# REGS-UTLC-23JAN19-M

**The University of Huddersfield**

**University Teaching and Learning Committee**

**23 January 2019**

**Present**: Professor J Owen-Lynch (Chair), Dr R Allan, Ms S Baines, Dr L Bennett, Dr R Birds, Ms M Boryslawskyj, Dr P Cullum, Professor S Dani, Dr E Davies, Mrs T Hart, Mr E Haruna, Professor J Johnes, Professor P Keeley, Professor N King, Dr P Mather, Dr G McGladdery, Professor P Miller, Mr M Mills, Professor K Orr, Mrs L Smith, Ms R Stoker, Dr A Tinker, Dr S White, Professor S Wu

**In Attendance:** Ms L Blundell

**Apologies:** Professor A Ball, Dr D Belton, Professor P Bissell, Professor A Crampton, Professor R Cryan, Mr A Mandebura, Professor D Taylor, Professor T Thornton, Dr P Woodcock, Dr P Youngson

**Actions**

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| **REGS-UTLC-23JAN19-1. MINUTES OF THE MEETING HELD ON 28 November 2018** | |  |
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|  | The Committee approved the minutes of the meeting held on 28 November 2018. |  |
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| **REGS-UTLC-23JAN19-2. MATTERS ARISING** | |  |
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| 2.1 | **Confirmation of the Terms of Reference, Membership and Dates of UTLC for the 2018/19 Session (minute reference 2.1)** |  |
|  | The Committee noted that a nomination for a replacement of Dr Warren Gillibrand as Ethics Representative was awaited. A further email request has been sent to Associate Deans for Research and Enterprise but no nominations received yet. To update with new nominee.  *Post meeting note; it was confirmed that Dr Colin Venters replaced Dr Warren Gillibrand on UTLC as the Ethics Representative.* |  |
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| 2.2 | **Validation Reports (minute reference 2.11)** |  |
|  | BSc (Hons) Nursing Studies International (Top up) (FT) new course put forward by School of Human and Health Sciences on 15 May 2018, for implementation from September 2018 (or January 2019):  The Committee noted that the conditions have now been met and recruitment deferred to September 2019. |  |
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| 2.3 | STUDENT SOCIAL MEDIA AND COMMUNICATIONS POLICY (minute reference 6.1) |  |
|  | It was noted that a proposal from Research and Enterprise regarding the use of social media in research will be provided at the next available UTLC once initially received at Grad Board. | **R&E** |
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| **REGS-UTLC-23JAN19-3. CHAIRS BUSINESS** | |  |
| 3.1 | TEF  The Chair confirmed that the University has not entered the recent Subject Level TEF Pilot as the Planning Team have been able to provide the data sets needed for the subject level review in-house. The data set already being provided allows Schools to conduct local level reviews and analyses against the subject level TEF metrics.  It was confirmed that the TEF dashboard is being updated to include the new items within the subject level TEF and will replace the older version. The new version of the detail within the dashboard would be live for access from the 1st week of February.  The process of writing the draft submissions for commentary would therefore need to be based on the new dashboard to ensure they align with the new assessment pattern.    The Chair added that a new subject group list had been received which replaces the version provided before Christmas. Ruth Stoker will be helping Schools to write the subject submissions and is currently conducting a series of workshops on the subject level TEF submissions which run alongside a staff handbook which has been produced to assist in completing the subject level submissions. It was confirmed that the handbook will be released before the end of January to Schools. Schools were reminded that their first drafts are due in April to ensure early opportunities for feedback and commentary on the submissions and to ensure that items of good practice are recorded in a timely manner and not lost on final submissions made later.  The Chair highlighted the use of the narrative within the TEF submission to discuss the mean earnings for graduates from the University of Huddersfield of which 80% will remain in the local area. It was recognised that Huddersfield and the North of England generally has a lower earnings profile compared to the south of England, and in particular, London. The data on the website used by the Chair during the presentation provided a detailed diagrammatical representation of the differences in this salary profile of graduates in the north of England and offers context which will be useful in the TEF submission against the metric of graduates in highly skilled employment and their salaries. It was agreed that the website link used to highlight the pattern of earnings would be circulated to members for review and data at subject level will be looked at. |  |
