# UNCONFIRMED REGS-UTLC-22MAY19-M

**The University of Huddersfield**

**University Teaching and Learning Committee**

**22 May 2019**

**Present**: Professor J Owen-Lynch (Chair), Dr R Allan, Dr L Bennett, Dr R Birds, Professor A Crampton, Dr P Cullum, Dr E Davies, Mrs T Hart, Mr Emmanuel Haruna, Professor J Johnes , Dr P Mather, Mr A Mandebura, Dr K McCabe, Dr G McGladdery, Mr M Mills, Professor K Orr, Dr C Rhodes, Mrs L Smith, Mr Jonathan Stephen, Ms R Stoker, Mr Nik Taylor, Dr A Tinker, Dr P Woodcock, Dr S White, Professor S Wu

**In Attendance:** Ms L Blundell, Ms K Brough (secretary), Ms Rachel Main

**Apologies:** Ms S Baines, Professor A Ball, Dr D Belton, Professor P Bissell, Ms M Boryslawskyj, Professor S Dani, Professor R Cryan, Mr E Haruna, Professor N King, Mr A Mandebura, Professor P Miller, Professor D Taylor, Professor T Thornton

 **ACTIONS**

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| **REGS-UTLC-22MAY19-1. MINUTES OF THE MEETING HELD ON 06 MARCH 2019** |  |
| **REGS-UTLC-06MAR19-M** |  |
|  | The Committee received and approved the minutes of the meeting held on 06 March 2019.  |  |
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| **REGS-UTLC-22MAY19-2.0 MATTERS ARISING** |  |
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| 2.1 | **QSAG (minute reference 3.1)**It was confirmed that the BAME Ambassador on UTLC from the September 2019 meeting onwards would be Kiron Firdos. |  |
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| 2.2 | **School Teaching and Learning Committee Minutes/School of Computing and Engineering held on 28 November 2018 (minute reference 14.4)** |  |
| 2.2.1 | It was confirmed that Registry is conducting a review of the inconsistency whereby an external examiner who has been employed to assess a PhD could not then be utilised as an external examiner on taught courses but could be if the situation was reversed. An update would be provided at the next meeting of UTLC.  | **Registry** |
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|  | **REGS-UTLC-22MAY19-P2.2.2** |  |
| 2.2.2 | The Committee received and noted the IT and AV Equipment in Standard Teaching Rooms Policy as agreed by QSAG 6 June 2018. It was confirmed that the Policy would be discussed at the next Learning Platform Steering Group and brought back to UTLC when concluded.  | **LPSG** |
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| 2.3 | **Reports from Validation Panels (minute reference 13.1)** |  |
|  | The Committee noted confirmation that the conditions had been met following the validation events for:MSc Paramedic Science (Pre-Registration)BSc (Hons) Operating Department Practice and BSc (Hons) Operating Department Practice (Degree Apprenticeship)  |  |
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| 2.4 | Peer Observation of Teaching (minute reference 16.1) |  |
|  | REGS-UTLC-22MAY19-P2.4 |  |
|  | The Committee received the current feedback form and noted that the activity of reviewing the fitness for purpose of the form is a longer term project that would be fedback in at a later meeting of UTLC.  |  |
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| 2.5 | Assessment and Feedback Strategy (minute reference 16.2) |  |
|  | REGS-UTLC-22MAY19-P2.5 |  |
|  | The Committee received a copy of the current strategy. It was confirmed that the strategy had last been reviewed in April 2016 and so was due to be reviewed formally under UTLC’s remit. It was agreed that the strategy would be reviewed and brought to September’s meeting of this Committee for consideration and approval.  | Secretary |
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| REGS-UTLC-22MAY19-3. CHAIR’S BUSINESS |  |
| 3.1 | Attendance Monitoring Flow ChartThe Chair informed the Committee that a high level review had been undertaken into the practicalities and detail of the current attendance monitoring procedure.The Chair confirmed that school-based focus groups had been undertaken by the Attendance Monitoring focus group to try to understand how the system is operated at the local level. It was confirmed that after a review of relevant literature into the positive impact of attendance monitoring that the Institution would continue to operate with an attendance monitoring policy and procedure. The intention is to keep the attendance monitoing system currently in place but to revise it slightly to make it more supportive and effective in terms of student retention. The Chair presented the proposed model. The model focussed on two meeting points, one would be informal and supportive in nature, the second would be the formal equivalent to the current Dean’s nominee meeting. Emails would be issued at defined trigger points on a weekly basis starting with either an actual attendance figure below 75% or 5 consecutive day’s absence. The emails being sent would be rationalised and re-phrased to be more supportive in nature in consultation with the SU. The first email issued will either inform the student of:* A requirement to attend a meeting (if an International Student)

