# REGS-UTLC-23MAY18-M

**The University of Huddersfield**

**University Teaching and Learning Committee**

**23 May 2018**

**Present**: Professor C Jarvis (Chair), Dr R Allan, Dr Liz Bennett, Mr Stephen Boyd, Professor R Cowgill, Professor A Crampton, Dr E Davies, Professor S Donnelly, Mr Martin Gill (on behalf of Dr Sue White) Mrs T Hart, Professor Liz Hughes (on behalf of Dr Warren Gillibrand), Professor P Keeley, Mr A Mandebura, Dr G McGladdery, Mr M Mills, Professor Kevin Orr Professor J Owen-Lynch Mrs K Sherlock, Mrs Lindsay Smith, Mr J Stephen, Ms R Stoker, Dr Pete Woodcock, 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, Mrs Claire Chamley, Dr L Fleming, Dr W Gillibrand, Professor J Johnes, Professor N King, Professor Paul Miller, Professor D Taylor, Professor T Thornton, Dr S White, Dr P Youngson

**Presentation given by Cheryl Reynolds**

**Actions**

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| **REGS-UTLC-23MAY18-1. MINUTES OF THE MEETING HELD ON 21 March 2018** |  |
|  | **REGS-UTLC-21MAR18-M** |  |
|  | The Committee received and approved the minutes of the meeting held on 21 March 2018. |  |
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| **REGS-UTLC-23MAY18-2. MATTERS ARISING** |  |
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| 2.1 | **Validation Schedule 2017-18 (minute reference 2.1)** |  |
|  | **REGS-UTLC-23MAY18-P2.1** |  |
|  | The Committee received the CMA Risk Assessment Form.The Committee were asked to note that information relating to course changes is being incorporated into the proposed revisions to the Regulations for Awards and Quality Assurance Procedures for Taught Programmes and Research Awards. Following approval of those changes, the University Solicitor will update and recirculate the general CMA guidance. It was agreed that the updated document would be circulated but not received at UTLC as the amendments will already have been ratified by the committee as a regulatory change.  |  |
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| 2.2 | **Disruptive Behaviour (minute reference 2.2)** |  |
|  | Confirmation was noted that the information requested by the International Office regarding disciplinary matters had been received and that the matter had now been concluded. Andrew Mandebura reported that Estates and Facilities are in the process of setting up focus groups with students on campus to help investigate any concerns or comments raised by the student body. Colleagues queried the use of lecture capture footage as evidence in disciplinary cases and asked whether the possibility to use this footage was made explicit in the current policy. It was agreed that Registry would liaise with the University Solicitor to ensure that the policy is clear.The Committee was reminded that the institution recognises the difference between antisocial behaviour more broadly and general and mild disruption and that the University aims to address each with proportionate measures.  |  |
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| 2.3 | **Membership (minute reference 2.3)** |  |
|  | It was confirmed that the outstanding School Board nominees are now confirmed as:CE: Dr Leigh FlemingHHS: Dr Pete Woodcock  |  |
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| 2.4 | **Annual Evaluation (minute reference 2.4)** |  |
|  | It was received and noted that:1. The Student Recruitment Team has confirmed that the late enrolment period for overseas students is a maximum of 3-weeks (minute reference 5.1.A.1).

Schools were reminded that they could exercise discretion as to whether they permit a late starting student, outside of the 3-weeks, to join the course. The International Office confirmed that if the issue causing the delay was the students fault then there is no expectation to allow the student to start the course, however, if the delay is as a result of delays from the home office or a visa issue then the International Office would approach the School in question to disclose this with a view to the School using their discretion to permit the student to join the course late. 1. An exploration of the PAT system within student perceptions (minute reference 5.1.A. 3).

