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| **UNIVERSITY TEACHING AND LEARNING COMMITTEE** |
| **18 March 2020, 9.30 am** |

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| **MINUTES** | |
| **Venue:** | Business managed virtually |
| **Author:** | Karen Brough, Registry |
| **Present:** | NA |
| **In attendance:** | NA |
| **Apologies:** | NA |

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| **PRELIMINARY ITEMS** | | **Actions** |
| **Apologies for absence** | |  |
|  | **DECLARATIONS OF INTEREST**  Members confirmed there were no conflicts of interest arising from the meeting agenda. |  |
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| **1.** | **MINUTES** |  |
|  | REGS\_UTLC\_2020\_03\_18\_M |  |
|  | The minutes of the meeting held on 29 January 2020 were approved via Chair’s Action. |  |
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| **2.** | **MATTERS ARISING** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P2.1 |  |
| **2.1** | **Student Casework Summary (minute reference 2.1)**  It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **2.2** | **Reports from Validation Panels (minute reference 2.6a)** |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **2.3** | **School of Education and Professional Development held on 25 June 2019, 9.4 External Examiner System and School of Human and Health Sciences held on 2 October 2019, 28 External Examiner System (minute reference 2.6b)** |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **2.4** | Academic Integrity Module (minute reference 3.2) |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **2.5** | **Teaching and Learning Conference (Minute reference 3.5)** |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P2.6i  REGS\_UTLC\_2020\_03\_18\_P2.6ii |  |
| **2.6** | Module Handbook Templates (minute reference 18.2) |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P2.7 |  |
| **2.7** | UTLC Short Life Working Group on Building Inclusivity into Course Design at Validation (Minute reference 18.6) |  |
|  | The Committee approved the paper via virtual agreement. |  |
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| **2.8** | **Student Panels Proposed Developments (minute reference 19.1)** |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **TO CONSIDER:** | | |
| **3.** | **CHAIR’S BUSINESS** |  |
| **3.1** | **Differential Attainment update**  It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **3.2** | Industrial Action  It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **3.3** | **Office for Students Consultations**   1. Sexual Misconduct 2. Admissions   It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **3.4** | ECs and Extensions Project  It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **4.** | GLOBAL PROFESSIONAL AWARD |  |
| **4.1** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **5.** | ACADEMIC ADMIN TIMETABLE |  |
|  | REGS\_UTLC\_2020\_03\_18\_P5  REGS\_UTLC\_2020\_03\_18\_P5.1i  REGS\_UTLC\_2020\_03\_18\_P5.1ii |  |
| **5.1** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **6** | UTLC MEMBERSHIP LIST |  |
|  | REGS\_UTLC\_2020\_03\_18\_P6.1 |  |
| **6.1** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **7.** | **EXTERNAL EXAMINER APPLICATIONS** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P7.1 |  |
| **7.1** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **8.1** | **EQUALITY AND DIVERSITY** |  |
|  | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **9.** | **REPORT FROM THE STUDENTS’ UNION** |  |
| **9.1** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **9.2** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **10.** | **SUBJECT REVIEWS FOR 2020-21** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P10.1 |  |
| **10.1** | The proposed schedule of subject reviews for 2020-21 was approved via Chair’s Action. |  |
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| **11.** | **DEGREE OUTCOME STATEMENT** |  |
| **11.1** | It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **12.** | **COMMUTER STUDENT WORKING GROUP** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P12  REGS\_UTLC\_2020\_03\_18\_P12.1ia REGS\_UTLC\_2020\_03\_18\_P12.1ib REGS\_UTLC\_2020\_03\_18\_P12.1ic  REGS\_UTLC\_2020\_03\_18\_P12.1iii |  |
| **12.1** | The Committee received:   1. the recent working group minutes 2. an update on the current approach from the School of Computing and Engineering 3. The strategy presentation   It was confirmed that this item be rolled over to the 20 May meeting of this Committee. |  |
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| **13.** | THEMATIC REVIEW |  |
|  | REGS\_UTLC\_2020\_03\_18\_P13.1 |  |
| **13.1** | The Committee received and approved the 2019-20 Thematic Review into Equality of Attainment subject to minor amendments via virtual means. |  |
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| **14.** | MODULE EVALUATION 360 PROJECT |  |
|  | REGS\_UTLC\_2020\_03\_18\_P14.1 |  |
| **14.1** | The Committee approved the attached paper through virtual agreement. |  |
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| **15.** | **REVIEW OF VLE STRATEGY** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P15.1 |  |
| **15.1** | The Committee approved the strategy without comment through virtual approval. |  |
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| **TO NOTE:** | | |
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| **16.** | STANDING COMMITTEE FOR DEGREE APPRENTICESHIP |  |
|  | REGS\_UTLC\_2020\_03\_18\_P16.1 |  |
| **16.1** | The minutes from the meeting on 13 February 2020 were noted through Chair’s Action. |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P16.2 |  |
