much earlier, and if necessary for the following academic year.* The following response was provided by the Assistant Registrar (Quality Assurance & Awards) and noted by the Committee: *We have AE in autumn because the AE process looks at the academic year which has just finished and the statistics for AE are reliant on the completion and progression stats which are not available until September/October when the last of the CABs etc. have taken place. If we had the AE in July we would be looking at the last set of complete data which would be for the year before.*It was agreed that the schedule for AE could not be moved as requested.  |  |
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| **REGS-UTLC-31JAN18-6. VALIDATION SCHEDULE 2018/19** |  |
| **REGS-UTLC-31JAN18-P6.1** |  |
| 6.1 | The Committee received and noted the validation schedule for 2018-19. |  |
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| REGS-UTLC-31JAN18-7. SYLLABUS MATCHING REQUEST PROCESS |  |
| REGS-UTLC-31JAN18-P7.1 |  |
| 7.1 | The Committee received and considered the attached paper referred to UTLC by University International Committee. It was clarified that the paper had been written by UIC in order to simplify the process of large scale APL claims from overseas institutions. It was also created to help clarify the process for colleagues across the Institution. It was agreed that the document would be amended slightly to reflect the varying timings of SAVPs across the Institution and that where Chair’s Action was to be taken that the applications for APL would be later noted at the next available SAVP. It was also confirmed that the document would be amended to remove the referenced to direct entry into year 4. The document should be updated to include the wording ‘direct entry into the final year (excluding Integrated Master’s programmes and Sandwich courses)’. Year 4 of a course would suggest a sandwich course or Integrated Master’s route only. The University’s regulations do not permit Applicants to APL direct into year 4 and colleagues were reminded that students could not be APL’d into the final year (year 4) of a course containing sandwich credits. The University’s Regulations do not permit sandwich credit to be APL’d. It was also clarified that the University has a maximum allowance of APL credits and any APL claim should not exceed two thirds (66%) of the total credits of a course a student wishes to register towards.  | **UIC****UIC** |
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| REGS-UTLC-31JAN18-8. STRATEGY FOR ROLL-OUT OF THE NEW VLE |  |
| REGS-UTLC-31JAN18-P8.1 |  |
| 8.1 | The Committee received and considered the attached paper from Professor Jane Owen-Lynch. UTLC was asked to approve the main body of the document with Appendix 1 being work in progress.It was noted that under item 2.7 of the document that the new strategy requests that lecture materials should be made available 7 days prior to the session. Presently, the Student’s Handbook of Regulations stipulates 24 hours in advance of a session (with PLSP students having materials a minimum of 48 hours prior where stipulated). It was noted that the Committee would need to agree to the 7 days prior aspect of the strategy to then make amendments to the Students’ Handbook of Regulations for 2018/19. It was agreed that the wording in the strategy would include ‘normally’ to accommodate those occasions where it may not be appropriate to release materials 1 week in advance of the session. The regulations would be amended accordingly for 2018/19. | **JO-L/****Registry** |
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| REGS-UTLC-31JAN18-9. MODULE LEADER REPORT – PROPOSED PROCESS DEVELOPMENT |  |
| **REGS-UTLC-31JAN18-P9.1**REGS-UTLC-31JAN18-P9.1A |  |
| 9.1 |  The Committee received and considered the proposal from AS.It was noted that currently, there is varied practice across the seven Schools in terms of how Module Leader reports are completed and stored. At the moment it is expected that the reports go into Wisdom but that upon review, the number of completed reports per School varies. It is hoped via the proposal that agreement is given to create a system that offers a consistent and more efficient process to help staff complete the Module Leader reports.The Chair asked for expressions of interest in such a process from the Committee. It was noted that the example system shown here was from HHS and that AS, CE and BS would be interested in this being developed with no objections from the other Schools present. It was noted that this should be supported by ASIS if taken forward and be timely around appropriate CABs to help aid reduction in academic administrative burden. It was agreed that Registry would facilitate establishing an inclusive working group that would include representatives from CLS as well as ASIS Support and appropriate School colleagues. Progress updates would be received at the appropriate meetings of QSAG.  | **Registry** |
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| REGS-TLC-31JAN18-10. EQUALITY AND DIVERSITY |  |
| 10.1 | The Committee noted that no additional Equality and Diversity issues had been received The SU raised the use of anonymous marking as a topic that remained a concerns of some students. It was agreed that this item would be brought to the attention of STLCs at the next opportunity to re-visit earlier discussions.  | **SU** |
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| REGS-UTLC-31JAN18-11. ETHICS |  |
| 11.1 | The Committee noted that there were no ethics issues related to the taught courses.  |  |