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| 3.2 | NSS  The Chair used a presentation to remind members of the dates from which the NSS was running from and to; Monday 28 January to April, and emphasised the need to be clear with the communication regarding the NSS when speaking to final year students. |  |
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| 3.3 | **Employability Data**  The Chair highlighted the change in the way the outcome data in terms of the careers of our graduates is collected and analysed which now links with the Graduate Outcome Survey.  The Committee were advised that the data from the survey is now looking at the outcomes for those students who left in 2016. It was noted that Institutions would be challenged to positively affect and increase the response rates to the survey across the UK however this is now more challenging as the respondents graduated over 2 years ago. The survey is ongoing however, the average response rate across the UK and at the University was currently around 15% which is low for this point in the process and it is hoped this will increase significantly to provide a more meaningful sample, especially as this data set will be used to inform TEF metrics and features prominently in the subject level TEF which was discussed above under item 3.1. |  |
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| **REGS-UTLC-23JAN19-4. ANNUAL EVALUATION** | |  |
| 4.1 | The Committee was asked to consider and approve the following documentation arising from the Annual Evaluation process for 2017-18. |  |
|  | **REGS-UTLC-23JAN19-P4.1A** |  |
| 4.1 | A) Summary of annual evaluation reports and recommendations. |  |
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|  | **REGS-UTLC-23JAN19-P4.1Bi**  **REGS-UTLC-23JAN19-P4.1Bii**  **REGS-UTLC-23JAN19-P4.1Biii**  **REGS-UTLC-23JAN19-P4.1Biv**  **REGS-UTLC-23JAN19-P4.1Bv**  **REGS-UTLC-23JAN19-P4.1Bvi** |  |
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|  | B)Reports by University Teaching and Learning Committee representatives.  AS  ADA  BS  CE  EPD  HHS  MHM – report not yet received from BS UTLC Rep  To note that due to illness in December 2018, Dr Mark Littler stood in for ADA in place of Dr Sara Eastburn and Dr Michael O’Grady stood in for AS in place of Dr Carlo Fabricatore. | **BS UTLC REP** |
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|  | **REGS-UTLC-23JAN19-P4.1Ci**  **REGS-UTLC-23JAN19-P4.1Cii**  **REGS-UTLC-23JAN19-P4.1Ciii**  **REGS-UTLC-23JAN19-P4.1Civ**  **REGS-UTLC-23JAN19-P4.1Cv**  **(To follow)**  **REGS-UTLC-23JAN19-P4.1Cvi**  **REGS-UTLC-23JAN19-P4.1Cvii** |  |
|  | C) Reports by Deans of Schools:  AS  ADA  BS  CE  EPD – not yet received, extension to deadline agreed  HHS  MHM | **EPD** |
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|  | **REGS-UTLC-23JAN19-P4.1Di**  **REGS-UTLC-23JAN19-P4.1Dii**  **REGS-UTLC-23JAN19-P4.1Diii**  **REGS-UTLC-23JAN19-P4.1Div**  **REGS-UTLC-23JAN19-P4.1Dv**  **REGS-UTLC-23JAN19-P4.1Dvi**  REGS-UTLC-23JAN19-P4.1Dvii |  |
|  | D) Minutes of School Annual Evaluation Committees:  AS  ADA  BS  CE  EPD – not yet approved but provided as a working draft  HHS  MHM | EPD |
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|  | E) The Committee noted that the Deans’ reports on collaborative provision will be presented to SCCP on 27 February 2019. |  |
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|  | Queries were raised from members of the Committee regarding the current timings of the annual evaluation process and that the provision of some of the data required to complete the process is not available until after the next academic year has started meaning the response to the feedback and module data can be limited.  The Chair acknowledged the challenges that the data timings can present but in moving forward with the system noted that the annual evaluation process was part of an annual process which culminates in a final report to January’s UTLC but that the contributing elements such as module evaluation, NSS and CAB results can be reviewed and analysed throughout the year when they are received.    AS highlighted the need for flexibility on the ability to make responsive changes as a result of the evaluation activity. The Chair confirmed the need to facilitate the use of module evaluation as a primary activity, pre-summer, in order to allow changes to be made over the summer when SAVP activity can be concluded before the next delivery of the modules impacted. This would require that the last SAVP of the academic year should be convened in June/July to permit the requested changes to be processed in a timely enough manner.    It was clarified by the University Secretary that the University is moving towards adopting a risk based approach to CMA to allow for minor changes that advantage students to be consulted on quicker and in-year basis (where agreement is received), however, major or significant changes to the course finder pages need to be fully risk assessed and considered before permission is granted to make the change.  