| **16.2** | It was noted via Chair’s Action that the Higher and Degree Apprenticeship Risk Register which outlines the risks to the University posed by apprenticeship provision as well as methods of mitigating these.  This will be updated as necessary and amendments will be received at future Standing Committee for Degree Apprenticeships meetings. |  |
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| **17.** | REPORTS FROM PSRBs |  |
|  | REGS\_UTLC\_2020\_03\_18\_P17.1A  REGS\_UTLC\_2020\_03\_18\_P17.1B |  |
| **17.1** | The Chair received and noted the following certificates of accreditation through Chair’s Action:  CILT(UK):  MSc Sustainable Supply Chain Management (2019-2024)  MSc Sustainable Supply Chain Management with Humanitarian Challenges (2019-2024) |  |
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| **18.** | **REPORTS FROM SCCP** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P18.1 |  |
| **18.1** | The minutes from 11 December 2019 were noted through Chair’s Action. |  |
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| **19.** | STLC MINUTES |  |
|  | The following STLC minutes were noted via Chair’s Action: |  |
|  | REGS\_UTLC\_2020\_03\_18\_P19.1 |  |
| **19.1** | Art, Design and Architecture STLC  Minutes from 30 January 2020  Minute Reference 14.1 PSRB’s –  The following courses were noted.  CIOB (Chartered Institute of Building)  BSc (Hons) Building Surveying  BSc (Hons) Construction Project Management  BSc (Hons) Quantity Surveying  Accredited to 31st December 2022  CIOB  MSc Advanced Project Management in Construction  MSc Design Integration and Building Information Modelling  Accredited to July 2016 – July 2021  CABE (Chartered Association of Building Engineers)  BSc Architectural Technology  Accredited 23/01/2020 – 31/08/2022 |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P19.2 |  |
| **19.2** | Human and Health Sciences STLC  Minutes from 12 February 2020, no issues for UTLC |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P19.3 |  |
| **19.3** | Huddersfield Business School STLC  Minutes from 12 February 2020, no issues for UTLC |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P19.4 |  |
| **19.4** | Education and Professional Development STLC  Minutes from 23 January, no issues for UTLC |  |
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| **20.** | **VALIDATION SCHEDULE 2020-21** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P20.1 |  |
| **20.1** | The updated validation schedule was approved via Chair’s Action.  This will be a standing item at future meetings. |  |
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| **21.** | **REPORTS FROM VALIDATION PANELS** |  |
|  | REGS\_UTLC\_2020\_03\_18\_P21  REGS\_UTLC\_2020\_03\_18\_P21.1A  REGS\_UTLC\_2020\_03\_18\_P21.1B  REGS\_UTLC\_2020\_03\_18\_P21.1Ci  REGS\_UTLC\_2020\_03\_18\_P21.1Cii  REGS\_UTLC\_2020\_03\_18\_P21.1D  REGS\_UTLC\_2020\_03\_18\_P21.1E  REGS\_UTLC\_2020\_03\_18\_P21.1F  REGS\_UTLC\_2020\_03\_18\_P21.1G  REGS\_UTLC\_2020\_03\_18\_P21.1H  REGS\_UTLC\_2020\_03\_18\_P21.1I  REGS\_UTLC\_2020\_03\_18\_P21.1J |  |
| **21.1** | The Chair noted the reports arising from validation events via Chair’s Action. |  |
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| **22.** | **REPORTS FROM REVIEW PANELS**  The Chair noted and took Chair’s Action against the following reports from Subject Review Panels: |  |
|  | REGS\_UTLC\_2020\_03\_18\_P22  [REGS\_UTLC\_2020\_03\_18\_P22.1i](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/REGS_UTLC_2020_03_18_P22.1i.pdf?Web=1)  REGS\_UTLC\_2020\_03\_18\_P22.1ii |  |
| **22.1** | The report of the Subject Review of Podiatry and Clinical Sciences subject area held on 18 April 2018 and School response approved by School Board on 24 February 2020. |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P22.2i  REGS\_UTLC\_2020\_03\_18\_P22.2ii  REGS\_UTLC\_2020\_03\_18\_P22.2iii |  |
| **22.2** | The report of the Subject Review of Criminology, Politics and Sociology subject area held on 26 March 2018 and School response approved by School Board on 24 February 2020 |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P22.3i  REGS\_UTLC\_2020\_03\_18\_P22.3ii |  |
| **22.3** | The report of the Subject Review of Specialist Skills Development – Undergraduate and Postgraduate subject area held on 5 April 2019 and School response approved by School Board on 24 February 2020 |  |
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|  | REGS\_UTLC\_2020\_03\_18\_P22.4i  REGS\_UTLC\_2020\_03\_18\_P22.4ii |  |
| **22.4** | The report of the Subject Review of Specialist Skills Development (NMC regulated) subject area held on 30 April 2019 and School response approved by School Board on 24 February 2020 |  |
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| **23.** | UNIVERSITY INTERNATIONAL COMMITTEE |  |
|  | REGS\_UTLC\_2020\_03\_18\_P23.1 |  |
| **23.1** | The minutes from the meeting of the University International Committee held on 19 February 2020 were noted via Chair’s Action. |  |
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| **OTHER BUSINESS** | | |
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| **24.** | **ANY OTHER BUSINESS** |  |
| **24.1** | No other items of business were received. |  |
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| **25.** | **AVAILABILITY OF AGENDA, PAPERS AND MINUTES**  The Chair confirmed that no agenda items, papers or minutes should be treated as confidential. |  |
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| **26** | **DATE OF NEXT MEETING** |  |
| **26.1** | It was confirmed that the date and time of the next meeting will be Wednesday, 20 May 2020, at 9.30am via zoom. |  |
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Karen Brough

Secretary

April 2020