It was noted that this item is being closed pending the introduction of BrightSpace following which a more meaningful review of the system will take place.  |  |
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| 2.5 | **Strategy for Roll-out of the New VLE (minute reference 2.5)** |  |
|  | The Committee received an update from Professor Jane Owen-Lynch following discussions at the Learning Platforms Steering Group.Professor Owen-Lynch advised that the Appendix 1 document had been circulated for comment as part of the papers for the last meeting of UTLC and that no responses or comments had been received. It was confirmed that the document was now approved. The Chair wished to offer her gratitude and praise for the systematic organisation and implementation of this project.  |  |
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| 2.6 | Reports from Validation Panels (minute reference 13.1) |  |
|  | 1. MA International Relations and MSc International Security (name changed to MSc Criminology and International Security):

The Committee noted that the conditions have now been met. 1. Extended Degree in Humanities, Media and Drama;

It w The Committee noted that the School has postponed the submission of revised paperwork while giving further consideration to the nature of the Extended Degree, how it is integrated into our other programmes, and the entry requirements. |  |
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| **REGS-UTLC-23MAY18-3. CHAIRS BUSINESS** |
|  | REGS-UTLC-23MAY18-P3.1 |  |
| **3.1** | NSS response rate The Committee received the attached paper.The Chair highlighted that there were some areas with scores lower than the benchmarked expectation and that in some cases low scores had been evident both last year and this year. It was noted that the University wants to encourage a fuller response rate in order to enhance dialogue around areas with good performance and those with development needs. The Chair confirmed that a review of the response rates and how the survey is publicised will be conducted to aid future progression.  |  |
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|  | **REGS-UTLC-23MAY18-P3.2** |  |
| **3.2** | **Subject-Level TEF**The Committee received a presentation from the Chair.It was confirmed that the Subject-Level TEF will happen and that the results of the recent consultation will be released in the autumn regarding the selected model to be used. It was recognised that the review of the TEF taking place at the end of this year and into next would mean there is a long wait before any decision is made on the model agreed upon for the Subject-Level TEF. The Chair reminded colleagues that although there was a delay in the output of the current review and consultation, we cannot wait until that time but rather we have to be anticipatory of what may be expected and be prepared as early as possible. The Chair mentioned the increased importance of the core metrics around retention and DLHE and DLHE HSE and also the downgrading of the NSS meaning this is not as significant as in previous iterations of the TEF. The presentation also highlighted the change in the supplementary metrics. In particular the Chair indicated that the tone of the required submissions in relation to grade inflation has shifted and that there is now an understanding of the subtleness of this. The final slide of the presentation identified some of the perceived threats that the subject-level TEF could create in particular the following themes emerged;• Supplementary metrics are not kind to us• TQ scores falling not rising• Defensiveness in subject submissions• Squabbles between courses in subject groupings• Inadequate time to revise and refine subject submissions• Shortage of academic staff with detailed knowledge of the processes/ experience in that kind of writing• No central infrastructure to review submissionsJonathan Stephen provided an update on his experience of the new subject-level models and emphasised the need for the University to have school-specialists. Jonathan also noted how significant the evidence of co-produced curriculums, student partnerships and course transparency were in the assessment process and how this should added to the submissions made by the University. Ruth Stoker indicated that both proposed model templates are limited by the total pages available for the submission and that large subject groupings may suffer with this limited word count. Ruth also highlighted that the subject-level panels don’t see the institutional submission and so the University, in its submissions, would benefit from contextualising the central support on offer into subject level submissions. Ruth also noted that joint or combined programmes who have a lot of interdisciplinary voices are presently lost within subject-level submissions and so the University should be aware of this to ensure the voice of the full subject area is heard. It was agreed that Jonathan and Ruth would put together a tip sheet for the Institution as a result of their experience in order to aid submissions. The Chair emphasised that subject areas need to celebrate their successes and publicise them across the School which will later aid subject level submissions as positive outcomes will have already been framed. The Chair concluded by offering to present the presentation material received here to Schools and to let her know if this was to be taken up.  |  |