The SU noted from the minutes of the Annual Evaluation Committees that student representation on AEC panels was inconsistent. It was agreed that student representation was sought for by the Schools but to get the representation from students was challenging. It was confirmed that the SU had altered their Student Rep recruitment pattern to before the summer to enable student reps to be prepared and ready for the AEC but they would continue to do work to promote student rep attendance at such Committees.    The data sets provided to Schools for the AEC was discussed and it clarified that where schools feel that the data may not be representative of their terminology, delivery or cohorts then they should discuss this directly with the Planning Team. It was also clarified that the data provided for AECs would in future align more closely with the TEF metrics.  It was agreed that the AEC process would be brought back to a later meeting of this Committee where a series of deadlines will be set throughout the year to build the series of analyses points for schools to use to inform their validation up to the final submission. Schools should be providing their EE with commentary before CABS so some of this documentation should be available early in June/July. | REGISTRY |
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| REGS-UTLC-23JAN19-5. VALIDATION SCHEDULE 2019/20 | |  |
| REGS-UTLC-23JAN19-P5.1 | |  |
| 5.1 | The Committee received and noted the validation schedule for 2019-20  It was noted that requests had been received from all Schools except for BS and MHM. It was clarified that the delay from both Schools was due to awaiting confirmation from the central Marketing Team that the proposals were viable prior to sending their requests through to Registry. It was confirmed that once the remaining requests had been added to the schedule that the full list would be received at the March meeting of this Committee.  The Chair added that the current schedule for 2019/20 includes those events initially determined to be at UVP level. Following the receipt of further data, it may be agreed that some events can be changed to SAVP or SAVP+. The Chair encouraged colleagues to discuss this possibility with Registry if it was appropriate. Members were also asked to review their proposed courses to determine if any could be combined into a single event to help reduce the volume of individual events.  The Chair confirmed that a rolling log of validation events would be kept in future, instead of an individual year on year schedule in order to help tracking and monitoring of those on-going events against those being proposed. | REGISTRY |
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| REGS-UTLC-23JAN19-6. PGRs AND TEACHING | |  |
|  | REGS-UTLC-23JAN19-P6.1 |  |
| 6.1 | The Committee received and considered the attached paper.  It was clarified that the papers detailed a proposed framework and guidance for how those PGR students involved in teaching should be coordinated. The supplementary paper covered a series of queries and comments regarding the practicalities of the delivery of the framework.  It was recognised that the proposed framework aimed to ensure there is support and training available to those PGRs who teach to ensure they are well equipped in order to be a positive contribution to taught provision.  The SU commented that they hoped the framework would offer equal opportunities to all PGR students and that the selection of PGR students to have the opportunity to teach would be done so under a consistent selection process with all wishing to teach having the same chances to do so. The Dean of the Graduate School recognised this but added that for some specific research strands within certain schools, the opportunities to teach are not guaranteed. For example, certain specialisms within EPD require those to teach to have specific qualifications, however, it was noted in those instances that the student could be offered teaching opportunities in other schools. It was agreed that in response to this item raised by the SU that the selection process would be included within the framework to support the equal opportunities drive.  The Committee discussed the use and availability of the TAPP program currently on offer to PGRs who teach. It was recognised that most if not all PGRs who teach should have either under taken or be undertaking the TAPP program if they go on to teach and where exceptions to this arrangement are considered, they should involve the Dean of the Graduate School.  The Committee considered the questions raised within the paper and agreed all as being either addressed or currently under review aside from;  Question 5;  The SU highlighted that there had been concerns raised by students regarding the perceived difference in experience of supervision and support between those PGRs on fee waivered programs and those paying full fees. The Dean of the Graduate confirmed that where this was reported, he wished to know immediately in order to investigate the claims.  