# REGS-UTLC-29NOV17-M

**The University of Huddersfield**

**University Teaching and Learning Committee**

**29 November 2017**

**Present**: Professor C Jarvis (Chair), Dr R Allan, Dr L Bennett, Professor A Crampton, Dr L Colton (on behalf of Dr Rachel Cowgill), Dr E Davies, Mrs T Hart, Professor J Johnes, Professor P Keeley, Professor P Miller, Mr M Mills, Professor K Orr, Professor J Owen-Lynch, Dr C Rhodes, Mrs L Smith, Mr J Stephen, Ms R Stoker, Dr S White, Professor S Wu

**In Attendance:** Ms L Blundell**,** Mr S Boyd, Ms K Brough, Mr J Smith

**Apologies:** Dr D Belton, Ms M Boryslawskyj, , Professor R Cowgill, Professor R Cryan, Professor, S Donnelly , Dr W Gillibrand, Professor N King, Mr D Keegan, Dr K Keraminiyage, Mr A Mandebura, Dr J McDowell, Professor J Power, Mrs K Sherlock, Professor D Taylor, Professor T Thornton, Dr P Youngson

**Actions**

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| **REGS-UTLC-29NOV17-1. MINUTES OF THE MEETING HELD ON 27 September 2017** |  |
|  | **REGS-UTLC-27SEP17-M** |  |
| **1.1** | The Committee received and approved the minutes of the meeting held on 27 September 2017. |  |
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| **REGS-UTLC-29NOV17-2. MATTERS ARISING** |  |
| **2.1** | **Classification/ Supporting Students in achieving their best/GPA Working Group (minute reference 2.1)** |  |
|  | The Committee noted that Registry/PINS will report further on the review of alternative models of the GPA modelled on our current honours degree classification algorithm at the appropriate meeting of this Committee once the further work has been completed. | **Registry/PINS** |
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| 2.2 | **Validation Schedule 2017-18 (minute reference 8.1)** |  |
|  | REGS-UTLC-29NOV17-P2.2 |  |
|  | The Committee was asked to receive and consider the attached paper from the University Solicitor.Rebecca McCall introduced the paper advising that new variation clause provides more scope for using a risk based and consultative approach to making changes to courses and/or modules. It was clarified that the proposal and its detail doesn’t alter what we do in terms of the validation process but that the items listed within the paper will constitute a checklist for consideration in terms of any changes at SAVP-level. The Committee asked if it would be possible for there to be articulated guidance for the process, in particular around what constitutes a significant change. It was agreed that guidance would be issued to support SAVP decision making.Rebecca also mentioned that it is possible that the Office for Students will be introducing a universal student contract and that this may supersede the current validation process and guidance in relation to CMA. However, at present we do not have any further details on this but once more information is available, it will be taken into account and circulated to colleagues. CE highlighted the challenges and limitations that gaining positive affirmation from all students presents. Rebecca confirmed that steps are being taken to introduce a risk-based approach to problems that is compatible with the requirement of positive affirmation to see if there is an opportunity to be flexible whilst also ensuring the University and students are protected. Rebecca McCall left the meeting.  | **RMcCall** |
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| 2.3 | **School Teaching and Learning Committee/School of Human and Health Sciences held on 01 February 2017/ Agenda item 19/3.13 Roles and Responsibilities for Attendance Monitoring (minute reference 2.8)** |  |
|  | The Committee received note that the Attendance Monitoring Steering Group has tasked a subgroup to take this item forward. The subgroup will report back to the AMSG and finally UTLC once a conclusion has been reached. | **AMSG** |
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| 2.4 | **Annual Evaluation (minute reference 2.5.2)** |  |
|  | The Committee received confirmation from the School of Computing and Engineering that Dr Carlo Fabricatore will be their replacement representative for the School of Applied Sciences’ committee. |  |
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| 2.5 | **Suspended Student Principles (minute reference 2.6.2)** |  |