Or* The relevant contact points where a student can request a meeting if they wish (if Home or EU)

Beyond this point, attendance will continue to be monitored and if it continues to fall then a more strongly worded second email will be sent. If the attendance continues to be poor after this point then the student will normally be formally invited in to the Dean’s meeting. It was clarified that authorised absences will continue and that a student can still report their absence from sessions however this type of absence will no longer be factored into their attendance figures.The Chair summarised that the substantive changes to note are – authorised absence no longer being factored into the overall attendance figure, the introduction of a support meeting as the first official step and that the expectations on attendance have been raised across the piece to comply with new UKVI proposals. It was recognised that the model proposed is high level and that there is still more detailed work to be undertaken around specific steps in the proposed system.Comments from CE highlighted that the current triggers to withdraw a student for low attendance is too low and can take effect so late in the year that the review happens after any meaningful opportunity to remedy the situation has gone. The Chair confirmed that the current withdrawal meeting trigger is at 50% and is under review for the new system. This particular percentage trigger will be reviewed alongside how the new procedural steps are working to determine if the percentage could be increased. It was felt that by using the actual attendance percentage, the record for the student will be a more accurate reflection of attendance against which to take steps of offering support or later, formal meetings. The Chair also added that the project would continue to look at the details of the newly proposed informal supportive meeting to consider other forms of engagement that should be reviewed to determine a student’s ability to proceed successfully on a course. It was also noted that the formal meeting would need to happen in a timely enough manner at a point when the course team think the student could react positively and rescue their performance. The Chair also confirmed that the responsive absenteeism system will remain in the system to cater to those students with extenuating circumstances. It was noted that other patterns of non-attendance e.g. same module missed over five weeks cannot be identified in the system but will rely on the PAT and professional staff reviewing the student profiles. An update on the progress of the procedural development would be received at this Committee once the attendance monitoring focused working group and attendance monitoring group had reviewed the draft proposals.  | Chair |
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| 3.2 | Huddersfield Student SurveyThe Chair confirmed that the survey had been a success with a response rate of approximately 40% which included rich and useful commentary. The Chair reminded colleagues that the data is useful for informing changes that course teams may wish to make but they should make those changes, where possible, before September. Colleagues were also reminded that if changes are being made to address the commentary and feedback noted then those changes should be recorded and feedback should be given to the cohorts in a ‘you said, we did’ method of using the student voice. We can respond on the HSS to demonstrate we actively listen to the student voice. Data on this item will be circulated out to the services by the Planning and Information Service. Dr McCabe confirmed that the anonymised comments from the survey will be released this week or early next week for School’s to review. Further analysis will be on-going and feedback will be provided to Schools on any emerging themes.  | KM |
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| 3.3 | Demonstration of the Academic Integrity ResourceDr Reynolds provided a presentation to the Committee regarding an Academic Integrity Resource and Quiz set up to enhance the learning opportunities under the new Regulations surrounding academic misconduct. Dr Reynolds highlighted that the online tool is aimed at educating students on best practice and local resolution steps in relation to academic integrity. The online tool was demonstrated to the Committee. The Committee agreed to the approach and tool requesting that the all scenarios include the implications of any decisions the student makes to try and help foster a community of integrity. Dr Reynolds added that she would welcome any further comments or edits to the tool as it is still draft. It was also clarified that local level edits can be made to accommodate the differing disciplines in each school but that the principles within the tool should be the same. It was clarified that every student is excepted to complete the quiz early on within their studies and that if a student does not engage with the tool and/or quiz then their ability to submit work for summative assessments would be limited. The Chair clarified that there are facilities in the module on Brightspace that will allow staff to see whether a student has passed the module or not. The record of this will help support academic misconduct casework. It was confirmed that the online tool will be available in Brightspace for the beginning of the next academic year. Training will be provided as necessary over the summer along with supporting materials.  | CRRegistry |