Question 10;  The Committee discussed the level of study that PGR students can deliver teaching on. It was proposed that PGR students can teach both UGT and Masters level but that PGRs would not mark any summatively assessed work at honours level unless there were specific and documented procedures in place to ensure appropriate moderation has taken place.  Question 11;  It was confirmed that the induction and training package for incoming teaching PGRs was catered to within the framework however specific comment was given to the need to ensure that PGR students who teach are given access to the centrally coordinated training such as GDPR. The Dean of the Graduate School confirmed that this would be formally added to their training package.  It was clarified that the marking of student work should be counted in the hours that PGR are permitted to teach over the 45 week period and that a clear record of the work allocated to a PGR should be kept to ensure this can be managed.    It was agreed that the framework would be reviewed in light of the discussions noted. | DEAN OF GRADUATE SCHOOL |
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| REGS-UTLC-23JAN19-7. NATIONAL TEACHING FELLOWSHIP SCHEME | |  |
| 7.1 | The Committee was asked to note how candidates are to be identified, encourage and rewarded through the scheme.  The Chair confirmed that the University had been successful in previous years with the candidates put forward and that this year, four candidates were currently being mentored through the process.  The Chair asked that colleagues be mindful of the next round of the scheme and the potential candidates they could nominate in order to widen the pool of those put forward. It was confirmed this pool could include academic colleagues and professional support staff.  Professor Keeley highlighted that the application process does take a lot of work and so to think about the next round of applications now is sensible and that colleagues supporting those applying should be clear on the need for evidence to defend the statements made in the application. |  |
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| REGS-UTLC-23JAN19-8. EQUALITY AND DIVERSITY | |  |
| REGS-UTLC-23JAN19-P8.1 | |  |
| 8.1 | Wellbeing and Disability Services: Staff Training Opportunities:  The Committee received and noted the information on training sessions to be provided during week commencing 18 February 2019.  Student Services highlighted that they wanted the training session information to be cascaded across Schools and Services to help inform colleagues of the availability of the training sessions on offer. It was clarified that the details of the sessions had been circulated on the staff development website and will go on staff hub and school management boards in the coming days and weeks.  It was confirmed that the sessions were aimed to assist staff with regards to inclusivity when they are designing and delivering new courses or when making revisions to current provision. |  |
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| 8.2 | The Committee received a presentation from the Chair regarding a review of the current Equality and Diversity provision at the University.  It was noted that a new structure of a University Equality, Diversity and Inclusivity structure would coordinate staff and student related matters.  The proposal covered by the Chair was to include the current Athena Swan Assessment Panel activity and the Teaching and Learning Enhancement group within a central Committee that would include and discuss matters relating to EDI and Athena Swan.  It was expected that the new structure would lead to the new central EDI committee reporting into SLTSS and thus Senate but items would be brought to the attention of UTLC, International Committee and University Research Committee as necessary  The proposal was agreed. |  |
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| REGS-UTLC-23JAN19-9. ETHICS | |  |
| 9.1 | The Committee noted that there were no reported ethical issues arising from taught courses. |  |
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| REGS-UTLC-23JAN19-10. REPORT FROM THE STUDENTS’ UNION | |  |
|  | **REGS-UTLC-23JAN19-P10.1** |  |
| 10.1 | Trans Student Experience  The Committee received a paper from Tristan Smith, SU Trans Representative who was in attendance for this agenda item.  Tristan Smith arrived to present the detail of the paper.  Tristan advised that the aim of his review and paper was to support Trans students and to help the University foster a culture of support and inclusivity.  The recommendations within the paper were covered with particular reference paid to the availability of gender neutral facilities on campus. It was confirmed that the design of any buildings newly built or renovated from the last 12-months onwards did include gender neutral facilities.  It was agreed that the recommendations listed within the paper that relate to Estates and Facilities should be formally passed to them for consideration and response. After which an update would be provided to the next available meeting of the new EDI committee.  An update was also provided in relation to the ability and transparency of trans students being able to update their statuses within the Student Records System. It was confirmed that the Student Records Team were progressing this and would provide an update once it had been fully investigated. | **EDI COMMITTEE**  **STUDENT RECORDS** |
