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| **University Teaching and Learning Committee** |
| **22 September 2021 09.30 – 12.30** |

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| **MINUTES** |
| **Venue:** | McClelland Suite |
| **Author:** | Simon Maller  |
| **Present:**  | Prof Jane Owen-Lynch (Chair), Dr Robert Allan, Ms Claire Aydogan, Dr Rachel Birds, Dr Georgina Blakeley, Dr Liz Bennett, Prof Andrew Crampton, Prof Eleanor Davies, Pro Michael Ginger, Dr Tarja Kinnunen, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell, Prof Kevin Orr, Mr Krish Pilicudale, Dr Ruth Stoker, Dr Amanda Tinker, Dr Sean Walton Miss Millie Avery |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Hazel Bryan, Prof Wayne Bailey, Prof Bob Cryan, Brain Culleton Dr James Forde, Prof Joanne Garside, Mr Tim Hosker, Ms Alison Jones, Dr Lianghui Lei, Mr Andrew Mandebura, Mr Andrew McConnell, Mrs Lorraine Noel, Dr Carla Reeves, Lindsay Smith, Prof Tim Thornton, Dr Colin Venters. |

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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.The Chair welcomed Professor Michael Ginger as the replacement Dean’s representative, taking over from Dr Nic Clear. It was noted that the committee was missing the School of Computing and Engineering representative.  |  |
| **2.0** | **MINUTES**The Committee approved the minutes of the meeting held on 19 May 2021. |  |
| **3.0****3.1** | **MATTERS ARISING****Training and support for Course Leaders and Module Leaders (minute reference 4.1). Taken under item 5.2.** |  |
| **3.2** | **To provide an update regarding institutional readiness for Ofsted Apprenticeship audit (minute reference 4.2) CLOSED**It was noted that OfSted had restarted inspection activity with four universities inspected recently. There is a strong likelihood that we are on the schedule for inspection and with this in mind, training has been rolled out and all key staff now have nominated deputies. **CLOSED** |  |
| **3.3** | **Confirm amendments to the regulations (minute reference 6.4). Secretary**The Secretary confirmed the amendment. **CLOSED** |  |
| **3.4** | **Confirm amendments to the Awards Regulations to include Pre-CABs (minute reference 7.1). Secretary**The Secretary confirmed the amendment. **CLOSED** | **.** |
| **3.5** | **Provide a verbal update on the work of the DBS Working Group (minute reference 11.0). Take under item****Report from Review Panels (minute reference 28.1)**20-21.38 BSc (Hons) Physiotherapy Degree Apprenticeship by UVP 29.03.21 (School of Human and Health Sciences) - conditions met. **CLOSED** |  |
| **3.6** | **Annual evaluations (minute reference 18.1)**Dr Jackie Malone (HHS) will be the UTLC Representative for HBS (September 2021- August 2024). **CLOSED** |  |
| **TO CONSIDER:** |
| **4.0** | **CHAIR’S BUSINESS** |  |
| **4.1** | **Confirmation of the Terms of Reference**To agree amendment to point 10 which formally incorporates ownership of Admissions policy. **AGREED.** |  |
| **4.2** | **Membership** * Confirm membership and welcome new members
* Confirm change to voting arrangements due to formation of the School of Arts and Humanities
* Committee dates for the 2021/22 academic session

**AGREED** | **.** |
| **4.3****5.0** | **Arrangements for meeting during the 2021/22 session**22 September 2021\*24 November 202126 January 2022\*16 March 202218 May 2022\*\*Designated as an in-person meeting. Note the Chair retains the right to call additional meetings as required in response to the public health emergency**National Student Survey (NSS)**To receive an update on the University’s approach to improving its NSS return.The Chair gave a presentation which summarised the challenges the University faces. In brief, the University is slightly below benchmark in a number of areas. Assessment feedback remains an issue and more generally in the overall satisfaction category we have dropped significantly in 2021 compared to previous years. The data analysis identifies that some Schools are achieving a very high level of overall satisfaction score whereas others score poorly and there is little in between. The data shows that teaching staff, course content and facilities scores are very positive. Scores are more challenging in categories such as staff changes, assessment feedback and academic support. In terms of comments, there is a clear message that certain areas of the University are not communicating effectively with students especially with respect to assessment feedback and general academic support.The poor scores, do not reflect the excellent work that colleagues have done to deliver their courses and support students over the past year. However, there is a need to address the concerns the NSS results show, and meetings are being held with Schools to discuss the findings which have been separated into three categories: * Macro – COVID factors
* Mezzo – Course organisation and management. Some Schools have struggled to deliver or have not put students at the centre of their provision.