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| REGS-UTLC-22MAY19-4. CHAIRS/SECRETARIES/UTLC REPRESENTATIVES FOR 2019/20 |  |
| REGS-UTLC-22MAY19-P4.1 |  |
| 4.1 | The Committee received and approved the list of Chairs/Secretaries/UTLC Representatives for the 2019/20 session.It was confirmed that the outstanding rep for HHS is Georgina Blakely and the HUBS rep is Lynn Avison.It was noted that the rep for MHM and EPD remained outstanding and should be provided as soon as possible to the secretary. | MHM/EPD |
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| REGS-UTLC-22MAY19-5. STUDENTS’ HANDBOOK OF REGULATIONS |  |
| REGS-UTLC-22MAY19-P5.0 |  |
| 5.0 | The Committee noted the paper from Registry detailing a summary of the changes made to the newly named Regulations for Taught Students for 2019/20.The Chair asked that a note of thanks be recorded for all those who have contributed to the activity of reviewing and re-drafting the Regulations. Dr Birds provided the Committee with an overview of the paper detailing the rationale for the proposed changes and the material changes listed. Dr Birds also asked colleagues to review their local level material to ensure it now aligns with the regulation terms used and to update any section references that have now been superseded. All documents held within Registry would be updated over the summer.  |  |
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|  | REGS-UTLC-22MAY19-P5.1 |  |
| 5.1 | The Committee considered and approved the proposed revisions to the Regulations for Taught Students.It was clarified that there would be a wide ranging communication activity coordinated by Marketing to promote the new regulations. It was agreed that the material changes in the relevant policies alongside the regulations would also be included in the communications and advertising work.  |  |
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|  | REGS-UTLC-22MAY19-P5.2 |  |
| 5.2 | The Committee considered and approved the Regulations Governing the Use of Computing Facilities and the updated Guidance Notes. |  |
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|  | REGS-UTLC-22MAY19-P5.3 |  |
| 5.3 | The Committee considered and approved the Regulations Governing the Use of the University Library Services.Dr White highlighted that the regulations now include the Archives and details the newer information regarding permission to film in the library and children in the library. It was agreed that this change and clarification would be circulated to students as part of the marketing of the new regulations detailed under item 5.1. | CLS |
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|  | REGS-UTLC-22MAY19-P5.4 |  |
| 5.4 | The Committee considered and approved the proposed revisions to the Regulations for PGR Students subject to any proposals made through Graduate Board. It was agreed by the Committee that any potential changes to the proposed regulations would be received and considered through UTLC’s Chair’s Action.  | HL |
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| REGS-UTLC-22MAY19-6. REGULATIONS FOR AWARDS (TAUGHT COURSES) |  |
| REGS-UTLC-22MAY19-P6.1 |  |
| 6.1 | The Committee considered and approved the proposed revisions to the Regulations for Awards (Taught Courses).The Chair highlighted that November 2018’s UTLC had approved principles in relation to the outputs of the assessment working party and these should be included within both the Regulation for Awards (Taught Courses) and Quality Assurance Procedures for Taught and PGR Courses. It was agreed the additions would be made and the document noted for Chair’s Action approval. It was agreed that all references to pronouns within the document should be removed in line with the other regulatory handbooks.  | RegistryRegistry |
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| REGS-UTLC-22MAY19-7. REGULATIONS FOR AWARDS (PGR COURSES) |  |
| REGS-UTLC-22MAY19-P7.1 |  |
| 7.1 | The Committee considered and approved the proposed revisions to the Regulations for Awards (PGR Courses).The Committee queried the conclusion of shorter enrolment periods as being the final decision of the Director of Graduate Education, not the Dean of the Graduate School and asked for clarification as to why this change was being proposed. Subject to the clarification being received, the Chair would take Chair’s action to approve the Regulations for Awards (PGR Courses). *Post meeting note: It was confirmed that the DGE has the subject knowledge to make the decision and they oversee the outcome of all the progression panels. Mrs Lee has confirmed she will be liaising with Dean of the Graduate School to re-affirm the position.*  | HL |