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| **REGS-UTLC-23MAY18-4. CONFIRMATION OF THE TERMS OF REFERENCE, MEMBERSHIP AND DATES OF UTLC FOR THE 2018/19 SESSION** |
| REGS-UTLC-23MAY18-P4.1A**REGS-UTLC-23MAY18-P4.1B** |  |
| **4.1** | The Committee received and approved the Terms of Reference and Membership list for UTLC for the 2018/19 academic session. It was recorded that a nomination is awaited from Dean of MHM for a new School Board nominee to replace Professor Rachel Cowgill whose tenure will expire on 31 August 2018.*Post-meeting note; It was confirmed by the School that Dr Pat Cullum would replace Dr Cowgill on UTLC.* It was also highlighted that ADA are required to provide a replacement representative for Dr Kaushal Keraminiyage as the School Board nominee.Dr Warren Gillibrand also informed the committee prior to the meeting that he would be stepping down from his role as the Ethics Representative and therefore a replacement would be sought.It was confirmed that the membership list would also be updated to reflect the new title of the ‘Head of Registry’ to ‘Director of Registry’.  | **ADA****Secretary****Secretary** |
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| **4.2** | It was noted that the dates of the meetings of UTLC for the 2018/19 academic session are:26 September 201828 November 201823 January 201906 March 201922 May 2019 |  |
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| **REGS-UTLC-23MAY18-5. ANNUAL EVALUATION** |
| **5.1** | **Annual Evaluation 2017/18 (to consider 2016/17 reports)**The Committee received and noted confirmation from Schools that all outstanding AE actions have been addressed. Confirmations were noted as being received from:AS The School confirmed that all actions outstanding from 2016-17 Annual Evaluation have been completed (closed) with the exception of SC305. There is one action pertaining to the EE’s comment that “some students struggling with calculations”, this is open until this year’s CAB.ADAADA have some outstanding actions to be addressed which are being followed up with course leaders.EPDStaff have been reminded of the need to close all the actions in AE. HHSThe School confirmed that School AE actions have been reviewed and have either been addressed or are ongoing actions that are in progress.Course leaders have also been reminded to review the status of course level AE action.MHMThe School were congratulated on having addressed all AE actions following confirmation that there are no outstanding AE actions from MHM.The remaining Schools (BS & CE) were asked to respond to the enquiry issued by Registry.It was also agreed that all Schools should provide Registry with a more detailed action plan by the end of June 2018 to confirm when and how their outstanding actions will be addressed.  | **JS/All Schools** |
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|  | **REGS-UTLC-23MAY18-P5.2** |  |
| **5.2** | **Chairs/Secretaries/UTLC Representatives for 2018/19**The Committee received the list of Chairs/Secretaries/UTLC Representatives for the 2018/19 session.It was confirmed that Dr Peter Mather had replaced Dr James McDowell as the School of Computing and Engineering’s AE Representative. It was also confirmed that Vicky Constantine was now the secretary to Applied Sciences’ Annual Evaluation Committee, replacing Gillian Hird.  |  |
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| **REGS-UTLC-23MAY18-6. STUDENTS’ HANDBOOK OF REGULATIONS** |
|  | **REGS-UTLC-23MAY18-P6.1** |  |
| **6.1** | The Committee considered and approved the proposed revisions to the Students’ Handbook of Regulations Colleagues who had identified any typographical updates should send them to Registry for correction.  |  |
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|  | REGS-UTLC-23MAY18-P6.2REGS-UTLC-23MAY18-P6.2A |  |
| **6.2** | The Committee considered and approved the Regulations Governing the Use of Computing Facilities – and the updated Guidance Notes. |  |
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|  | **REGS-UTLC-23MAY18-P6.3** |  |
| **6.3** | The Committee considered and approved theRegulations Governing the Use of the University Library Services. |  |
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| **REGS-UTLC-23MAY18-7. REGULATIONS FOR AWARDS** |
|  | **REGS-UTLC-23MAY18-P7.1** |  |
| **7.1** | The Committee considered and approved the proposed revisions to the Handbook of Regulations for AwardsIt was agreed that the regulations pertaining to applicants under the age of 18 should be reviewed by the Student Records Team.  |  |
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| **REGS-UTLC-23MAY18-8. QUALITY ASSURANCE PROCEDURES FOR TAUGHT COURSES AND RESEARCH AWARDS** |
|  | **REGS-UTLC-23MAY18-P8.1** |  |
| **8.1** | The Committee considered and approved the proposed revisions to the Handbook of Quality Assurance Procedures for Taught Courses and Research Awards. |  |
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| **REGS-UTLC-23MAY18-9. FITNESS TO PRACTISE** |
| **REGS-UTLC-23MAY18-P9.1** |  |
| **9.1** | The Committee considered and approved the proposed revisions to the Fitness to Practice Handbook.  |  |
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| **REGS-UTLC-23MAY18-10. EC PANEL MEETING** |