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| 10.2 | To receive and discuss any other reported issues.  It was confirmed that the research into student experiences being conducted in conjunction with EPD was at the stage where the proposal had been submitted and that focus groups were being scheduled. The survey which was proposed to be issued to the 1st and 2nd year student body was awaiting approval. It was agreed that the proposed questions should be provided to the Chair in order for approval to be considered.  Thank you awards  It was confirmed that the Thank You Awards had been discontinued for this year in light of the recent strategic reviews undertaken in the University and Students’ Union. It was confirmed as being reconsidered for future years and would be reassessed alongside any feedback received.  MHM queried whether the student awards aspect of the Thank You Awards would continue for this year and it was confirmed that they would but under another award structure within the SU.  Peer Mentoring  It was confirmed that a conference into Peer Mentoring would be taking place in March which would be themed around sharing good practice. Information relating to this event would be circulated to Schools and Services soon which would include information regarding nominations for awards for staff who support peer mentoring and students who demonstrate outstanding peer mentoring.  Committee Papers  The SU requested that agendas and associated papers for STLCs and School Boards should be provided to the officers from the SU at least one week in advance of the meeting to allow for full consideration of the material. Delays in agendas and paperwork has limited appropriate consideration and representation on those committees. It was agreed that a reminder would be issued to Schools regarding the timelines for availability of agendas and papers. | **ALL SCHOOLS** |
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| REGS-UTLC-23JAN19-11. EXTERNAL EXAMINERS | |  |
| REGS-UTLC-23JAN19-P11.1 | |  |
| 11.1 | The Committee considered and approved the summary list of applications for the appointment, allocation, reallocation of duties and extensions of period of office of external examiners. |  |
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| 11.2 | The Chair issued a reminder to the Committee regarding the timely consideration of the appointment of External Examiners to replace those whose tenure is due to expire and this appointment process should be completed in advance of the deadline. |  |
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| 11.3 | The Committee considered and approved the proposal that for exceptional cases where a late application for appointment, reallocation or extension of duties of an External Examiner is received that they are considered by a panel including;   1. An Associate Dean for Teaching and Learning/Director of Teaching and Learning 2. 2 x other members of UTLC   It was confirmed that once considered, comments, queries or approvals are issued to Registry for recording and subsequently reported at the next available meeting of UTLC.  The Chair clarified that in these cases, the selected group would be approached electronically by Registry colleagues with the relevant appointment details for the proposed EE and that a response and commentary would be required. |  |
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| REGS-UTLC-23JAN19-12. REPORTS FROM PSRBs | |  |
| 12.1 | It was confirmed that there were no reports from PSRBs to be received at this meeting. |  |
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| REGS-UTLC-23JAN19-13. REPORTS FROM REVIEW PANELS | |  |
| 13.1 | It was confirmed that there were no reports from Review Panels to be received at this meeting. |  |
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|  | TO NOTE |  |
| REGS-UTLC-23JAN19-14. REPORTS FROM SCCP | |  |
|  | **REGS-UTLC-23JAN19-P14.1** |  |
| 14.1 | The Committee noted and confirmed the minutes of the meeting held on 12 December 2018. |  |
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| REGS-UTLC-23JAN19-15. REPORTS FROM VALIDATION PANELS | |  |
| REGS-UTLC-23JAN19-P15.1 | |  |
| 15.1 | The Committee received and noted the reports arising from validation events. |  |
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|  | **COMMITTEE MEETINGS** |  |
|  | The Committee was asked to note the reports arising from the following University committees: |  |
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| REGS-UTLC-23JAN19-16. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES | |  |
