# REGS-UTLC-21MAR18-M

**The University of Huddersfield**

**University Teaching and Learning Committee**

**21 March 2018**

**Present**: Professor C Jarvis (Chair), Dr R Allan, Dr Martin Purcell (on behalf of Dr Liz Bennett and Professor Kevin Orr), Mrs Claire Chamley, Professor R Cowgill, Professor A Crampton, Dr E Davies, Professor P Keeley, Mr A Mandebura, Mr G McGladdery, Mr M Mills, Mrs K Sherlock, Mr J Stephen, Dr S White, Professor S Wu

**In Attendance:** Ms L Blundell, Ms K Brough

**Apologies:** Professor A Ball, Dr D Belton, Dr L Bennett, Ms M Boryslawskyj, Professor R Cryan, Professor S Donnelly, Dr W Gillibrand, Mrs T Hart, Professor J Johnes, Dr K Keraminiyage, Professor N King, Professor J Owen-Lynch, Professor P Miller, Professor K Orr, Mrs Lindsay Smith, Ms R Stoker, Professor D Taylor, Professor T Thornton, Dr P Youngson

It was noted at the beginning of the meeting thatthere had been reports offlooding in a series of the buildings on campus and as such several of those buildings had to be temporarily closed. The Chair reminded colleagues that any timetabled sessions affected by this incident should be re-scheduled promptly and in particular for those in the final year to ensure their learning is not impacted at this crucial time of the year.

