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| **University Teaching and Learning Committee** |
| **17 March 2021 09.30 – 12.30** |

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| **MINUTES** | |
| **Venue:** | On-line |
| **Author:** | Simon Maller |
| **Present:** | Prof Jane Owen-Lynch (chair), Dr Robert Allan, Ms Claire Aydogan, Dr Liz Bennett, Dr Rachel Birds, Dr Georgina Blakeley, Prof Nic Clear, Prof Andrew Crampton, Prof Eleanor Davies, Dr James Forde, Dr Tarja Kinnunen, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell Mrs Lorraine Noel, Prof Kevin Orr, Ms Carla Reeves, Mrs Lindsay Smith, Mrs Ruth Stoker, Dr Nik Taylor, Dr Amanda Tinker |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Hazel Bryan, Prof Bob Cryan, Mr Andrew McConnell, Mrs Claire Goodliff, Mr Tim Hosker, Mrs Alison Jones, Dr Lianghui Lei, Mr Andrew Mandebura Mr Tom Rolls (SU) Prof Tim Thornton, Dr Colin Venters, Kris Pilicudale, Dr Wayne Bailey |

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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 27 January 2021. | **Secretary** |
| **3.0** | **MATTERS ARISING** |  |
| **3.1** | **Annual Report on Appeal Against Decisions to Withdraw**  **Students on the Basis of Poor Attendance (Minute reference 3.1)**  To receive an update from the Assistant Registrar (Taught Provision). Updates relating to Attendance Monitoring Withdrawal Appeals will be a standing Agenda item moving forward. | **Secretary** |
| **3.2** | **Temporary changes to delivery/assessment for the last 2**  **weeks of teaching this term (Minute reference 3.2)**  It was noted that the list of agreed exceptions to fully remote provision was appended to the Jan UTLC minutes. |  |
| **3.3** | **Teaching and Learning on and off Campus (Minute reference 4.1)**  The Chair reported that the sector was waiting for confirmation from government as to the exact date HE providers would be allowed to re-open campuses if at all. If the government maintained the current arrangements, the University is well placed to continue delivering remote learning in its current format or switch to blended learning (on and off campus) if required.  It was noted that COVID testing would cease over the Easter break and that the number of students using the test centre had dropped over the term, which was in line with expectations.  A further update will follow in due course. |  |
| **3.4** | **Assessment, Marking and CABs (Minute reference 4.5)**  It was noted that an update to the Grade Safety Policy will be presented under Chairs Business agenda item **4.3.** |  |
| **3.5** | **Annual Evaluation 19/20 (Minute reference 5.1)**  The Assistant Registrar Q&A confirmed that he had circulated a summary document to members. |  |
| **3.6**  **3.7** | **EC’s- OIA Good Practice Framework (Minute reference 6.1)**  It was noted that an update will be included in the EC working group report, which was discussed as part of agenda item **12.2**  **External Examiner Reports 2019/20 (Minute Reference 7.0)**  The Assistant Registrar Q&A confirmed that a random check of the EE3 reports which had been returned to Registry showed that they had not all been successfully completed. Schools with outstanding reports have been asked to return them to Registry as soon as possible. A further update will be given at May’s meeting. |  |
|  |  | **Assistant Reg QA** |
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| **TO CONSIDER:** | | |
| **4.1** | **CHAIR’S BUSINESS** |  |
| **4.2** | **Race Equality Chartermark**  The Chair gave a presentation on the University’s work in this area. The Charter Mark scheme is operated by Advance HE and to achieve Chartermark Status is a long-term project requiring support from every part of the University. The project team and its sub-groups consist of twenty colleagues who have a wealth of experience and a passion to take forward the project. Nevertheless, assistance from colleagues from outside the group will most likely be required and if you are asked for help, please do give. |  |
| **4.3** | **Grade Safety Policy.**  The Chair gave an overview of the current progress of the project and referred members to the FAQ document for further information. |  |
| **4.4** | **Academic Integrity Module**  The Chair reminded members that the module was compulsory for all students and that it was clear from recent report that there were pockets of noncompliance. It was noted that recent Academic Misconduct cases data suggested that case numbers tended to be higher where there was low take-up of the course.  To aid schools with their tracking of compliance, the systems ‘intelligent agent’ has been switched on and will contact those students who have started the course but not completed it.  The President of the Student’s Union asked if data from the Academic Integrity Module could be broken down for ethnicity, as this would be useful information for supporting international students. The Chair responded that the data capture was not as sophisticated as the University would like it to be and as such it is difficult to breakdown the data by ethnicity and route, but this is being looked into.  