* Micro – Some staff members have struggled with MYMO and as such were not geared up for on-line learning.

A plan to address the issues is well underway and will form part of the discussions with Schools.  |  |
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| **5.1****5.2****5.3****5.4****5.5****5.6** | **New Code of Practice for Students and Staff handbook.** To receive the handbook for referenceThe Chair briefed the membership of the purpose of the handbook. In brief, it represents a basic minimum set of standards of service that each student should expect. An emphasis is placed on timely communication with students, with particular reference made to responding to enquiries within two working days which is a University KPI. Members asked several questions regarding the implementation of the code. Will it be embedded into staff inductions; can the code be circulated to support staff, and finally will there be a student facing version?The Chair responded that as part of induction all staff members including professional service staff, would be expected to sign-up to the code and student version of the code already exists. To unpick the NSS scoring in more detail, colleagues in Planning will be running focus groups with third year students, those that would score the University as “neutral” in the survey to get a better understand as to why they would pick this response. There is a theory that the meaning of some questions is not immediately clear and rather than choose a negative score a neutral one is selected by the student. We need to encouraging students to provide a comment which would then help the University understand the response and any underlying issue which needs to be addressed. **Course Leader and Module Leader training**To be briefed on the progress of the training The membership received a verbal briefing on the work undertaken to support Course and Module leaders. Four sessions have been scheduled so far with the rest likely to be scheduled during the remainder of the term. Members asked a range of questions focusing on the detail in the handbook that participants received e.g., that contact details for particular services were up to date. A member asked if links could be built into the training programme to ensure interaction with Academic Skills Tutors? It was noted that this was being taken forward. **Head of Department training and network**To be briefed on plans for training and support for Heads of Department.The Chair briefed the membership outline the purpose of the network and that a similar one will be developed for Course Leaders once the training is finished. **School and Service communication plans** To discuss plans for formalised communication plans for all Schools and services.The Chair confirmed the requirement for all Schools and Services to have in place a communication plan. Given the feedback in the NSS, which showed a lack of response to students in some areas, it was clear that expectations around response times needs to be clearly stated. **Future surveys**To be briefed on plans for future student focused surveys. The Chair reminded the membership that a range of surveys is run each year including the Huddersfield Student Survey (HSS), which surveys all students. **NSS**To receive the latest NSS data.The Chair gave a brief highlights overview, highlighting the fact that the data clearly showed that our inclusive practice was closing the differential attainment gap. It was noted that the impacted varies depending on which level 3 qualifications students have studied prior to joining the University i.e., BTEC v A-level. Colleagues can view the full data set from the link provided on the agenda. The Chair took the opportunity to update the membership on some national issues. Teaching Excellence Framework (TEF). A subject level TEF framework appears to have been discounted by the government. Given the possible implications of this for the University – a sub-gold score- this is a positive outcome. With respect to the University’s TEF submission, the current data suggests that we are less likely to retain our gold standard, but we are still well within the silver category. Members were reminded that a strong NSS score was a significant factor in achieving gold status in the previous assessment. |  |
| **6.0****6.1****7.0****7.1** | **Opportunities to re-think Direction of travel with respect to formal in person exams**To remind members of the need to be innovative with assessments and not to reply on formalised in person exams.The Chair reminded the membership of the fact that a key element of our inclusive practice relied on innovative means of assessment beyond traditional in person exams. Schools should only be setting formal examinations if there was no other way to assess learning or if it was a PSRB requirement. Registry have asked Schools to provide an update on their approach to formal assessments which will be reviewed at the next meeting. **ACTION. Assistant Registrar (TP)****COVID-19 Pandemic**Update on preparations to support Teaching and Learning activities during the term.The Chair briefed the membership on the current situation. In