**Actions**

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| **REGS-UTLC-21MAR18-1. MINUTES OF THE MEETING HELD ON 31 January 2018** | | |  | |
|  | **REGS-UTLC-31JAN18-M** | |  | |
| **1.1** | The Committee received and approved the minutes of the meeting held on 31 January 2018. | |  | |
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| **REGS-UTLC-21MAR18-2. MATTERS ARISING** | | |  | |
| **2.1** | **Validation Schedule 2017-18 (minute reference 2.2)** | |  | |
|  | The Committee noted that CMA guidance will be issued in May. It was clarified that this guidance would be issued from within the Institution. | | **Registry/**  **Legal Team** | |
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| 2.2 | **Disruptive Behaviour (minute reference 2.8.2)** | |  | |
|  | The Committee received a verbal update from Assistant Registrar (Taught Student Regulatory Frameworks) in response to discussions held outside of the meeting regarding student behaviour.  It was confirmed that on-going investigations were taking place into the current position on student disciplinary matters. It was noted that the investigations remained in their initial stages but that conversations had been taking place with appropriate colleagues outside of this Committee to determine positive steps to support colleagues across campus as well as students in having a positive experience on campus. It was recognised that a minority of students were being reported for disruptive behaviour in sessions and social spaces on campus. The Chair clarified that the University recognises two distinct types of behaviour to be addressed, there is that which constitutes low level disruption in classrooms and separately, there is behaviour deemed to be antisocial for which the University has a robust Disciplinary process. It was noted that the varying types of behavioural breaches should be and will be tackled proportionately.  Andrew Mandebura noted that the International Student Barometer had recently been concluded and that this information would feed into discussions around student behaviour. It was agreed that Registry and the Students’ Union would discuss this further with the International Office outside of the meeting.  Matt Mills informed the Committee that Student Services were considering the use of a reporting tool for students and staff relating to student behavioural issues but that this would need further analysis and review as it would be challenging to monitor.  It was noted that Registry had recently supported a session on student behaviour with the Business School. The session was received positively and aimed to help clarify steps colleagues could take to enhance the student learning experience more broadly by giving pragmatic tools to staff who wish to tackle types of disruptive or challenging behaviour. It was agreed that other Schools and/or Services might benefit from the session and opportunities to roll this out should be discussed with Registry and the Security Team from Estates. | | **Registry/**  **IO/SU** | |
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| 2.3 | **Membership (minute reference 4.1)** | |  | |
|  | The Committee noted that nominations for School Board nominees to sit on UTLC as part of the membership list are awaited from HHS and CE. It was confirmed that CE will be holding its School Board week commencing 26 March following which the nominated colleague would be confirmed.  Discussions regarding the replacement for HHS remain on-going. | | **CE/HHS** | |
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| **2.4** | **Annual Evaluation (minute reference 5.1)** | |  | |
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| **2.4.1** | The Committee received the following progress reports:   1. Late enrolment for overseas students (minute reference 5.1.A.1): It was confirmed that Registry would confirm the detail for this item outside of the meeting and would subsequently advise the Committee membership. 2. An exploration of the PAT system within student perceptions (minute reference 5.1.A. 3). Ruth Stoker confirmed that student perceptions of PAT are anecdotal but students report that they find the process useful. A more formal evaluation of student perception would benefit the development of the system but was recommended that this takes place in 12 months’ time after evaluating the information coming from the catalyst project around personal academic tutorials. It is anticipated that this will inform the review of the PAT guidance. It was also felt that the implementation of Brightspace will change the way the PAT system works. In 12 months’ time the new VLE will have been implemented and this will help support an institutional view on new directions in PAT work. 3. Deans’ reports on collaborative provision presented to SCCP on 28.02.18: SCCP expressed disappointment at the lack of an AE report on CP from the Business School. The Chair asked for confirmation that although disappointment was expressed this was now resolved. It was confirmed this item had now been concluded. | | **Registry**  **Ruth Stoker** | |
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|  | **REGS-UTLC-21MAR18-P2.4.2i**  **REGS-UTLC-21MAR18-P2.4.2iiA**  **REGS-UTLC-21MAR18-P2.4.2iiB**  **REGS-UTLC-21MAR18-P2.4.2iiC**  **REGS-UTLC-21MAR18-P2.4.2iiD**  **REGS-UTLC-21MAR18-P2.4.2iiE**  **REGS-UTLC-21MAR18-P2.4.2iiF**  **REGS-UTLC-21MAR18-P2.4.2iiG**  **REGS-UTLC-21MAR18-P2.4.2iiH**  **REGS-UTLC-21MAR18-P2.4.2iiI**  **REGS-UTLC-21MAR18-P2.4.2iiJ** | |  | |
| **2.4.2** | The Committee received and approved the Business School Annual Evaluation documentation:  Report by Dean of School  Minutes of School Annual Evaluation Committee  Meeting 1  Meeting 2  Meeting 3  Meeting 4  Meeting 5  Meeting 6  Meeting 7  Meeting 8  Meeting 9  Summary of Action Points from Annual Evaluation Meetings held 17-18 | |  | |