|  | The Committee noted that Registry and colleagues from across Schools and Services had held a meeting to consider the process of formalising a more robust and recognised suspended students process that would include a wider range of information and defined contact points. The group is also in communication with the ASIS team regarding the groupings of information to be collated within ASIS once a student has decided to suspend. A progress report on this would be offered to appropriate meetings of this Committee.Ruth Stoker asked that with the incoming use of Brightspace as the University’s VLE that students who may be suspended or trailing be taken into account upon their return so that introductions to the new system can be facilitated. It was confirmed that Andy Raistrick is compiling a list of students who could potentially get captured in the transition to the new VLE and that this could be made available to support this process.  | **Registry** |
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| 2.6 | Changes to University Regulations (minute reference 7.1) |  |
|  | The Committee noted confirmations from BS and CE. |  |
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| **2.7** | **Module Evaluation Surveys and General Surveys/ Module Evaluation 2016/17 and 2017/18** **(minute reference 9.1)** |  |
|  | **REGS-UTLC-29NOV17-P2.7** |  |
|  | The Committee received and approved the new policy, which will be applied in 2017/18 and will be incorporated into the Quality Assurance Procedures for Taught Courses and Research Awards in August 2018.It was agreed by the Committee that the percentage response rate should be reduced down to 65% from 70% as a more realistic target in light of previous response rates across the University. Colleagues raised concerns around the potential for survey fatigue for students. The Chair confirmed that this Committee has looked at the series of surveys issued to students and that there should be no additional surveys issued in addition to those approved by the PVC (T&L) or this Committee in order to limit the number of surveys being issued to hopefully reduce the potential for survey fatigue. It was also confirmed that the SU had been involved in the number of questions included in the survey to take account of feedback previously received. It was also felt that if the surveys are completed in sessions with the students then it wouldn’t have the same impact of possible survey fatigue.  |  |
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| 2.8 | **External Examiners (minute reference 16.2)** |  |
|  | The Committee received verbal clarification from Registry on Section F of the paper submitted to the 27 September meeting of this Committee.Jason Smith confirmed that the comment noted at the previous meeting related to a comment made by an External Examiner for a Computing and Engineering course where the EE raised concerns about the high level of guidance and support issued by the course team on how to do well in the assessments. Jason confirmed that in response to this issue, the School has taken steps to review the guidance they issue to students. It was confirmed that this single comment was in relation to one course only and that the EE had not mentioned a concern over grade inflation but rather their comments aligned with previous EE comments around the use of a full range of marks. CE agreed to further investigate the comments made by the EE through their course team structure. It was also agreed that the Chair and Registry would look at the nature of the comments more generally outside of the meeting. The Chair highlighted that grade inflation is now a significant part of the TEF and so we need to mindful of assuring that our EEs are confirming that our standards are appropriate, without exception, year on year.  | **CE****Chair/****Registry** |
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| 2.9 | **Validation Reports (minute reference 20.1A)** |  |
|  | REGS-UTLC-29NOV17-P2.9 |  |
|  | The Committee noted that BSc (Hons) Geography, BSc (Hons) Physical Geography and BSc (Hons) Human Geography (FT) (new courses - reinstatement of Geography degrees) put forward by the School of Applied Sciences on 29 June 2017 for implementation from September 2018 has now been confirmed as ‘Conditions met’.  |  |
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| REGS-UTLC-29NOV17-3. CHAIR’S BUSINESS |  |