brief, the University continues to comply fully with government requirements. Although mask wearing is no longer compulsory, the University is strongly encouraging it and a communications campaign to that effect is ongoing. Track and trace remains active and it is a requirement for staff members to notify the University if they become infected. In the situation where a staff member has a positive test result that they must isolate and take the appropriate test. However, they can continue teaching by remote means. If they are off ill, we will look at other options e.g., recruiting temporary members of staff. If the government initiates a further lock-down, the University has in place detailed contingency plans, and we can switch to on-line delivery with little notice. As a proportion of the locality, the University accounts for ahigh number of double vaccinated people, which suggest that transmission rates remain low. Our student body is highly vaccinated, but we are aware that some starters were unable to get a vaccine before moving to Huddersfield. To facilitate vaccination a vaccination bus is on campus for Welcome week providing this service.**ACTION: PVC to circulate COVID action plan to membership**  | **Assistant Registrar (Taught provision)****PVC T&L** |
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| **8.0****9.0****9.1****9.2** | **Teaching Excellence Framework** Covered under item 5.0**Attendance Monitoring**Revised approach to Attendance Monitoring The Director of Registry advised the membership that the regulations had been change to reflect the change in approach. Home students will be asked to swipe their card, but it is not mandatory. Arrangements for international students remain the same as they are subject to Home Office immigration regulations. E-mail communications have been re-drafted to reflect the changes and the language used is more sensitive and emphasis support over possible repercussions.A member asked if the system was sensitive enough to pick-up absence due to COVID related matters e.g., having to isolate or being ill? The Director responded that those students who had identified themselves as having to isolate would get a slightly different communication. **ACTION: Reporting sickness absence due to covid. Director of Registry to check process and confirm communications.** **Report on Appeals Against Decisions to withdraw students based on poor attendance (May – September 2021)**None to report  | **Director of Registry** |
| **10.0** | **STUDENT CASEWORK REVIEWS**To receive the annual reports on taught student casework arising from the Regulatory procedures during the 2020/21 period.The Chair took the reports as read and brought to the membership’s attention the findings of the Academic Integrity report which highlighted high levels of offending in certain Schools. It was clear that there was a correlation between those School who had high rates of Academic Integrity quiz completion and low rates of offending and those with low rates of completion.  |  |
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|  | The Chair reminded members that the quiz must be taken each year and before first assignments are submitted. A member suggest that students were sharing the questions to improve their scores and cheat the system. The chair responded that the question banks are being updated which will reduce the possibility of cheating. The Chair asked for the Academic Integrity paper to be circulated to the EDI committee, as the ethnicity data would be of interest to them. **ACTION: Assistant registrar (taught provision) to circulate paper to EDI committee for information.**  | **Assistant Registrar (Taught Provision)** |
| **11.0****13.0****12.0****13.0****13.1****14.0****14.1****15.0****15.1****16.0****16.1****17.0****17.1****18.0****19.0****19.1****19.2****20.0****20.1** | **Graduate Outcomes**To receive the latest graduate outcomes survey 18/19The Head of Planning and Business Intelligence provided a brief overview of the surveys finds:* The University has seen a rise in unemployment for all graduates which is inline with the rest of the sector and acknowledges the challenges the 2018/19 cohort have had securing graduate level employment during the pandemic.
* More concerning is the fact that the University’s decline in graduate employability score has decreased further then other providers in the region.

There is concern about the methodology which underpins the data, and the DVC and VC are campaigning for changes.The Chair briefed the membership on plans to support graduate employability. A greater focus is being placed on courses, with 31 priority courses targeted for support. Schools are also being encouraged to create enterprise and employability plans. In terms of supporting graduate with completing the survey, the University is taking the following steps:* Talking to graduates about the language to use when they get the survey call.
* Emphasis what activities they can engage with to support them with their future job search.
* The University is also engaging with the Kick-start scheme which we are using to support employment opportunities for graduates.