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| REGS-UTLC-22MAY19-8. QUALITY ASSURANCE PROCEDURES FOR TAUGHT COURSES AND RESEARCH AWARDS |  |
|  | REGS-UTLC-22MAY19-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.Mr Smith clarified that the Regulations had inherited sections B and H from the Regulations for Awards (Taught Courses). He added that the additional substantive changes within the Regulations were regarding additional documentary requirements for validation events and the requirements to declare the documents as a record within Wisdom. It was agreed that the Regulations be approved subject to the clarification around the new details required for validation events, in particular in referencing indicative weeks for module delivery.  | JS/Registry |
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| REGS-UTLC-22MAY19-9 LECTURE CAPTURE POLICY |  |
| REGS-UTLC-22MAY19-P9.1 |  |
| 9.1 | The Committee received and approved the attached policy.The Chair highlighted that she had concerns regarding the consistent use of the current available policy and its interpretation and added that all teaching staff, including part-time hourly paid, should record all sessions unless there is a pedagogical reason not to. The Chair added that she was awaiting further clarification to confirm when and under what grounds a staff member could opt out of lecture capture.  Matt Mills confirmed that the final part of the last sentence under item 1.2 can be deleted as the planned changes have already been taken into account.  | Registry |
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| REGS-UTLC-22MAY19-10 PROOF READING POLICY |  |
| REGS-UTLC-22MAY19-P10.1 |  |
| 10.1 | The Committee received and approved the attached policy subject to the updates to the references of ‘Academic Integrity’ to ‘Academic Misconduct’. |  |
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| REGS-UTLC-22MAY19-11 DRAFT STUDENT TRANS EQUALITY POLICY |  |
| REGS-UTLC-22MAY19-P11.1 |  |
| 11.1 | The Committee received and approved the attached policy.It was noted that editorial amendments had been provided by the SU and have been agreed to. It was clarified that the EDI committee will be looking at the mapping of gender neutral facilities to support the EDI agenda.  | EDI |
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| REGS-UTLC-22MAY19-12 READING LIST POLICY |  |
|  | REGS-UTLC-22MAY19-P12.1 |  |
| 12.1 | The Committee received and approved the updated reading list policy.It was agreed that the policy should be reviewed every 3 years as opposed to every year. Dr White also added that the old references to the MyReading software have been removed due to updates to that software and as a result a more generic name introduced throughout. The SU asked that within the recommended for purchase list that there is a limit to how many resources can be added so that the costs of books per course doesn’t increase unreasonably. The Chair confirmed that the policy aimed to provide a principle and so wouldn’t wish to be definitive about how many can be added but rather agreed to re-wording the detail to adopt a reasonable approach to the amount of resources included in the reading list and that STLCs would be responsible for reviewing the ‘reasonableness’ locally.  | Registry |
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| REGS-UTLC-22MAY19-13 NEW AWARDS |  |
|  | REGS-UTLC-22MAY19-P13.1iREGS-UTLC-22MAY19-P13.1iiREGS-UTLC-22MAY19-P13.1iiiREGS-UTLC-22MAY19-P13.1ivREGS-UTLC-22MAY19-P13.1v |  |
| 13.1 | The Committee received the attached proposals for new awards: Master of Landscape Architecture (MLA) was confirmed as being postponed following further clarification on the detail and structure of the award. It was confirmed that all of the following awards were approved to additions to the Regulations for Awards (Taught Courses) Master of Public Administration (MPA) Master of Public Health (MPH) Master of Public Policy (MPP)Bachelor of Hotel Management with Honours and Bachelor of Culinary Management with HonoursIt was clarified that the Bachelor of Hotel Management with Honours and Bachelor of Culinary Management with Honours awards were only for awards through Collaborative Provision, not for Queensgate based courses.  |  |
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| REGS-UTLC-22MAY19-14 ACADEMIC ADMINISTRATION TIMETABLES |  |
| REGS-UTLC-22MAY19-P14.1AREGS-UTLC-22MAY19-P14.1B |  |
| 14.1 | The Committee received and approved the timetables for 2019:Undergraduate Timetable 2019/20Postgraduate Timetable September 2019 start and January 2020 start |  |
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| REGS-UTLC-22MAY19-15 EC PANEL MEETING |  |
| 15.1 | The Committee noted that the annual meeting of the EC Panel will be held in July/August 2019. The minutes of the meeting will be received at the 25 September 2019 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. | All Schools |
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| REGS-UTLC-22MAY19-16 QUALITY APPRAISALS |  |
|  | REGS-UTLC-22MAY19-P16.1 |  |