| 3.1 | **NSS** The Chair reminded colleagues that the NSS opens in third week of January on 22.01.18. Colleagues are reminded to both encourage and continue the hard work already going on in Schools. HHS advised that they had held a meeting with SU around helping students to understand the NSS and that the SU did a video last year which was found to be useful to staff and students therefore would it be possible to make this available through the course reps again this year. It was agreed that it would be made available.BS colleagues confirmed that they had noticed students were unsure of the scaling used in the NSS and more specifically that on the standard scale 3 is neutral but that on the NSS this was considered a negative. The BS proposed that there should be advice available as to what the scaling points mean. Furthermore, the BS felt that a form of guidance around the technical language used in the NSS would help students engage more meaningfully in its questions. It was agreed that the SU would consider whether this is feasible. It was confirmed that the same incentives would be offered this year as was offered during 2016/17 - £5 voucher to be used in any SU outlet. **TEF 3**The Chair highlighted the changes to the TEF (year 3) advising that the present structure, albeit with refinements, is the on-going template we need to align with. There will be six core metrics with the assessment system remaining the same and being based on the score form those six. The weighting has shifted with the NSS only counting half as much. The new TEF template emphasises the importance of Retention and Employment but the challenges we face are around metrics such as Retention being so retrospective that it is hard to influence the score. The assessment will also focus on subject-level data and so schools should be aware of the efforts needed to ensure practices that saw the Gold Award are consistently applied at subject-level. The Chair also mentioned that the benchmarking for retention has changed and takes account of social disadvantage. As an Institution we are presently below the benchmark and so need to continue to work on this area towards improvement. The new TEF submissions will also look at supplementary metrics, and those include employment outcomes alongside a measure that benchmarks our students’ earnings between the ages of 25-29 against average earnings of the same non-graduate age group however this is not geographically isolated and so could be potentially challenging. The TEF will also look at the degree classifications from 10, 5, 3, 2 and 1 year(s) ago to review grade inflation. As an Institution we are confident that our efforts in increasing our good honours rates and closing the BAME gap have been through the results of effort made across the Institution and we have assurances from our EE reports evidence of the positive initiatives used to support students.  | **SU****SU** |
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| **REGS-TLC-29NOV17-4.** **TIMETABLING AND ROOM BOOKING POLICY** |  |
| 4.1 | The Committee noted that the proposed Timetable and Room Booking Policy will be considered and discussed outside of the Committee with relevant colleagues. Colleagues in the Committee raised concerns that the policy was not student focussed. The Chair confirmed that the student experience is pivotal to policies such as this and that a strategic group had been established for timetabling, with appropriate colleagues, in order to look at the implementation of timetabling that included relevant stakeholders and that this group needed re-establishing so that lines of communication could be made stronger between central and school-based staff. It was anticipated that further discussions outside of this meeting could accommodate the priority needs from all sides in as equitable a manner as possible.  |  |
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| **REGS-UTLC-29NOV17-5. TERM DATES. ACADEMIC YEARS 2018-2019 TO 2021-2022** |  |
|  | REGS-UTLC-29NOV17-P5.1**REGS-UTLC-29NOV17-P5.1A** |  |
| 5.1 | The Committee noted the confirmed term dates for 2018/2019 and approved the proposals for the academic years 2019/2020 to 2021/2022. |  |
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| **REGS-UTLC-29NOV17-6. PERSONAL ACADEMIC TUTOR POLICY** |  |
| **REGS-UTLC-29NOV17-P6.1** |  |
| 6.1 | The Committee was asked to receive and approve the new policy as discussed at QSAG in November 2017.The Committee approved the policy. |  |
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| REGS-UTLC-29NOV17-7. EQUALITY AND DIVERSITY |  |