It was noted that future employment surveys will take a more longitudinal view, engaging with graduates that graduated over 5 years ago, with data taken from HMRC records to cross earnings data. The University needs to think carefully about support it can provide current students that will continue to have an impact long after graduation. Placements and integrated learning activities make a positive impact and they do not have to be a year in length. It was also noted that “Graduate Voice” adds further contextual data to the survey results, which does allow students the opportunity to provide detailed response about how additional value-added activities have supported there work and academic life post completion of their degree. **CLASSIFICATION STATISTICS**Classification The Chair updated the membership by stating that the report was interim and the final report will be presented to UTLC in due course. It was noted that the “value added” score feeds into the league table – “expectations score sector benchmark”. The Good honours degree indicator is marginally down at 81% from last years 82%. However, it is felt that this is a distortion, due to covid and that the figure should normalise in future years. **Officer for Students (OfS) Consultation on quality and standards conditions**Briefing on the University’s submissionThe Assistant Registrar (QA) briefed the membership on the University’s response and threw deadline for submission. Members who would like to contribute to the consultation can do so through contacting the Assistant Registrar (QA). The completed consultation will be circulated to members for reference.**ACTION: Members to contact the Assistant Registrar (QA) if they would like to contribute to the consultation.** **ACTION: Assistant Registrar (QA) to circulate submitted response to membership.****PDP GUIDE**To receive and discuss the proposed new PDP GuideThe membership received the PDP Guide and agreed it. **AGREED****EMERGENCY REGULATIONS**To brief the membership that the regulations are likely to remain in place for 21/22The membership was briefed by the Director of Registry that as the University had moved back to majority in person teaching and learning the normal University regulations would be applied. Emergency regulations will be held in reserve for a future lockdown. **Admissions**Update on UCAS and DfE reviews and potential impact on the sectorThere is no significant update on the various admissions focused consultations. The membership, however, were updated on some changes to UCAS systems and process which include:* UCAS had opened for 2022 application cycle
* UCAS Application has replaced the Apply and Track system

The equal consideration deadline has been brought forward to 26 January 2022 from XX May.UCAS are also consulting on amendments to the tariff. **Race Equality Charter Mark** Update on activities to support the University’s applicationThe Chair updated the membership regarding the work of the team supporting the Charter Mark application, which includes the following:* Establishment of self-assessment team and working parties.
* Black Union training course, now integrated into the GPA.
* Networks across the University are being set-up.

**REPORT ON VALIDATION ACTIVITY 2021/22**To receive at November’s meeting**REGISTRY PROJECTS**Review of CABs, phase 1, to integrate pre-CABs into assessment and moderation activities for summer 2022 cycle. Verbal reportThe Assistant Registrar (Taught Provision) outlined the aims of the project, which was to integrate pre-board meetings into the Assessment and Validation processes across the University, to further quality check grades before passing them to CABs. The project is due to start in November with a fact-finding exercise to establish which Schools currently operate pre-boards and what their remit is. An update to UTLC will follow in due course.**To receive a verbal update on the work of the Extension and Extenuating Circumstances Working Group**The Assistant Registrar (Taught Provision) updated the membership of the progress of the project. Phase 1 had now completed, and the technical changes were being applied to the ASIS system. Phase 2, would begin shortly with Professor Michael Ginger taking over as Chair, as Dr Roddy Hunter was leaving the University for a post at Glasgow School of Art. This phase of the work will focus on procedure and operational delivery of the Extenuating Circumstances process and will look for ways to harmonise processes across the institutions through making better use of existing systems. An update on the progress of Phase 2 of the project will be made to January’s UTLC**EXTERNAL EXAMINER APPLICATIONS**Summary of External Examiner Reports from the Previous YearTo consider the following External Examiner applications**AGREED** |  |
| **21.0****21.1** | **Report from Students**To receive a verbal report (SU Education Officer)The SU Education Officer updated the membership on the activities of the Students Union during Welcome week. The highlights included appointing and training 50 academic representatives and arranging several events to support news students with their integration into university life. It was noted that students had raised concerns regarding timetables not being released on time, which impacts those students that had other commitments such as childcare or part time work. Other members of the committee commented that changes are still being made to the timetable, but these should be minimal as the first teaching week of the term was about to commence.The Chair reiterated that timetable changes should be kept to an absolute minimum. |  |
