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| **UNIVERSITY TEACHING AND LEARNING COMMITTEE** |
| **25 March 2020, 11.30 am** |

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| **MINUTES** | |
| **Venue:** | Held via zoom |
| **Author:** | Karen Brough, Registry |
| **Present:** | Ms Adesewa Adibisi, Dr Robert Allan, Dr Daniel Belton, Dr Liz Bennett, Dr Rachel Birds, Dr Georgina Blakeley, Professor Andrew Crampton, Dr Eleanor Davies, Dr Roddy Hunter, Ms Alison Jones, Dr Lianghui Lei, Mr Andrew Mandebura, Dr Peter Mather, Dr Keith McCabe, Dr Gary McGladdery, Mr Matt Mills, Professor Kevin Orr, Professor Jane Owen-Lynch (Chair), Mrs Ruth Stoker, Mr Nik Taylor, Dr Amanda Tinker, Dr Pete Woodcock |
| **In attendance:** | Ms Lydia Blundell |
| **Apologies:** | Ms Claire Aydogan, Professor Andrew Ball, Professor Paul Bissell, Professor Bob Cryan, Professor Samir Dani, Professor Christine Jarvis, Professor Nigel King, Professor David Taylor, Professor Tim Thornton |

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| **PRELIMINARY ITEMS** | | **Action** |
| **APOLOGIES FOR ABSENCE** | | |
|  | **DECLARATIONS OF INTEREST**  Members confirmed there were no conflicts of interest arising from the meeting agenda. |  |
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| **TO CONSIDER:** | | |
| **3.** | **EMERGENCY REGULATIONS** |  |
| **3.1** | The Committee received and considered the draft emergency regulations.  The Chair confirmed that steps have been taken to align the regulations with the guidance recently issued by the QAA in regards to managing the student experience through these challenging times.  Mrs Ruth Stoker requested that recent examples of good practice undertaken by Schools in regard to positively enhancing the student experience at this challenging time should be forwarded to her for wider distribution.  Dr Rachel Birds advised the Committee that the emergency regulations document includes PGR updates. It was agreed that UTLC should consider and approve the regulations and has the capacity to do so on behalf of Graduate Board and University Research Committee given the co-opted membership of the Assistant Registrar for Research and Events on the UTLC membership.  Dr Birds also noted that in line with QAA guidance, these regulations would also be applicable for Collaborative Partners.  Members were informed that the main regulations should be used where possible but the emergency regulations should be used if required.  It was agreed that once finalised, the emergency regulations would form part of the taught and research student regulations to cater to any possible major disruption incidents in the future.  The Chair took each section of the document in turn. Starting with ECs and Extensions, it was reaffirmed that Schools should make full use of the extension system and ECs where necessary. CABs could have their meeting dates readjusted to suit extension needs but Schools should strive to get as many students, particularly final years, to the main CABs on time. Extra CABs could be held, time permitting, if required, prior to the deadline for official marks to be in the system for the main publications of results date.  It was clarified that the final date for interruption, the 8th May 2020, would be observed.  The progression and awarding sections were reviewed and agreed that pragmatic approaches to CAB decisions appeared sensible.  The SU queried whether students in their first year could be disadvantaged by the approach to their progression particularly where placement providers will refer to first year marks when considering places. It was agreed that Schools can provide references that support the student’s application where required.  The alternative form of assessment section was considered. Clarification was provided that the weightings of assessments and how this drives decisions was drafted in such a way that it permits Schools flexibility to adopt a pragmatic approach.  Decisions in relation to how many modules could be trailed will be flexible, where needed, but it was hoped that the methods applied in line with this document should negate the need for exceptional decisions to be made on a large scale.  The Committee moved on to consider the research student section. It was confirmed that vivas would go ahead as scheduled via online means. Where necessary extensions will be approached flexibly. Mrs Cathie Raw confirmed that the PGR teams would prefer that students extend rather than interrupt but recognised that each individual circumstance would be considered on a case by case basis.  The Complaints and Appeals section was agreed and reiterated that where complaints and appeals relate to the current circumstances then the expedited route should be used.  Subject to the post meeting clarifications, the document was approved. | **REGS\_UTLC\_2020\_03\_25\_P3.1** |
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| **4.** | **ALTERNATIVE FORMS OF ASSESSMENT** |  |