| 7.1 | The Committee noted that the lifts in the Lockside Building remained broken and had been for some time. The issue had also been reported through the School’s Annual Evaluation Committee and School Board.The Director of Student Services confirmed that the issue surfaced at the Equality and Diversity Group meeting and that Estates confirmed that they are looking into this and that it remains ongoing. It was agreed that Matt Mills would speak to Heather Whitehead in Estates in order to find a quick resolution to the problem. The SU also raised concerns on behalf of wheelchair users that access to buildings is proving challenging during the current building work resulting in wheelchair users having to navigate around buildings that they do not have out of hour’s access to via their Student ID cards. It was agreed that this item would also be raised at the Equality and Diversity Group.  | **Matt Mills****Equality and Diversity Group** |
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| REGS-UTLC-29NOV17-8. ETHICS |  |
| 8.1 | It was confirmed that there were no reported ethical issues arising from taught courses.  |  |
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| REGS-UTLC-29NOV17-9. REPORT FROM THE STUDENTS’ UNION |  |
| 9.1 | The SU provided the Committee with a verbal update on the BAME Ambassadors scheme.Jonathan confirmed that the scheme had recruited 45 ambassadors across all schools and that they are currently looking at, reading lists, campaigns and committees. They have all undergone training in these respective three themes. The campaign work and publicity is underway next week and the BAME Ambassadors will be available between 11-2 each day. The SU also confirmed that each of the ambassadors will have their bios and pictures added onto the SU website so that staff and students can see which ambassador is responsible for which area of work. It was also highlighted that Educating Huddersfield took place last week and the BAME Ambassadors were the key focus of the event. Jonathan confirmed that the SU are hoping to bring a short video presentation to the next meeting of UTLC in January to show how the scheme is progressing. Colleagues wished to applaud the scheme and recognised there had been a fantastic response to its implementation.It was agreed that having a BAME Ambassador on School-based committees such as STLC was of great value and that schools who have not yet considered this should do so for future meetings.  |  |
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| REGS-TLC-29NOV17-10. EXTERNAL EXAMINERS |  |
|  | **REGS-UTLC-29NOV17-P10.1** |  |
| 10.1 | The Committee was asked to consider and approve a summary list of applications for the appointment, allocation, reallocation of duties and extensions of period of office of external examiners.Ruth Stoker queried the appointment of Mr Colin Orr to the BSc (Hons) Architectural Technology and MSc Sustainable Architecture as he had been a validation panel member for the BSc (Hons) Architectural Technology in 2016. It was agreed that this would be clarified and resolved outside of the meeting between Registry and the School. **Post meeting note;** It was clarified by Registry that an EE cannot have had a previous association with the University in the last three years prior to appointment as an EE. So someone who has acted as an external on a validation panel for course A cannot then go on to be an external for course B.There is one exception where the external panel member for the validation of course A can go on to be the external examiner for course A immediately after the validation. Course teams would usually have to justify their rationale for choosing this EE as opposed to another EE and this is supported by the guidance in B7:‘Particular attention is paid to nominees who have been involved in the development of the programme or its component parts, for example as an external consultant, or who have acted as a member of the validation panel (or equivalent) which approved the programme. Degree-awarding bodies balance the benefits of engaging someone who is familiar with the programme and its rationale with any risk to their ability to provide a fully independent perspective.’Further discussions will continue with the School to clarify Mr Orr’s appointment.  | **Registry/ADA** |
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| REGS-UTLC-29NOV17-11. REPORTS FROM PSRBs |  |
|  | **REGS-UTLC-29NOV17-P11.1** |  |
| 11.1 | Higher Education Academy:Continued accreditation of:Postgraduate Certificate in Higher Educationand separate confirmation that students from Sino-British College who undertake the PGCHE are eligible for fellowship of the HEA.Postgraduate Certificate Health Studies – Health Professional EducationInitial Teacher Education CertEd; ProfGCE; PostGCE; PGDipValid until 31 August 2019.It was noted that in August 2019, there will be a whole revalidation event of the accreditation.  |  |