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| REGS-UTLC-31JAN18-12. REPORT FROM THE STUDENTS’ UNION |  |
|  | REGS-UTLC-31JAN18-P12.1 |  |
| **12.1** | Multiple Submissions using Turnitin.The SU raised the item around students being able to submit multiple times to Turnitin for summative assessments in order to support student learning and development.The Chair highlighted that this particular item was raised 2-years ago via QSAG under the remit of a Quality Appraisal. As a result of the discussions previously held, it was agreed that Schools could adopt their own individual policies to suit their discipline demands and variations. In response to the SU’s request, the Committee discussed their concerns over the potential for the use of Turnitin, in the manner being suggested, becoming an alteration tool rather than a learning opportunity. Some Schools hold sessions during the first year that allows students to look at the Turnitin in order to learn from it and to aid in interpretation. CE expressed that whilst they welcome any initiative around improving Academic Integrity, a lot of what gets identified through Turnitin is poor scholarship and that students will not learn from multiple submission but rather the student needs supplementary feedback from tutors around learning what good academic practice is. AS mirrored the comments made by CE.The Committee suggested that the process of developing good academic practice should form part of the PAT system and that PATs should go through a Turnitin report during the allocated sessions to help encourage good academic practice and awareness. The SU acknowledge the comments made by the Committee but remained concerned over the potential discrepancies in a student’s learning experience across the Schools where varied policies are practiced. It was agreed that the current policy structure remain in place with each School adopting their own policy in line with their assessment strategy but that it should be reviewed as to whether the PAT system should include a specific reference to Turnitin and good academic practice.  | **Ruth Stoker** |
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| **12.2** | The Committee received a short video update in relation to the BAME Ambassador scheme. It was confirmed that there are 53 ambassadors currently in place. It was confirmed that this video and the details around the nature of the scheme will be presented at the next Teaching and Learning conference.  |  |
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| **12.3** | The SU raised one further issue relating to the use of Lecture Capture and more specifically a particular department and its inconsistent use of making materials available via Lecture Capture. The SU highlighted that discussions with the department in question had been on-going for some time but that those discussions were not resulting in a positive outcome for the students. The SU were now concerned over the possible impact this issue was having on the student’s learning experience. Student Services also reminded colleagues that where a student requires the Lecture Capture facility as part of their reasonable adjustments, to not have it available means that a note-taker is then required putting resourcing stress on the University and so unless Lecture Capture is not a legitimately viable option (due to sensitive details being discussed) then Lecture Capture should be being used. The Committee discussed the opportunity to better manage student expectations around the use of Lecture Capture and how widely available it is and on what occasions it would not be appropriate for it to be switched on. In those cases, it was also considered appropriate to make sure other supporting materials were available to the students to fulfil their learning experience. It was agreed that this item and the data around the use of Lecture Capture across campus should be discussed further at the next available meeting of the VLE Platform Group and once discussed it will be reported back to the next meeting of this Committee.  | **VLE Platform Group** |
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| REGS-UTLC-31JAN18-13. EXTERNAL EXAMINERS |  |
|  | REGS-UTLC-31JAN18-P13.1 |  |
| 13.1 | The Committee considered and approved a summary list of applications for the appointment, allocation, reallocation of duties and extensions of period of office of external examiners. |  |
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| REGS-UTLC-31JAN18-14. REPORTS FROM PSRBs |  |
|  | REGS-UTLC-31JAN18-P14.1 |  |
| 14.1 | Institution of Chemical EngineersAccreditation of BEng (Hons) Chemical Engineering, effective from 2017/18 - one condition to which the School is committed to respond by 30 June 2018 and to meet the condition by 31 January 2019. |  |
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|  | REGS-UTLC-31JAN18-P14.2 |  |
| 14.2 | ACCAExemption accreditation for:BA (Hons) Accountancy and FinanceBA (Hons) AccountancyBA (Hons) Accountancy with Financial ServicesBA (Hons) Business Management with FinanceFor graduates from 01/01/2018 to 31/12/2022. |  |
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|  | REGS-UTLC-31JAN18-P14.3 |  |
| 14.3 | ICAEWSummary of ACA credits 2017: Accounting, Assurance, Business and Finance, Law, Management Information, Principles of Taxation, Business Strategy, Financial Management |  |
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|  | REGS-UTLC-31JAN18-P14.4 |  |
| 14.4 | CIMA Indefinite accreditation extension for BA (Hons) Accountancy and FinanceNo need to reapply or amend unless any changes are made to the curriculum. |  |