| **TO NOTE** |  |
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| **22.0****22.1****23.0** | **CHAIRS ACTIONS SINCE LAST MEETING**EPD wish to remove ‘(non-QTS)’ from the ‘PGCE (Non-QTS)’ award title. PGCE awards would then be as follows: Postgraduate Certificate in Education (QTS) Postgraduate Certificate in Education (non QTS)**AGREED**.**Approval of Audio and Video Recoding Policy**. There were no major changes to the Policy from previous year**AGREED** |  |
| **24.0****24.1****25.0****25.1****25.0****25.2****25.3****25.4****25.5****25.6****25.7****25.8****25.9****25.10****25.11****26.0****26.1****27.0****27.1****28.0****28.1****29.0****29.1****30.0****30.1****30.2****30.3****30.4****30.5****31.0****31.1****31.2****31.3****31.4****31.5****31.6****32.0****32.1****32.2****32.3****32.4** | **REPORT FROM SCDA**To receive minutes from SCDA – none to note**REPORTS FROM PSRBs**To receive the PSRB accreditation reportsBIPP British Institute of Professional Photography continuing membership 2021-22BIPP British Institute of Professional Photography continuing membership 2021-22IDM Institute of Data and Marketing accreditation 2020-21:BSc (Hons) Digital MarketingNASENCo National Award for Special Educational Needs Coordination Provider Partnership – Achievement of provider status on 24 March 2021 (to be reviewed in 2024): PGCert SENCOChartered Society of Physiotherapists (CSP) accreditation 2021 for 5 years:  BSc (Hons) Physiotherapy Degree Apprenticeship HCPC:Independent and Supplementary Prescribing annual monitoring and approval 2021Annual monitoring and approval 2021: BSc (Hons) Operating Department Practice FT and BSc (Hons) Operating Department Practice Degree Apprenticeship FTAnnual monitoring and approval 2021: BSc (Hons) Occupational Therapy FTMajor change 2021: BSc (Hons) Occupational Therapy FT and BSc (Hons) Occupational Therapy Degree Apprenticeship FTRoyal College of Occupational Therapists (RCOT):Annual Monitoring 2019-20 and Confirmation of Continued Accreditation BSc (Hons) Occupational Therapy 2020/21Pre-Registration Covid-19 Update May 2021 Accreditation 2021 for 5 years: BSc (Hons) Occupational Therapy (Degree Apprenticeship)General Pharmaceutical Council (GPC):Accreditation of Independent Prescribing to end of February 2024Institute of Biomedical Science: report of initial outcomes of accreditation event held in April 2021: BSc (Hons) Biomedical ScienceGeneral Optical Council – Provisional approval and notification of serious concern review: BSc (Hons) Optometry**PSRB Engagements 2021/22**To note the anticipated forthcoming PSRB engagements for the 2021/22 session and confirmation from Schools that preparations are in hand for these activities**REPORTS FROM SCCP**To receive a report from SCCP – none to note**REPORTS FROM SAVP**Item 28 removed from agenda**REPORTS FROM VALIDATION PANELS**To note reports arising from validation events **REPORTS FROM SUBJECT REVIEW PANELS**To note the following reports arising from subject review eventsTo receive and note report of the Subject Review of Management Studies subject area held on 2 May 2018 and School response noted by School Board on 10 February 2021.To receive and note report of the Subject Review of Accounting (Accountancy, Finance and Economics) subject area held on 16 July 2020 and School response approved by School Board on 10 February 2021.To receive and note report of the Subject Review of Architecture subject area held on 15 May 2020 and School response approved by STLC on 16 April 2021To receive and note report of the Subject Review of Built Environment subject area held on 17 June 2020 and School response approved by STLC on 9 June 2021**SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**To note the minutes from BS, meeting held on 9 June 2021To note the minutes from AS, none to noteTo note the minutes from EPD, meeting held on 22 June 2021To note the minutes from HHS, meeting held on 26 May 2021To note the minutes from CE, none to note To note the minutes from ADA, meetings held on 16 April 2021 and 19 June 2021 **OTHER COMMITTEES**To note the minutes and any actions for UTLC from the most recent meeting of the University International Committee – none to noteTo note the minutes and any actions for UTLC from the most recent meeting of the Attendance Monitoring Steering Group – none to noteTo note the minutes and any actions from the Equality and Diversity and Inclusion Committee – 17 June 2021To note the minutes and any actions from the Enterprise and Employability committee – none to note |  |
| **OTHER BUSINESS** |  |
| **33.0****33.1****33.2****34.0****34.1** | **Any Other Business****AVAILABILITY OF AGENDA, PAPERS AND MINUTES**Availability of Agenda, Papers and MinutesIt was confirmed that there were no agenda items, papers or minutes that should be treated as confidential. **DATES OF FUTURE MEETINGS**All meetings commence at 9.30am and are scheduled to end at 12.30pm 24 November 2021 (remote meeting, via Teams)26 January 202216 March 2022 (remote meeting, via Teams)18 May 2022**The Chair reserves the right to schedule additional meetings at short notice, in response to the public health emergency.** |  |
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