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|  | **REGS-UTLC-29NOV17-P11.2** |  |
| 11.2 | The Chartered Institute of Logistics and Transport:Accreditation as suitable for exemption from the academic requirements for Chartered Membership (CMILT) of the CILT (UK).BSc (Hons) Logistics and Supply Chain ManagementBSc (Hons) Business with Supply Chain ManagementBSc (Hons) Supply Chain ManagementBSc (Hons) Transport and Logistics ManagementBSc (Hons) Air Transport and Logistics ManagementValid from 2017-2022. |  |
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|  | **REGS-UTLC-29NOV17-P11.3** |  |
| 11.3 | Royal College of Occupational TherapistsConfirmation of completion of accreditation review 2017:BSc (Hons) Occupational Therapy |  |
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|  | **REGS-UTLC-29NOV17-P11.4** |  |
| 11.4 | The British Psychological Society:Confirmation of ongoing accreditation for:BSc (Hons) PsychologyBSc (Hons) Psychology with CounsellingBSc (Hons) Psychology with CriminologyMSc PsychologyNext partnership visit: 2022/23Resource review: 2019/20 |  |
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| REGS-UTLC-29NOV17-12. REPORTS FROM REVIEW PANELS |  |
|  | REGS-UTLC-29NOV17-P12.1 |  |
| **12.1** | Thematic Review of Assessment held on 26 June 2017. The Committee received and considered the attached report.The Chair highlighted that this had been an important review with a number of pertinent recommendations. Colleagues who took part in the review endorsed the issue of standardisation and the need to have a greater use of a definition within the Regulations for Awards. It was agreed that as an Institution we need to be consistent with assessment practices in order to stand up to external scrutiny. The Chair proposed that a short-term, specifically tasked group is established to develop and begin the implementation of aligning assessment and learning with standardisation. MHM asked that should this group be created, it would be useful if they could also consider how to design academic integrity out of assessments. Student Services also asked that this group be mindful of inclusivity and alternative forms of assessments.  | **Chair** |
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| REGS-UTLC-29NOV17-13. REPORTS FROM SCCP |  |
|  | **REGS-UTLC-29NOV17-P13.1** |  |
| 13.1 | The Committee noted the minutes of the meeting held on 21 June 2017. |  |
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|  | **REGS-UTLC-29NOV17-P13.2** |  |
| 13.2 | The Committee received and approved the report of the validation of the MSc Security Science for ODUPLUS delivery to the Royal Academy of Police, Bahrain, put forward by the Schools of Human and Health Sciences, Computing & Engineering and Applied Sciences held on 29 September 2017. It was confirmed that conditions had been met and that the report will also be submitted to SCCP for approval on 04/12/2017. |  |
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| REGS-UTLC-29NOV17-14. REPORTS FROM VALIDATION PANELS |  |
|  | REGS-UTLC-29NOV17-P14.1REGS-UTLC-29NOV17-P14.1AREGS-UTLC-29NOV17-P14.1BREGS-UTLC-29NOV17-P14.1CREGS-UTLC-29NOV17-P14.1DREGS-UTLC-29NOV17-P14.1EREGS-UTLC-29NOV17-P14.1FREGS-UTLC-29NOV17-P14.1GREGS-UTLC-29NOV17-P14.1HREGS-UTLC-29NOV17-P14.1I |  |
| 14.1 | The Committee noted the reports arising from validation events.Outstanding conditions with Chairs progressing. And will be concluded outside of the meeting. Post meeting note; It was confirmed that paper the reference within paper 14.1 to the SAVP+ for Postgraduate Certificate/MA Career Guidance and Development, FT/PT, revisions to existing courses, put forward by the School of Education and Professional Development on 12 October 2017 for implementation from September 2019 should in fact show a start date of September 2018. The report includes the correct proposed date of 2018.  |  |
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| 14.2 | Validation Schedule 2018/19The Committee noted that the current edition of the Validation Principles and Guidance document confirms that validation schedules should be signed off at the January 2018 meeting of UTLC for events taking place in 2018/19 in order to allow Schools and Registry ample time to prepare. The Committee was asked to note that Schools’ confirmation of proposals for inclusion on the 2018/19 schedule will be requested by end of December 2017 by Registry. Colleagues queried what the deadline for validations to be signed off was centred around. It was confirmed that it had been established to align with the production and inclusion of validated courses into the hard copy prospectus which aligns similarly with the UCAS publication deadline. It was confirmed that Registry would ask for confirmation from marketing and the Student Recruitment Team as to what the specific deadlines are and for the rationale behind them.AS confirmed that they have validated courses that have not met the hard copy prospectus/UCAS deadline but have been able to add courses to the UCAS website on an ad hoc basis outside of that deadline.  The Chair assured colleagues that the validation schedule and process was flexible and additions and amendments can be made throughout the year.  | **Registry** |