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|  | **REGS-UTLC-21MAR18-P2.4.3** | |  | |
| **2.4.3** | The Committee receive and approved the report from the University Teaching and Learning Committee Representative for MHM. | |  | |
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| **2.5** | **Strategy for Roll-out of the New VLE (minute reference 8.1)** | |  | |
|  | **REGS-UTLC-21MAR18-P2.5** | |  | |
|  | The Committee received and noted the finalised document including the completed Appendix 1.  It was agreed that the strategy document would be circulated to colleagues outside of the meeting with comments being directed to Professor Owen-Lynch for discussion and finalisation at the Learning Platforms Steering group. | | **Secretary** | |
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| **2.6** | **Reports from Validation Panels (minute reference 15.1)** | |  | |
|  | The Committee noted that conditions have now been met from the BSc (Hons) Physiotherapy event. | |  | |
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| **REGS-UTLC-21MAR18-3. CHAIRS BUSINESS** | | | | |
| **3.1** | | National Teaching Fellows Award  The Chair updated the Committee that the award application for this year had changed and that the prize money associated to winning the award had been reduced over recent years.  The University has three nominations and should the University have a successful nominee then the prize money that was previously awarded would be awarded by the University to the successful candidate. | |  |
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| **3.2** | | Office for Students Registration  The Chair informed the Committee that the registration application would be going through for Easter. As a new Regulatory Body governing the University’s Student Experience, the registration is of significant importance to the University. It was clarified that 03 April is the deadline for early applications and 25 April for everybody else not on early application cycle. | |  |
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| **3.3** | | QAA’s Good Practice Case Study Programme  The Chair confirmed that the details of the launch of the next round had been emailed to the UTLC membership with confirmation that anyone interested should inform Registry before 26/03/18. | |  |
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| **3.4** | | QAA Annual Conference  The Chair confirmed that the QAA Annual Conference had circulated a call for Posters. Specific details have been emailed to the UTLC membership and anyone interested should inform Registry before 26/03/18. | |  |
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| **3.5** | | Development of Double Awards regulations.  The Head of Registry clarified that presently, the University has regulations for joint awards but multiple awards would need modifying to suit the demands of current proposals. The University does not presently offer dual awards and has no appetite to introduce them.  Colleagues asked for clarification around the varying definitions of multiple awards. It was clarified to the Committee that a double award is, as an example, a masters that is studied both here and at another institution whereby the student receives two awards. A joint award is one master’s award but studied at two institutions with one certificate being issued from the overarching Institution. This agreement can become challenging when attempting to agree a single set of regulations to govern a student’s experience. Multiple awards differ in so far as one Institution will give an award and the second Institution can also give a certificate in recognition of study but it is not an award.  The Chair reminded colleagues that the University wants to ensure that we have collaborative relationships with other institutions but that where arrangements are being proposed, the University would need time to ensure appropriate awards are constructed and careful consideration given to the proposed relationship.  It was agreed that the Head of Registry would send clarification on the specific nature of types of award round to colleagues after the meeting. | | **Head of Registry** |
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|  | | **REGS-UTLC-21MAR16-P3.6** | |  |
| **3.6** | | Diversity Prize for Module Innovation  The Chair informed the Committee that the panel to award this prize was being developed to coincide with the work presently being conducted into moving modules into the new VLE; brightspace. It was hoped that this exercise would encourage and reward staff for developing inclusive teaching and learning  The Chair asked members to consider nominations in their School either for themselves or colleagues. Members should remind their colleagues that nominations should meet the criteria listed within the application form and send a link to the module space for the panel to consider.  If successful, the nominated team/staff member would receive a prize of £1000 to support the running of a teaching and learning activity/ event for students focusing on any aspect of diversity.  Colleagues asked if context would be considered for areas limited in their diversity by the field within which they teach, such as engineering. The Chair confirmed that context would be considered when reviewing the nominated modules. | |  |
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| **3.7** | | Professorial Applications  The Chair informed the Committee that the application requirements for Professorship have been revised to set a contribution to all aspects of the academic role as a pre-requisite for application. It was also noted that income from leading large curriculum development has been included in the evidence of income generation section. | |  |