It was further noted that the module is reviewed and updated as appropriate each year.  Aligned to this, the Chair took the opportunity to update Members on the latest data set with respect to attainment released by the Office for Students (OfS). The Chair highlighted the key University data for members’ information.  **Attainment**  Differential attainment: it was noted that there was no significant gap between POLAR and IMD data sets. With respect to continuation, no issues which are statistically significant were identified.  For those who achieved a 1st or 2:1, in our POLAR data, there was no statistical difference between quintile 5 and quintile 1. It was noted that in IMD data, there is a gap of 10% between quintiles 1 and 5, but no gaps with respect to Mature and Disabled students. The overall ethnicity gap is 9%.  **Progression**  It was noted that the data relied on to produce the report was from the Destination of Leavers Survey (DLHE) 2016-17 and as such is somewhat out of date. However, it was noted that although the report highlighted an issue with mature student progression, it was thought this was due to those students already having jobs and studying part-time. The general picture was encouraging, and no statistically significant issues had been identified.  Although the latest report shows an encouraging position, closing the attainment gap for those who identify as BAME (9%) remains a priority for the University. |  |
| **5.0**  **5.1**  **5.2** | **DEGREE APPRENTICESHIPS**  The membership received a presentation regarding the Apprenticeship Strategy 2019 – 2025.  **OFSTED Readiness Presentation**  The Director of Registry give a brief presentation with the following key points mentioned:   * OFSTED, have oversight of apprenticeships up to and including level 7. * The University has around 400 active apprenticeships, on 9 courses, with a further 4 in development. * The University is engaged with 65 employers.   OFSTED, will take an audit based approach to inspecting providers, with a number of levels of audit possible based on risk assessment of the provider. The University is expecting a Monitoring Audit – which is an initial audit and is designed for a first visit.  When an audit is called the University will get 48 hours’ notice and the University will be expected to provide evidence with respect to how it complies with the following:   * Partnerships with employers. * Clear strategy and governance. * Coordination of on and off the job training. * Safeguarding will also be reviewed in detail. It was notes that if the University fails this element, then it fails the whole inspection.   The inspectors will want to know how we meet our obligations and evidence this in the appropriate way.  In preparation for the audit the University has reviewed the audit procedure and aligned its action plan to meet these requirements. It was noted that the following actions have already taken place:   * A governance structure has been put in place. * Apprenticeships activity had been embedded into the Teaching and Learning strategy. * Training is also in the progress of being rolled out to key staff members.   Following the audit visit Ofsted will provide feedback which the University can reflect on and devise an action plan to address any areas of improvement identified.  Members welcomed the briefing and the following comments, summaries below, were made.  The Chair felt that an employer focused briefing pack would be useful. The Director of Registry will draw together the various briefing presentations and the senior leadership pack and forward on as appropriate. **ACTION: Director of Registry**  A member wanted to know if a practice session would take in order to test our preparedness. It was noted that practice sessions were being scheduled. |  |
| **6.0** | **MYMO AS EVIDENCE OF TRAINING FOR ONLINE DESIGN AND DELIVERY**  The Director of Teaching and Learning (DTL) introduced the paper which proposed to use successful completion of MYMO as a proxy to confirm that staff have been trained. **AGREED** |  |
| **7.0** | **DEPARTMENT OF EDUCATION ADMISSIONS CONSULTATION (PQA)**  The committee received the draft submission to the DfE consultation. Judith Davidson, the Project Manager for this workstream, informed the membership of the models put forward by DfE all of which had a number of drawbacks for providers and prospective students.  It was noted that reform of admission to higher education was a key policy initiative championed of the government and there was a need for the University to be fully engaged with the consultation and any future policy changes. As such it has been agreed that Admissions Consultation will be standing item on the agenda for future meetings. | **Student Recruitment and Marketing (appropriate manager)** |
| **8.0** | **REPORT FROM THE STUDENTS’ UNION**  The President of the Students’ Union updated the membership of the work of the sabbatical officers. It was noted that considerable support had been provided by Registry for the implementation of the Grade Safety Policy (GSP).  In the run up to the assessment period, the Union is running an academic integrity campaign. |  |