| **10.1** | It was noted that the annual meeting of the EC Panel will be held in July/August 2018. The minutes of the meeting will be received at the 26 September 2018 meeting of this committee.Schools are asked to consider items for discussion at the meeting and to feed these items through to Registry or their School Rep. |  |
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| **REGS-UTLC-23MAY18-11. LIBRARY COLLECTION AND DEVELOPMENT POLICY** |
|  | **REGS-UTLC-23MAY18-P11.1** |  |
| **11.1** | The Committee received and approved the new policy. |  |
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| **REGS-UTLC-23MAY18-12. STUDENT VOICE – PART-TIME STUDENTS** |  |
|  | **REGS-UTLC-23MAY18-P12.1** |  |
| **12.1** | The Committee received and considered the attached report provided by Registry.The Chair summarised the paper commenting on the identified practices and diversity in activities relating to part-time students. It was agreed that Associate Deans (Teaching and Learning) and Directors of Teaching and Learning would review the document locally at School-level with a view to ensuring that there are student panels for each course. The Chair reiterated that Schools were not required to adopt a single strict model of student consultation for all courses but that there needs to be a record of appropriate consultancy with students which could include remote/virtual discussions. It was also noted from the report that there had been significant efforts in pocketed areas and that these were recognised and appreciated.  |  |
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| **REGS-UTLC-23MAY18-13. SUBJECT-LEVEL TEF: GOVERNMENT CONSULTATION** |  |
| **13.1** | The Committee noted that the University’s response was submitted on 11 May 2018.  |  |
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| **REGS-UTLC-23MAY18-14. EQUALITY AND DIVERSITY** |  |
|  | REGS-UTLC-23MAY18-P14.1 |  |
| **14.1** | The Committee received and noted that the minutes of the Equality and Diversity Enhancement Group held on 20 February 2018.Gary McGladdery provided an update that the number of students registered with Disability Services was now at 2544 which is an increase on previous years and is understood to demonstrate that there is a greater awareness of disability services amongst students. It was noted that references within the University’s Committee structure should be remedied to include inclusion/inclusivity and to be re-branded as ‘Equality, Diversity and Inclusion/Inclusivity’.The Committee was also informed of the intended move to create a more wide ranging Equality, Diversity and Inclusion Group that would consider both staff and student facing issues alongside Athena Swan items. It was agreed that updates on this would be provided to this Committee as necessary. Ruth Stoker and Rachel Cowgill raised a concern regarding the delivery of the Gender Pay Gap campaign highlighting that the campaign was impacted in its delivery by the tone of the correspondence issued from HR. Ruth and Rachel felt that the message issued had suggested that action was being taken by those campaigning when in fact the campaign was to encourage dialogue between staff and students regarding the topic. It was agreed that the Chair would raise this issue directly with HR.  | **Chair** |
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| **14.2**  | It was confirmed that there were no additional issues relating to equality and diversity. |
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| **REGS-UTLC-23MAY18-15. ETHICS** |  |
| **15.1** | The Committee noted that there were no reported ethical issues arising from taught courses. |  |
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| **REGS-UTLC-23MAY18-16. REPORT FROM THE STUDENTS’ UNION** |  |
| **16.1** | **Multiple Submissions using Turnitin:**Jonathan Stephen confirmed that course reps had been looking at this topic and were continuing to work with Schools to establish an alternative solution.  |  |
| **16.2** | **Lecture Capture.**Jonathan Stephen confirmed that the on-going discussions into this topic had been wholly positive but that the statistics behind the use of Lecture Capture suggested that the number of International students making use of the facility was lower than expected and so investigations were underway to look into this to ensure Lecture Capture is accessible and utilised by all students.  |  |
|  | **REGS-UTLC-23MAY18-P16.3** |  |
| **16.3** | The Committee received the paper from the SU titled ‘Evaluation of the BAME Ambassador Scheme, and Embedding Equality, Diversity and inclusion at Huddersfield’ |  |
|  | Jonathan Stephen informed the Committee that the scheme had won an award in recognition of the positive work the scheme had completed. Jonathan confirmed that the efforts put into this scheme would continue to increase awareness of the scheme and its work. It was confirmed that the SU would be looking at how best to empower the BAME ambassadors to be key to teaching and learning conversations. The Committee considered the recommendations from within the paper and discussed each in turn;1. Evaluate student feedback in male-dominated and female-dominated courses; it was agreed that this item would need further exploration and clarity outside of the meeting to ensure appropriate interpretation of what the action required.
2. Update agenda items of school level and university committees to include Equality, Diversity and Inclusion, and actively engage students in the discussions under these items;