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| **3.8** | | Subject TEF consultation  The Chair advised that consultation has been circulated to its administrative groups with a deadline of responses by 21 May 2018. The outcome of the consultation will be completed in autumn 2018. The proposed subject level metrics suggest that there will 35 subjects in seven distinct groups. It is proposed within the consultation that there will be one of two models put into place. One model proposes our rating will be based purely on the subject ratings that are achieved collectively. The second model proposes that there will still be a separate provider submission that will assess each 35 individually and if the subject level assessments are different in their outcome to that of the overall provider level then the subject level assessments with be reviewed independently.  The Chair highlighted that the last TEF submission made was done so centrally as a single document combining information and expertise from across the Institution, whereas the subject level TEF will be drafted and concluded by experts in each subject area prior to final processing through central divisions. The Chair reiterated the importance of the consultation and asked that colleagues within the Committee ensure that the wider staff body are familiar with the consultation to understand the two proposed models. | |  |
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| **3.9** | | Personal Tutoring  The Chair reminded the Committee of the policy and that it was supported by staff development materials and activities developed by the University of Lincoln and should be facilitated to support the delivery of the new policy.  The Chair also emphasised that all colleagues involved in contributing to teaching and learning should be familiar with the policy and that subject area leads should continue to promote the policy.  The SU commented the policy should be embedded in communications across the Schools so that students appreciate what the sessions are for and what the student should gain from them.  It was confirmed that a mock module was being built in brightspace to support timetabling the PAT tutorials which will help develop and enhance the role of the PAT. | |  |
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| **REGS-UTLC-21MAR18-4. TIMETABLING AND ROOM BOOKING POLICY** | | | | |
| **REGS-UTLC-21MAR18-P4.1** | | | |  |
| **4.1** | | The Committee received and noted the new policy. | |  |
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| **REGS-UTLC-21MAR18-5. DEPARTMENT FOR EDUCATION SURVEY:**  **ACCELERATED DEGREES: WIDENING STUDENT CHOICE IN HIGHER EDUCATION** | | | | |
| **REGS-UTLC-21MAR18-P5.1** | | | |  |
| **5.1** | | The Committee received and noted the University’s response to the DfE Survey. | |  |
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| **REGS-UTLC-21MAR18-6. EQUALITY AND DIVERSITY** | | | | |
| **6.1** | | The Committee received and discussed reported issues;  The SU confirmed that the NUS had recently released a report on the Student Experience of Muslim students. The report found that 1 in 3 Muslim students receive abuse or have experienced comments that are tantamount to hate crime. The report also found that 50% of Muslim students have experienced online abuse. It was agreed that the information within the report was of significant use to the University and would be circulated outside the meeting.  The Committee also received the Equality and Diversity in Teaching and Learning Policy. The Committee was asked to consider if the learning objectives, A, B and C should remain, be confirmed as concluded or if new objectives should be added.  The Chair went through the objectives and it was agreed that;   1. Objective A has been met through the work conducted into it by Mandy Asplin and the Catalyst funding designed to achieve those objectives. 2. Objective B was confirmed as on-going as the DSA reform was in its third year and so should continue to be monitored. It was agreed to review this objective at the next review of this policy in the 2018/19 academic year. 3. Objective C also remained on-going. Work would continue with the SU in relation to non-UK students facing Academic Integrity procedures. It was confirmed that in order to support this, Registry would provide an interim report to the International Office in August regarding international students who had been and are going through the AI procedures. | | **SU** |
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| **REGS-UTLC-21MAR18-7. ETHICS** | | | | |
| **7.1** | | The Committee noted that no ethical issues arising from taught courses had been reported. | |  |
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| **REGS-UTLC-21MAR18-8. REPORT FROM THE STUDENTS’ UNION** | | | | |
| **8.1** | | Multiple Submissions using Turnitin:  The Committee received the update from Jonathan Stephens that the SU was presently looking at who, in each School, has responsibility for supporting students through reviewing their submissions to Turnitin and familiarising themselves with the reports it issues. It was agreed that this item should remain on-going whilst investigations are continuing. | | **SU** |
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| **8.2** | | Lecture Capture.  It was noted that the Learning Platforms Steering Group (chaired by PVC Professor Christine Jarvis) which met on 5 February has generated an action to present more detailed usage data at the next LPSG which is on 25th April. The report will provide a more comprehensive picture of usage and non-usage across all courses. | |  |