| 16.1 | The Committee received the paper on the Quality Appraisal into ‘Progression of Student feedback from Student Panel to School Board’.It was agreed that the report would be sent to all School Boards for commentary and a response prior to being re-received at the next available meeting of UTLC.  | Registry/School Board |
|  | REGS-UTLC-22MAY19-P16.2 |  |
| 16.2 | The Committee received the paper on the Quality Appraisal into the ‘Use of PAT Fields in ASIS’.It was confirmed the review had no recommendations.  |  |
|  | REGS-UTLC-22MAY19-P16.3 |  |
| 16.3 | The Committee received the paper on the Quality Appraisal into ‘Academic Engagement with Lecture Capture’.It was confirmed that all recommendations, except for recommendation 4, were agreed. The recommendations agreed were:1. Lecture Capture is a relatively new system and the procedures for it are still being embedded within the Schools, however there need to be a consistent approach across all Schools.2. If there is a need for historical data to be kept, then it should be made clear to all concerned.3. To encourage all Schools to record reasons for why sessions have not been recorded on the timetabling system.Recommendation 4 referred to the opportunity for staff to confirm whether they want activities lecture captured as part of the planning process. It was confirmed that the default position for the University is that all timetabled sessions should be subject to lecture capture unless there is a legitimate documented reason, which aligns with the grounds indicated in the policy, detailing why the session should not to be recorded.  |  |
|  | REGS-UTLC-22MAY19-P16.4 |  |
| 16.4 | The Committee received the paper on the Quality Appraisal into ‘Course and Module Handbook Content’.It was confirmed that all of the recommendations had been approved by the Committee.  | Registry |
|  | REGS-UTLC-22MAY19-P16.5 |  |
| 16.5 | The Committee received the paper on the Quality Appraisal into ‘International Agreements being submitted to the Vice-Chancellor’s Office’.It was confirmed that the recommendations had been approved and that Schools should provide their named contacts for this activity to the secretary.  It was noted that whilst the HUBS had not provided a response for the deadline, their report had not reached Registry due to a technical email fault and so the report has been received and the responses added to the paper.  | All Schools/Secretary |
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| REGS-UTLC-22MAY19-17 CMA |  |
| 17.1 | The Committee received the item regarding CMA consent and level of risk-aversion/ application of our policies.The Chair confirmed that CMA is not a block to developing modules but is a method we might have to use depending on the level of change being made and on a risk based approach. Further clarification noted that most proposed improvements to modules do not become a CMA issue. The principle being applied is if the changes modify what is publicised on course finder then it is CMA change, if it doesn’t change what is on course finder then the process to change the material should go through internal validation routes.  |  |
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| REGS-UTLC-22MAY19-18 STUDENT PANEL WORKING GROUP |  |
| REGS-UTLC-22MAY19-P18.1 |  |
| 18.1 | The Committee received and considered the attached paper from the Student Panel Working Group which was presented by Dr Pat Cullum.It was noted that this item and that under 16.1 would be considered as a whole under this reference. Dr Cullum introduced that a UNIAC review had driven this review. The UNIAC assessment had highlighted that the current process of relaying the outcome and responses to student feedback from student panels was not wholly effective. The Chair confirmed that the topic was important and the student voice crucial to the development of the provision and performance of the university. The proposed recommendations were deemed to be sensible however there was discussion around where the student panel feedback ‘module’ should sit, whether in Brightspace or MyStudents. It was confirmed that discussions would continue outside of the meeting to determine the best location for the student panel feedback logs to sit. The outcome of the discussion would be received at this Committee in September. It was noted that there is varying practice around how student panels operate and so it was agreed that existing guidelines used to inform the paper would be sent to Registry for review and circulation.  | PC/MMPC/Registry |
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| REGS-UTLC-22MAY19-19 EQUALITY AND DIVERSITY |  |
| 19.1 | The Committee noted there had been no items raised.  |  |
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| REGS-UTLC-22MAY19-20 ETHICS |  |
| 20.1 | The Committee noted there had been no items raised.  |  |
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| REGS-UTLC-22MAY19-21 REPORT FROM THE STUDENTS’ UNION |  |
| REGS-UTLC-22MAY19-P21.1 |  |