It was agreed that Registry would review the current Committee templates available to Schools to ensure that Equality, Diversity and Inclusion/Inclusivity are included. 1. Embed EDI into the curriculum to ensure that all students are learning about the importance of inclusivity; It was envisaged that the upcoming Teaching and Learning Conference will look into this item to both promote discussion around the topic and to further encourage the embedding of EDI into the curriculum.
2. Review course level data around the BAME Attainment Gap at all revalidations, and at the first STLC of each academic year; it was agreed that this item might be better served under the remit of Annual Evaluation which offers an annual review rather than the current 5-yearly review structure of Revalidation Subject Reviews. It was also agreed that this would be best served by having support from PINS to ensure the statistics presented are clear and consistent.
3. Collect and review the ethnicity data for Staff across campus and create an action plan to diversify the staff team; it was clarified that this item lent itself more towards the HR practices of the Institution and so was not well placed to be discussed at this Committee. It was agreed that this item would be passed to Jayne O’Connell in HR for her for consideration.
4. Collect and review the ethnicity data for External Examiners and create an action plan to diversify the role; Initial investigations into this suggest that it would be challenging to review this pool of staff given that we do not collate this nature of demographical data upon appointment. The University is keen to ensure that where possible, diversity is considered when appointing EEs but the University was conscious of the already quite limited pool of people from whom an EE can be drawn.
5. Embed the actions emerging from the Teaching and Learning Conference across the University. It was agreed that the actions would be progressed following on from the T&L Conference.