| **4.1** | The Committee received and considered the alternative forms of assessment proposal.  The Chair reiterated the message within the document that staff can now make use of the full examination period in which to schedule their alternative forms of assessment. The previous constraints observed by the official exams protocol could now be relaxed and spread across the entire examination period.  Discussions were held regarding the minimum period of notification of the confirmed alternative form of assessment and its hand in date. It was agreed that students would be given a minimum of 3 weeks’ notice of their new schedule of assessments.  The SU queried what support was available to students from identified IMDB groups. It was confirmed that the proposed window for open book exams to be completed would be 24 hours long in order to accommodate the listed variations of student backgrounds, environments, time zones and additional adjustment needs.  It was queried how students are supported where students do not have access to computers at home. It was confirmed by Ms Ruth Stoker that ADoTLs and DoTLs were currently the central point of coordination for student names to be provided to where a student requires a laptop. A colleague was making arrangements to deliver a laptop where a student was not able to gain access at home to any form of device that would permit them to complete online assessments. The pool of laptops is limited and so only students who have no access at all to a computer at their address should be put forward in the school. It was agreed that this would not be advertised publically but rather coordinated via the ADoTLs and DoTLs.  Dr Roddy Hunter enquired about the need for SAVP approval for the alternative forms of assessment being adopted. It was agreed that the forms associated to this procedure should be used and could be used to cater to bulk module changes to save on administrative burden.  The SU queried how students would be managed where their ability to complete the required placement hours during their sandwich year has been compromised. It was confirmed that the University would make use of the principles listed in the redundancy policy. This would mean students can still successfully pass their placement year where the provider is no longer able to meet the hours required.  The Committee discussed the need to provide the student body with assurances about the support available to them during this time particularly where alternative forms of assessment are being provided that may vary in method from those originally set.  The document was approved and agreed by the Committee. | **REGS\_UTLC\_2020\_03\_25\_P4.1** |
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| **5.** | **COMMUNICATIONS TO STUDENTS** |  |
| **5.1** | The Committee received and considered the drafted information for communication to students.  Mr Matt Mills confirmed to the committee that where a student has queries regarding how their PLSP will be met and how they will be supported then they should make direct contact with the Disability Team via email.  The SU asked for Schools to provide guidance on how to undertake alternative forms of assessment and make support to aid students widely available.  Ms Ruth Stoker advised Schools that it would be sensible to consider placing a word limit on the open book assessments to ensure the response isn’t too lengthy given the now 24 hour window available to students to complete the assessment in.  Schools were reminded that all communications regarding alternative forms of assessment and assurances should be delivered by each School locally.  The document was approved and agreed by the Committee. | **REGS\_UTLC\_2020\_03\_25\_P5.1** |
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| **OTHER BUSINESS** | | |
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| **6.** | **ANY OTHER BUSINESS** |  |
| **6.1** | The SU asked that where material changes are considered such as the timings of CABs then the SU should be informed so that the advice centre are well informed to provide accurate advice. |  |
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| **6.2** | Mr Andrew Mandebura requested that once the student communications have been issued by each School that the International Office are informed so that they can refer students back to the School communications appropriately. |  |
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| **6.3** | Ms Ruth Stoker requested that colleagues in Schools complete the 360 Module Evaluation survey once launched in BrightSpace. |  |
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| **6.4** | **Safety Net Process** |  |
|  | A post meeting addendum was made in the form of a ‘Safety Net Process’ which was approved via Chair’s Action on 01 April 2020 and added to the Emergency Regulations approved under item 3.1. |  |
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| **7.** | **AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |  |
| **7.1** | It was confirmed that no agenda items be made confidential. |  |
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| **8.** | **DATE OF NEXT MEETING** |  |
| **8.1** | Wednesday, 20 May 2020, at 9.30am in The McClelland Suite, Schwann Building, level 7. |  |