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| REGS-UTLC-31JAN18-15. REPORTS FROM REVIEW PANELS |  |
| 15.1 | None to note. |  |
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| REGS-UTLC-31JAN18-16. REPORTS FROM SCCP |  |
|  | REGS-UTLC-31JAN18-P16.1 |  |
| 16.1 | The Committee noted the minutes of the meeting held on 02 October 2017. |  |
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| REGS-UTLC-31JAN18-17. REPORTS FROM VALIDATION PANELS |  |
| REGS-UTLC-31JAN18-P17.1REGS-UTLC-31JAN18-P17.1AREGS-UTLC-31JAN18-P17.1BREGS-UTLC-31JAN18-P17.1CREGS-UTLC-31JAN18-P17.1DREGS-UTLC-31JAN18-P17.1EREGS-UTLC-31JAN18-P17.1FREGS-UTLC-31JAN18-P17.1G |  |
| 17.1 | The Committee received and noted the reports arising from validation events.It was confirmed that the BSc (Hons) Physiotherapy event conditions had not yet been met and that an extension to the date of meeting the conditions had been agreed. It was noted that Chair’s Action approval had been taken against the conditions being met for the MA Suite Validation for EPD.  |  |
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| **REGS-UTLC-31JAN18-18. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES** |  |
| **REGS-UTLC-31JAN18-P18.1** |  |
| 18.1 | The Committee received and noted the minutes of the School of Art, Design and Architecture Teaching and Learning Committee held on 6 December 2017. |  |
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|  | **REGS-UTLC-31JAN18-P18.2** |  |
| 18.2 | The Committee received and noted the minutes of the Business School Teaching and Learning Committee held on 13 December 2017. |  |
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|  | **REGS-UTLC-31JAN18-P18.3** |  |
| 18.3 | The Committee received and noted the minutes of the School of Computing and Engineering Teaching and Learning Committee held on 1 November 2017. |  |
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|  | **REGS-UTLC-31JAN18-P18.4** |  |
| 18.4 | The Committee received and noted the minutes of the School of Education and Professional Development School Teaching and Learning Committee held on 29 November 2017.Issue for attention of UTLC:28.1/2.3 Wheelchair access to buildingsThis issue was being progressed by the Equality and Diversity Group (reported and addressed under agenda item 2.4). |  |
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|  | **REGS-UTLC-31JAN18-P18.5** |  |
| 18.5 | The Committee received and noted the minutes of the School of Human and Health Sciences School Teaching and Learning Committee held on 13 December 2017. |  |
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| **REGS-UTLC-31JAN18-19. OTHER COMMITTEES** |  |
| **REGS-UTLC-31JAN18-P19.1** |  |
| 19.1 | The Committee received and noted the minutes of the University International Committee held on 06 December 2017. |  |
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| **REGS-UTLC-31JAN18-20. ANY OTHER BUSINESS** |  |
| 20.1 | ASIS Development Group |  |
|  | Yvonne Whiting (Financial Services) attended the meeting to provide clarification on the current position of the ADG.Yvonne confirmed that it is expected that ADG meets termly. It was recognised that the Group did not meet last term due to the changes in the ASIS team. Yvonne updated the Committee more generally that Tribal are making changes to the system so all of the University’s ASIS business processes have to be revisited and a full cleanse of the data conducted.It was also confirmed that there would be major upgrade made to ASIS that will be discussed at the next meeting of ADG. Yvonne highlighted that ASIS needs to move to version 9.5 by April 2018. Registry commented that Schools and Services would need two weeks’ notice of the upgrade to run tests through the practice system. Yvonne confirmed that this test phase would be rolled out as previously conducted with earlier upgrades. The Chair reminded the Committee that ADG reports upwardly through the University’s Committee structure and so the staff who can assist ADG in progressing development items need to be aware via this formal channel. It was therefore agreed that ADG should operate as its current terms of reference suggest.  |  |
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| 20.2 | Proposed University Policy re Cancellation of Classes |  |
|  | The Committee agreed that the Snow Cancellation Policy could be considered further to include guidance for other forms of cancellations and how best to approach the dissemination of information. To progress this, it was agreed that the Business Continuity Group would receive and discuss the matter at their next available meeting and report back to this Committee. | **Business** **Continuity** **Group** |
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| **REGS-UTLC-31JAN18-21. ACTIONS IDENTIFIED FOR QSAG / OTHER COMMITTEES** |  |
| 21.1 | The following actions were identified for QSAG/Other Committees;SCCP – Item 5.1 (E)UIC – Item 7.1VLE Platform Group – Item 12.3Business Continuity Group – Item 20.2 |  |
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| **REGS-UTLC-31JAN18-22. AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |  |
| **22.1** | It was agreed that there were no agenda, papers or minutes to be treated as confidential and excluded from the Library under Standing Order 10.5. |  |
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| **REGS-UTLC-31JAN18-23. AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |  |
| **23.1** | The next meeting will be held on 21 March 2018 at 9.30 in The McClelland Suite (SB/7). |  |

*Karen Brough*

*Assistant Registrar*

*February 2018*