| 21.1 | The Committee received the paper from the SU on a review of Peer Mentoring. Mr Haruna highlighted that he had looked at the provision of peer mentoring and summarised the discussions from the forum in February 2019. Mr Haruna provided an overview of the paper and the associated recommendations. The paper noted that there didn’t appear to be a consistent approach to peer mentoring across campus and that the recommendation would aim to address this.  The Chair confirmed that peer mentoring, and developing it robustly, aligns with University’s global professional award aspirations and that the University has systems to facilitate disseminating awareness and guidance on the process. It was agreed that the recommendations were approved and that the Steering Group would take them forward and report back to UTLC on their progress. | SU |
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| 21.2 | The Committee received the item regarding equity of student experience across shared modules between MHM and CE. It was agreed that MHM, CE and the SU would review their feedback on this matter over the summer and respond at the September meeting of UTLC.  | CE/MHM/SU |
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| **REGS-UTLC-22MAY19-22 EXTERNAL EXAMINERS** |  |
| REGS-UTLC-22MAY19-P22.1 |  |
| 22.1 | 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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| **REGS-UTLC-22MAY19-23 REPORTS FROM PSRBs** |  |
| **REGS-UTLC-22MAY19-P23.1** |  |
| 23.1 | Royal College of Occupational Therapists letter of 14 August 2018 confirming reaccreditation of the pre-registration Occupational Therapy programme.  |  |
|  | REGS-UTLC-22MAY19-P23.2AREGS-UTLC-22MAY19-P23.2B |  |
| 23.2 | The Chartered Society of Forensic SciencesEducational Accreditation:BSc (Hons) Forensic and Analytical ScienceBSc (Hons) Forensic and Analytical Science (with Industrial Placement)BSc (Hons) Forensic and Analytical Science (with Research)BSc (Hons) Forensic and Analytical Science (with Industrial Experience).Approved.  |  |
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| REGS-UTLC-22MAY19-24 REPORTS FROM REVIEW PANELS |
|  | REGS-UTLC-22MAY19-P24.1AREGS-UTLC-22MAY19-P24.1BREGS-UTLC-22MAY19-P24.1C |  |
| 24.1 | The Committee receive and noted report of the Subject Review of Music Technology and Production held on 20 March 2018 and School response approved by School Teaching and Learning Committee on 28 November 2018.It was confirmed that all conditions have been met. MHM noted that they were aware of the resource sharing and communication issue highlighted within the report and would be reviewing this information alongside the report under item 21.1. | MHM/CE |
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| TO NOTE |
| **REGS-UTLC-22MAY19-25 REPORTS FROM SCCP** |
|  | REGS-UTLC-22MAY19-P25.1 |  |
| 25.1 | The Committee received and approved the SCCP minutes of 27 February 2019. |  |
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| REGS-UTLC-22MAY19-26 REPORTS FROM VALIDATION PANELS |  |
| REGS-UTLC-22MAY19-P26.1REGS-UTLC-22MAY19-P26.1AREGS-UTLC-22MAY19-P26.1BREGS-UTLC-22MAY19-P26.1CREGS-UTLC-22MAY19-P26.1DREGS-UTLC-22MAY19-P26.1EREGS-UTLC-22MAY19-P26.1FREGS-UTLC-22MAY19-P26.1GREGS-UTLC-22MAY19-P26.1HREGS-UTLC-22MAY19-P26.1IREGS-UTLC-22MAY19-P26.1JREGS-UTLC-22MAY19-P26.1K |  |
| 26.1 | The Committee received and noted the reports arising from validation events. |  |
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| **COMMITTEE MEETINGS**  |
| **To note the reports arising from the following University committees:** |
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| **REGS-UTLC-22MAY19-27 REPORTS FROM SCHOOL TEACHING AND LEARNING COMMITTEES** |  |
|  | **REGS-UTLC-22MAY19-P27.1** |  |
| 27.1 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Applied Sciences held on 6 February 2019. |  |
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|  | **REGS-UTLC-22MAY19-P27.2** |  |
| 27.2 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Art, Design and Architecture held on 5 February 2019 |  |
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|  | **REGS-UTLC-22MAY19-P27.3** |  |
| 27.3 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Art, Design and Architecture held on 4 April 2019**External Examiners**Recruiting External Examiners is often difficult and more clarification on application forms as to the extent of the involvement with the institution is required. It is requested that Registry contact Course Teams if there are any queries with a potential applicant so they can be investigated before declining the application as potential examiners have been turned down through misunderstanding of their involvement with the University/staff. **It is clarified that the particular issue relating to Registry was in relation to the appointment of an External Panel Member for a validation event where a proposed panel member had been rejected by Registry due to a misunderstanding in relation to previous experience and a minor connection. The proposed panel member was subsequently accepted.**It was clarified that the school has experienced times when panel members have not been accepted without prior consultation with the School and have asked if Registry can consult with the School prior to rejecting a panel member. It was confirmed that this approach is the expected one and so any examples of when this has not been adopted should be sent to Mr Smith to review.  |  |