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| **8.3** | | Equality and Diversity/Use of Anonymous Marking  It was agreed that this item would be removed from the agenda to permit the SU to conduct its investigations which may be lengthy. Any necessary updates would be provided to the relevant Committee date. | |  |
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| **8.4** | | To receive and discuss any other reported issues.  Jonathan Stephens provided the Committee with a presentation into the Office for Students value for money study.  The presentation highlighted some interesting comments from students across the sector and it was agreed that the report would be circulated to the Committee for wider circulation and consideration. | | **SU** |
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| **REGS-UTLC-21MAR18-9. EXTERNAL EXAMINERS** | | | | |
| **REGS-UTLC-21MAR18-P9.1** | | | |  |
| **9.1** | | 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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| **9.2** | | Members were reminded that external examiner applications to replace those examiners whose tenures end in 2018 should be completed as soon as possible in order to be processed through UTLC on 23 May 2018. | |  |
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| **REGS-UTLC-21MAR18-10. REPORTS FROM PSRBs** | | | | |
| **REGS-UTLC-21MAR18-P10.1** | | | |  |
| **10.1** | | The Committee noted the accreditation from CIOB (The Chartered Institute of Building). It was noted that the accreditation was from 2017 to 31.12.2022 for:  BSc (Hons) Building Surveying  BSc (Hons) Construction Project Management  BSc (Hons) Quantity Surveying | |  |
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| **REGS-UTLC-21MAR18-11. REPORTS FROM REVIEW PANELS** | | | | |
|  | | **REGS-UTLC-21MAR18-P11.1A**  **REGS-UTLC-21MAR18-P11.1B** | |  |
| **11.1** | | The Committee received and approved the report of the Subject Review/Revalidation of Electronic and Electrical Engineering subject area (School of Computing and Engineering) held on 22 March 2017 and the School response approved by School Teaching and Learning Committee on 17 January 2018. | |  |
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|  | | **REGS-UTLC-21MAR18-P11.2A**  **REGS-UTLC-21MAR18-P11.2B** | |  |
| **11.2** | | The Committee received and approved the report of the Subject Review/Revalidation of Drama subject area (School of Music, Humanities and Media) held on 24 March 2017 and the School response approved by School Board on 24 January 2018. | |  |
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|  | | **REGS-UTLC-21MAR18-P11.3A**  **REGS-UTLC-21MAR18-P11.3B** | |  |
| **11.3** | | The Committee received and approved the report of the Subject Review/Revalidation of Music, and Music Technology subject area (School of Music, Humanities and Media) held on 8 March 2017 and the School response approved by School Board on 24 January 2018. | |  |
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|  | | **TO NOTE** | |  |
| **REGS-UTLC-21MAR18-12. REPORTS FROM SCCP** | | | | |
| **REGS-UTLC-21MAR18-P12.1** | | | |  |
| **12.1** | | The Committee noted the minutes of the meeting held on 4 December 2017. | |  |
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| **REGS-UTLC-21MAR18-13. REPORTS FROM VALIDATION PANELS** | | | | |
| **REGS-UTLC-21MAR18-P13.1**  **REGS-UTLC-21MAR18-P13.1A**  **REGS-UTLC-21MAR18-P13.1B**  **REGS-UTLC-21MAR18-P13.1C**  **REGS-UTLC-21MAR18-P13.1D**  **REGS-UTLC-21MAR18-P13.1E**  **REGS-UTLC-21MAR18-P13.1F** | | | |  |
| **13.1** | | The Committee received and noted the reports arising from validation events. | |  |
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|  | | **COMMITTEE MEETINGS** | |  |
|  | | The Committee noted the following reports arising from the following University committees: | |  |
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| **REGS-UTLC-21MAR18-14. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES - ISSUES FOR UTLC/QSAG:** | | | | |
|  | | **REGS-UTLC-21MAR18-P14.1** | |  |
| **14.1** | | **School of Applied Sciences held on 14 February 2018**    18.1 Colleagues wished to ask UTLC/QSAG to remind staff that teaching slots were from 15 minutes past the hour for 50 minutes. (As per ref 63 University Timetabling-and-Room-Booking-Policy ).  It was agreed that a general reminder would be issued to colleagues to remind them of the teaching slot timings and of the new policy.  18.2 University web site and navigation to PG degree courses. The PG Chemical Sciences subject area noted at the meeting of 14 November 2017 SAPP-STLC-14Feb18-P17 that they did not find the new University website user friendly and found it difficult to navigate especially when searching for Postgraduate courses. They were concerned that this could impact on student recruitment.  It was agreed that this was a matter for the University’s marketing team and should be directed to them for attention. | |  |
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|  | | **REGS-UTLC-21MAR18-P14.2** | |  |
| **14.2** | | **School of Computing and Engineering held on 17 January 2018**  21. Electrical Engineering Subject Review action plan  The action plan was noted ([P16.6](https://unifunctions.hud.ac.uk/COM/School-of-Computing-and-Engineering/School%20Teaching%20and%20Learning%20Committee/Action%20Plan%20-%20Electronic%20and%20Electrical%20Engineering.docx?Web=1)) and could now be forwarded to UTLC.  It was confirmed that this had been progressed and concluded under agenda item 11.1. | |  |
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|  | | **REGS-UTLC-21MAR18-P14.3** | |  |