The Committee wished to extend their thanks to the SU and the ambassadors for the positive efforts and outcomes of the BAME scheme.  | **SU****Registry****Secretary** |
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| **REGS-UTLC-23MAY18-17. EXTERNAL EXAMINERS** |  |
|  | **REGS-UTLC-23MAY18-P17.1** |  |
| **17.1** | The Committee considered and approved a summary list of applications for the appointment, allocation, reallocation of duties and extensions of period of office of external examiners.  |  |
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| **REGS-UTLC-23MAY18-18. REPORTS FROM PSRBs** |  |
|  | **REGS-UTLC-23MAY18-P18.1** |  |
| **18.1** | The Committee received and approved the report from the ICAEW: Summary of ACA Credits 2018. |  |
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| **REGS-UTLC-23MAY18-19. REPORTS FROM REVIEW PANELS** |  |
|  | **REGS-UTLC-23MAY18-P19.1A****REGS-UTLC-23MAY18-P19.1B****REGS-UTLC-23MAY18-P19.1Bi** |  |
| **19.1** | The Committee received the report of the Subject Review/Revalidation of Tourism, Transport and Travel subject area (Huddersfield Business School) held on 30 March 2017 and School response approved by School Board Chair’s Action on 12 March 2018 and to be noted at School Board on 13 June 2018.The report and response were approved by the Committee subject to Item 5 in the School response being reconsidered by the School. The reconsideration should look to explain further the benefits of Lecture Capture and how the subject area will approach having encouraging discussions with students about how and when lecture capture can be used to support their learning.It was agreed that the School would revisit the response and send it to Registry for processing. | **BS** |
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|  | **TO NOTE** |  |
| **REGS-UTLC-23MAY18-20. REPORTS FROM SCCP** |  |
|  | **REGS-UTLC-23MAY18-P20.1** |  |
| **20.1** | The Committee approved the minutes of the meeting held on 28 February 2018. |  |
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| **REGS-UTLC-23MAY18-21. REPORTS FROM VALIDATION PANELS** |  |
|  | **REGS-UTLC-23MAY18-P21.1****REGS-UTLC-23MAY18-P21.1A****REGS-UTLC-23MAY18-P21.1B****REGS-UTLC-23MAY18-P21.1C****REGS-UTLC-23MAY18-P21.1D****REGS-UTLC-23MAY18-P21.1E****REGS-UTLC-23MAY18-P21.1F** |  |
| **21.1** | The Committee received and noted the reports arising from validation events. |  |
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|  | **COMMITTEE MEETINGS**  |  |
|  | The Committee noted the reports arising from the following University committees: |  |
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| **REGS-UTLC-23MAY18-22. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES** |  |
|  | **REGS-UTLC-23MAY18-P22.1** |  |
| **22.1** | The Committee received and noted the minutes of the School of Art, Design and Architecture School Teaching and Learning Committee held on 29 January 2018.Issue for UTLC:20.1/2.6 CIOB Accreditation Report – received at UTLC 21.3.18 and confirmed as concluded. |  |
|  | **REGS-UTLC-23MAY18-P22.2** |  |
| **22.2** | The Committee received and noted the minutes of the School of Art, Design and Architecture School Teaching and Learning Committee held on 29 March 2018.  |  |
|  | **REGS-UTLC-23MAY18-P22.3** |  |
| **22.3** | The Committee received and noted the minutes of the Huddersfield Business School Teaching and Learning Committee held on 14 February 2018.  |  |
|  | **REGS-UTLC-23MAY18-P22.4** |  |
| **22.4** | The Committee received and noted the minutes of the Huddersfield Business School Teaching and Learning Committee held on 18 April 2018.  |  |
|  | **REGS-UTLC-23MAY18-P22.5** |  |
| **22.5** | The Committee received and noted the minutes of the School of Computing and Engineering Teaching and Learning Committee held on 21 February 2018. |  |
|  | **REGS-UTLC-23MAY18-P22.6** |  |
| **22.6** | The Committee received and noted the minutes of the School of Human and Health Sciences Teaching and Learning Committee held on 14 February 2018. |  |
|  | **REGS-UTLC-23MAY18-P22.7** |  |
| **22.7** | The Committee received and noted the minutes of the School of Human and Health Sciences Teaching and Learning Committee held on 11 April 2018. |  |
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| **REGS-UTLC-23MAY18-23. OTHER COMMITTEES** |  |
| **REGS-UTLC-23MAY18-P23.1** |  |
| **23.1** | The Committee received and noted the minutes of the Managed Work Placements Forum held on 23 January 2018. |  |
|  | **REGS-UTLC-23MAY18-P23.2** |  |
| **23.2** | The Committee received and noted the minutes of the Managed Work Placements Forum held on 29 March 2018. |  |
|  | **REGS-UTLC-23MAY18-P23.3** |  |
| **23.3** | The Committee received and noted the minutes of the Quality and Standards Advisory Group held on 28 February 2018.  |  |
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| **REGS-UTLC-23MAY18-24. ANY OTHER BUSINESS** |  |
| **24.1** | **Attendance Monitoring**HHS noted an issue during their most recent STLC regarding the monitoring of student attendance when the University’s WIFI disconnects. It was noted at having caused some students distress that the card swipe appeared to record attendance that was not then registered and so in some cases, automated messages had been issued to students warning them of their attendance percentage when they had been in attendance. It was agreed that this would be taken to the Attendance Monitoring Steering Group for further discussion. **Extension system**The Committee was informed by Registry of the current statistics facing both the extension system and EC system. The high volume and comments raised by staff and students prompted discussions around the need for a review of the system over the summer to determine a practical direction for the system to aid appropriate, proportionate and positive student and staff engagement It was agreed that a working group consisting of ADs, DoTLs and/or appropriate representatives would be convened before the end of the summer to open review and discussions in relation to the present system.  | **Att Mon Steering Group****Registry** |
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| **REGS-UTLC-23MAY18-25. ACTIONS IDENTIFIED FOR QSAG / OTHER COMMITTEES** |  |
| **25.1** | To note actions identified for QSAG/Other Committees. |  |
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| **REGS-UTLC-23MAY18-26. AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |  |
| **26.1** | It was confirmed that there should be no agenda, papers or minute items treated as confidential and excluded from the Library under Standing Order 10.5.  |  |
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| **REGS-UTLC-23MAY18-27. DATE AND TIME OF NEXT MEETING** |  |
| **27.1** | The next meeting will be held on 26 September 2018 at 9.30 am in The McClelland Suite (SB/7). |  |

*Karen Brough*

*Assistant Registrar (Taught Student Regulatory Frameworks),*

*June 2018*