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|  | **REGS-UTLC-22MAY19-P27.4** |  |
| 27.4 | The Committee received and noted the School Teaching and Learning Committee minutes of the Huddersfield Business School held on 12 December 2018 |  |
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|  | **REGS-UTLC-22MAY19-P27.5** |  |
| 27.5 | The Committee received and noted the School Teaching and Learning Committee minutes of the Huddersfield Business School held on 27 February 2019 |  |
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|  | **REGS-UTLC-22MAY19-P27.6** |  |
| 27.6 | Huddersfield Business School held on 20 March 2019 |  |
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|  | **REGS-UTLC-22MAY19-P27.7** |  |
| 27.7 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Education and Professional Development held on 10 April 2019 |  |
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|  | **REGS-UTLC-22MAY19-P27.8** |  |
| 27.8 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Human and Health Sciences held on 27 February 2019 |  |
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|  | **REGS-UTLC-22MAY19-P27.9** |  |
| 27.9 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Music, Humanities and Media held on 23 January 2019 |  |
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|  | **REGS-UTLC-22MAY19-P27.10** |  |
| 27.10 | The Committee received and noted the School Teaching and Learning Committee minutes of the School of Music, Humanities and Media held on 27 March 201921.1. Item 10.2 Visibility of Journalism and Media BuildingConcern was raised about the visibility of the building- it was noted that as it was squeezed between two other buildings, there was poor signage and people were getting lost trying to find the building. The staff and students felt they were completely hidden on campus, and felt this would be the case even after the building work around them had finished. It was noted that this was having an effect on students, recruitment and the NSS. The department would like to be more visible and have asked for more facilities for their students, or to be moved but feel they have consistently been pushed back whilst students have had to put up with building work for years with no benefit to them. The department were worried this might impact NSS returns and it was asked to pass it on to UTLC for discussion.The Committee noted the concerns of the School and have documented the matter for the record.  |  |
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| **REGS-UTLC-22MAY19-28 OTHER COMMITTEES** |  |
| **REGS-UTLC-22MAY19-P28.1** |  |
| 28.1 | The Committee received and noted the minutes of the Learning Platforms Steering Group held on 27 March 2019. |  |
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| **REGS-UTLC-22MAY19-29 ANY OTHER BUSINESS** |
|  | REGS-UTLC-22MAY19-P29.1AREGS-UTLC-22MAY19-P29.1B |  |
| 29.1 | Course and Module HandbooksThe Committee received and noted the course and module handbook templates for 2019/20. It was agreed that once the required terminology updates had been made to the Regulations that the templates would be circulated to Schools.  | Registry |
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| 29.2 | Huddersfield Business School Classification ItemHUBS raised a query regarding any patterns of behaviour regarding student requests to get higher marks in order to get a higher classification. It was discussed and noted as not being a wide ranging issue and appeared to be isolated to HUBS. It was agreed that HUBS would have support and guidance offered where there were potential scenarios where students were behaving inappropriately when trying to persuade academic staff to give better marks.  |  |
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| 29.3 | Apprenticeship CommitteeThe Chair confirmed that a central Degree Apprenticeship Committee had been established. The Committee would report into UTLC and would have formal Terms of Reference, Membership Lists and Minutes noted.  |  |
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| 29.4 | Record of thanks for Dr Sue White for her work and leadership of CLS was noted. |  |
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| REGS-UTLC-22MAY19-30 ACTIONS IDENTIFIED FOR OTHER COMMITTEES |  |
| 30.1 | It was confirmed that item 2.2.2 should be raised with the Learning Platform Steering Group.  |  |
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| REGS-UTLC-22MAY19-31 AVAILABILITY OF AGENDA, PAPERS AND MINUTES |  |
| 31.1 | It was confirmed that no agenda, papers or minutes should be treated as confidential and excluded from the Library under Standing Order 10.5.  |  |
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| **REGS-UTLC-22MAY19-32** DATE AND TIME OF NEXT MEETING |
| 32.1 | The next meeting will be held on 25 September 2019 at 9.30 am in The McClelland Suite, Schwann Building SB/7. |  |

*Karen Brough*

*Assistant Registrar (Taught Student Regulatory Frameworks),*

*May 2019*