| **14.3** | | **School of Education and Professional Development held on 7 February 2018**  25.1/15.5 EU Students ongoing status – requested University statement.  The Students’ Union noted that it is getting increasing numbers of EU students with concerned questions about their ongoing status and financial status at the University and in the UK. The EU students have set up a Students’ Union group so that they can meet together and be represented. Whilst the future situation remains unclear, it was thought that it would be helpful if the University provided a statement to EU students to reassure them. It was agreed that this would be forwarded to the University Teaching and Learning Committee. The Chair confirmed that the School welcomes all EU and international students and highlighted what they bring to the University  The Head of Student Finance confirmed that our current EU students and those joining the university in September are guaranteed funding until they complete their courses subject to the current EU student funding rules. Beyond that period then the University will be giving further information once a decision had been reached by the Government.  The University Solicitor provided a statement ;  At the moment, but there is of course no final agreement on this yet, the Government’s position is that EU nationals will still be able to come to the EU to work or study in the implementation period following the exit on 29 March 2019, subject to a registration process – and that those that come during the implementation period will be able to stay to work or study for five years (after which they would be able to apply for indefinite leave to remain).  Specifically on the aspect of student rights the line from the Home Office is that:  “The Government’s offer on the rights and status of EU nationals in the UK and UK nationals in the EU has been set out in the document ‘[Safeguarding the position of EU citizens in the UK and UK nationals in the EU](https://www.gov.uk/government/publications/safeguarding-the-position-of-eu-citizens-in-the-uk-and-uk-nationals-in-the-eu)’ published in June 2017.  Within this, it was confirmed  that those starting courses at a university or FE institution in 18/19 would continue to be eligible for student support and home fee status for the duration of their course, and that there would be a parallel right to remain in the UK to complete their course.”  Relevant sections of the document are below:   * The UK will ensure qualifying EU citizens who arrived in the UK before the specified date will continue to be eligible for Higher Education (HE) and Further Education (FE) student loans and ‘home fee’ status in line with persons with settled status in the UK. Such persons will also be eligible to apply for maintenance support on the same basis they do now; * to help provide certainty for EU students starting courses as we implement the UK’s exit (including those who are not currently living in the UK), we have already confirmed that current EU students and those starting courses at a university or FE institution in the 2017/18 and 2018/19 academic years, will continue to be eligible for student support and home fee status for the duration of their course. We will also ensure that these students have a parallel right to remain in the UK to complete their course; and * the UK will seek to ensure that citizens with professional qualifications obtained in the EU27 prior to the UK’s withdrawal from the EU will continue to have those qualifications recognised in the UK (and vice versa)   Andrew Mandebura confirmed that it is not yet known how the current EU status students will be managed under immigration rules once Brexit is concluded. AM also informed the Committee that when a student from the EU starts in the 18/19 academic year then once they have completed their course it is expected that the student will need to apply for an immigration status. If the process is the same as current overseas students then the student will have to apply for a visa to remain in the UK. | |  |
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|  | | **REGS-UTLC-21MAR18-P14.4** | |  |
| **14.4** | | **School of Music, Humanities and Media held on 4 October 2017.**  20.1 Staff preferences of how student surveys were presented to students  The Chair informed the Committee that the introduction of a centralised approval process for any additional surveys being issued to students was being received positively and asked colleagues to remain engaged with the policy of keeping the number of surveys down where possible. | |  |
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|  | | **REGS-UTLC-21MAR18-P14.5** | |  |
| **14.5** | | **School of Music, Humanities and Media held on 1 November 2017.**  No items brought for consideration of UTLC. | |  |
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| **REGS-UTLC-21MAR18-15. OTHER COMMITTEES** | | | | |
|  | | **REGS-UTLC-21MAR18-P15.1** | |  |
| **15.1** | | The Committee received the minutes of the meeting of the University International Committee held on 21 February 2018. | |  |
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| **REGS-UTLC-21MAR18-16. ANY OTHER BUSINESS** | | | | |
| **REGS-UTLC-21MAR16-P16.1** | | | |  |
| **16.1** | | The Committee received the Equality and Diversity Policy. This matter was progressed under item 6.1. | |  |
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| **REGS-UTLC-21MAR18-17. ACTIONS IDENTIFIED FOR QSAG/OTHER COMMITTEES** | | | | |
| **17.1** | | To note actions identified for QSAG/Other Committees. | |  |
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| **REGS-UTLC-21MAR18-18. AVAILABILITY OF AGENDA, PAPERS AND MINUTES** | | | | |
| **18.1** | | The Committee confirmed that there were no agenda, 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-21MAR18-19. DATE AND TIME OF NEXT MEETING** | | | | |
| **19.1** | | The next meeting will be held on 23 May 2018 at 9.30 in The McClelland Suite (SB/7). | |  |

*Karen Brough*

*Assistant Registrar*

*April 2018*