| REGS-UTLC-23JAN19-P16.1 | |  |
| 16.1 | The Committee received and noted the minutes of the School Teaching and Learning Committee for School of Applied Sciences held on 2 May 2018 |  |
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|  | REGS-UTLC-23JAN19-P16.2 |  |
| 16.2 | The Committee received and noted the minutes of the School Teaching and Learning Committee forSchool of Applied Sciences held on 24 October 2018  Issue for UTLC:  20.1/16.1 compulsory 40 credit module  It was clarified by the Chair of AS STLC that discussions were held in the School regarding the nature of a current 40-credit H-level module and that by being a single 40-credit module it could not be condoned and was therefore automatically deemed compulsory.  It was agreed that matter had been resolved within the School outside of the STLC and therefore did not warrant further exploration by the Committee. |  |
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|  | REGS-UTLC-23JAN19-P16.3 |  |
| 16.3 | The Committee received and noted the minutes of the School Teaching and Learning Committee for Huddersfield Business School held on 10 October 2018. |  |
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|  | REGS-UTLC-23JAN19-P16.4 |  |
| 16.4 | The Committee received and noted the minutes of the School Teaching and Learning Committee for School of Education and Professional Development held on 21 November 2018. |  |
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|  | REGS-UTLC-23JAN19-P16.5 |  |
| 16.5 | The Committee received and noted the minutes of the School Teaching and Learning Committee forSchool of Music, Humanities and Media held on 02 May 2018.  Issue for UTLC:  The evaluation of diversity of External Examiners (SMUS-STLC-02MAY18-11) It is to be queried if there is currently a system in place which captures the diversity information of EEs, and how do we address any issue that this might highlight in view of the requirement for EEs to be subject specialists.  The item was expanded upon by Ruth Stoker who confirmed that an interest had been expressed to report on the Gender and Ethnicity data of our current External Examiners to help inform diverse appointments across the Institution.  It was agreed that the remit of this data capturing and analysis would best suit the newly proposed EDI Committee and so would be forwarded to that Committee for discussion. |  |
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|  | REGS-UTLC-23JAN19-P16.6 |  |
| 16.6 | The Committee received and noted the minutes of the School Teaching and Learning Committee for School of Music, Humanities and Media held on 03 October 2018. |  |
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| REGS-UTLC-23JAN19-17. STUDENT PROTECTION PLAN | |  |
|  | REGS-UTLC-23JAN19-P17.1 |  |
| 17.1 | The Committee was asked to receive and note the current Student Protection Plan.  The document was introduced to the Committee and its purpose defined.  It was agreed that the document would be reviewed annually, by this Committee, prior to the deadline for its resubmission to the Office for Students. |  |
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| REGS-UTLC-23JAN19-18. OTHER COMMITTEES | |  |
|  | REGS-UTLC-23JAN19-P18.1 |  |
| 18.1 | The Committee received and noted the minutes of theQuality and Standards Advisory Group held on 24 October 2018 |  |
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|  | **REGS-UTLC-23JAN19-P18.2** |  |
| 18.2 | The Committee received and noted the minutes of theQuality and Standards Advisory Group held on 05 December 2018.  It was clarified in response to the item within the minutes regarding the Whistleblowing Policy that the University’s current Whistleblowing Policy does cover both staff and students and can be used by students wishing to report matters under its remit. It was agreed that there would be guidance incorporated into the document to ensure it is clearly defined as being available to students and under what circumstances. |  |
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| REGS-UTLC-23JAN19-19. ANY OTHER BUSINESS | |  |
| 19.1 | It was confirmed that there were no items to be raised under Any Other Business. |  |
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| REGS-UTLC-23JAN19-20. ACTIONS IDENTIFIED FOR QSAG / OTHER COMMITTEES | |  |
| 20.1 | To note actions identified for QSAG/Other Committees.  18.2 - QSAG |  |
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| REGS-UTLC-23JAN19-21. AVAILABILITY OF AGENDA, PAPERS AND MINUTES | |  |
| 21.1 | It was confirmed that there were no agenda items, papers or minutes that should be treated as confidential and excluded from the Library under Standing Order 10.5. |  |
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| REGS-UTLC-23JAN19-22. DATE AND TIME OF NEXT MEETING | |  |
| 22.1 | It was confirmed that the next meeting will be held on 06 March 2019 at 9.30 am in The McClelland Suite (SB/7). |  |