| **9.0** | **EXTERNAL EXAMINER APPLICATIONS**  The Chair took the opportunity to remind the membership of the need to recruit examiners that are qualified at the highest level, i.e., would normally hold a PhD, unless there is a specific reason why. If an external examiner does not hold a PhD a justification is required. To capture this information Registry will amend the template.  **ACTION:** Assistant Registrar Q&A to modify External Examiners template.  **ACTION:** Schools to note the procedure to assure suitably qualified external examiners. |  |
|  |  | **Assistant Registrar QA & Schools** |
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| **10.0**  **11.0** | **SUBJECT REVIEW SCHEDULE**  The committee received the schedule and confirmed that reviews in MHM and ADA would be deferred to the following year due to the need to focus on the coming together of the Schools in the autumn of 2021. **AGREED.**  It was also discussed if Engineering would like to defer its review, due to the impending external review by a PSRB. However, it was confirmed this was not an issue and the review could go ahead as scheduled.  All other programmes mentioned in the review document progress.  **INCORPORATION OF ENTERPRISE AND EMPLOYABILITY GROUP**  The Chair confirmed that the Enterprise and Employability Group (EEG) would be incorporated as a sub-committee of UTLC under its scheme of delegation.  The membership reviewed the Terms of Reference and membership. Some minor amendments were suggested to bring them into line with agreed governance conventions.  **ACTION: Head of Careers & Employability to update ToR with support from Director of Registry.** |  |
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| **TO NOTE** | | |  |
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| **12.0**  **12.1** | **REPORTS FROM WORKING GROUPS**  **Taught Awards Regulations Working Group (TARG)**  Prof Orr, Chair of the Taught Awards Regulations Working Group (TARG) informed the membership that the TARG had focused on making the regulations more user friendly, consistent in language and removed duplication where necessary. A final draft of the revised regulations will be presented to May’s meeting of Committee.  Prof Orr recorded his thanks to Fran Hinewright for her significant contribution to the group. |  |
| **12.2** | **Extensions and Extenuating Circumstances Working Group (EECWG)**  Dr Hunter updated the Committee on the work of the group, which has for its first phase of work focused on the extensions process and primarily complying with the Office of the Independent Adjudicator (OiA)’s Good Practice Framework on self-certification, which comes into force in 20/21.  The group will submit a recommendations paper for the Committees approve in May, with respect to the options available to the university to comply with the OiA self-certification requirement.  Dr Hunter also highlighted the significant system, process and technical challenges that had been identified at this stage of the group’s work with the existing extension system. It was noted that in order to improve systems and process for students and colleagues significant process, regulatory and system changes were likely. These will be explored in greater detail in phase 2 of the group’s work, which will report into UTLC in March 2022. |  |
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| **13.0**  **14.0** | **REPORT FROM SCDA**  The minutes were noted, there was no actions for UTLC.  **Report from PSRBs**  No report to note. |  |
| **15.0**  **16.0**  **17.0**  **18.0** | **Report from SCCP**  The minutes were noted, there was no actions for UTLC.  **Reports from Validation Panels**  It was noted that in order to engender best practice across the University colleagues should review the comments in the validation reports.  **Reports from Review Panels**  The reports were noted, there was no actions for UTLC.  **School Teaching and Learning Committee Minutes**  The Committee noted the minutes from the following School committees:   * Business School, held on 27 January 2021. * Art Design and Architecture, held on 27 October and 10 December 2020. * Applied Sciences, held on 21 October and 9 December 2020. * Education and Professional Development, held on 19 January 2021. * Computing and Engineering, held on 17 June and 18 November 2020.   **Other Committees**  No business to note. |  |
| **OTHER BUSINESS** | | |  |
| **19.0** | **Availability of Agenda, Papers and Minutes**  It was confirmed that there were not agenda items, papers or minutes that should be treated as confidential.  **Dates of future Meetings and timing for this cycle.**  Wednesday 19 May 2021  All meetings commence at 09.30 and end by 12.30.  Proposed dates for the 21/22 to be confirmed by University Council meeting on 23 March 2021.  **22 September 2021**  **24 November 2021**  **26 January 2021**  **16 March 2021**  **18 May 2021**  **The Chair reserves the right to schedule additional meetings at short notice, in response to the continuing public health emergency.** |  |
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