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| REGS-UTLC-29NOV17-15. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES |  |
|  | **REGS-UTLC-29NOV17-P15.1** |  |
| 15.1 | The Committee received and noted the minutes from the School of Applied Sciences held on 28 June 2017.Issue for UTLC:18.1/2.8 Response rate to module evaluations.The response rate was lower than in previous years. It was agreed that the School would request a review of the method used for the evaluations as a significantly higher response rate had been achieved when the School used a paper based system. It was felt that such a low rate did not provide a meaningful evaluation to respond to. Issue covered in REGS-UTLC-27SEP17-9 and Matters Arising REGS-UTLC-29NOV17-2.8.Note; This item has now been covered following the consideration of the Module Evaluation Survey Policy |  |
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|  | REGS-UTLC-29NOV17-P15.2 |  |
| 15.2 | The Committee received and noted the minutes from the School of Applied Sciences held on 18 October 2017.Issue for UTLC:Min Ref 4.4 Ensure rooming of sessions during Teaching and Learning Conference is adequate to accommodate all staff requesting to attend.Note; Clarification has been received that where possible, the rooms for the Teaching and Learning Conference will accommodate staff attending the event. |  |
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|  | REGS-UTLC-29NOV17-P15.3 |  |
| 15.3 | The Committee received and noted the minutes from the School of Art, Design and Architecture held on 3 October 2017 |  |
| 15.3i | Issue for UTLC:20.1: 4.3 Chair’s Action – The Chair’s Action was noted regarding any regulatory changes made through UTLC during the preceding year have not adversely affected the courses professional accreditations and confirmation of compliance with the revised University regulations.Confirmation noted at UTLC 27.9.17. |  |
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| 15.3ii | Issue for UTLC:20.1: 13.1 It was noted that Fashion & Costume courses have been accredited for the Associateship Textile Institute.**Confirmation noted at UTLC 27.9.17**.Malaysian Accreditation has also been achieved for Architecture and MArch.Report awaited for presentation to UTLC. |  |
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|  | REGS-UTLC-29NOV17-P15.4 |  |
| 15.4 | The Committee received and noted the minutes from the Business School held on 31 May 2017. |  |
| 15.4i | Issues for QSAG/UTLC22.1 /6.2.8 Themes for Thematic Review 2017/18It was noted that the Committee agreed on the following topics for Thematic Review for 2017.18,•  Course Team Functioning•  Skills AssessmentNote; The Theme for the 2017/18 Thematic review has already been considered and confirmed as Diversity in the Curriculum at the June meeting of QSAG. |  |
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| 15.4ii | Issue for UTLC22.1/6.2.11 Examination Rooms for Student with Additional RequirementsIt was noted that QSAG have agreed that students who have been allocated a separate room due to having a PLSP will be required to sit their examination in this separate room from 2017/18 onwards.The Academic Administration & Quality Manager raised the following questions on behalf of the Student Support & Systems Manager;•   Whether or not students will observe any deadline?•   If students do not observe the deadline and do not inform the School, what will the outcome be?• Will Schools have to contact those students who do not inform us of their plans before the deadline?Note; It was confirmed via the minutes from QSAG that students with additional requirements for examinations would not have an option to sit in the main examination room and therefore no deadlines are observed and so the item is closed.  |  |
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|  | **REGS-UTLC-29NOV17-P15.5** |  |
| 15.5 | The Committee received and noted the minutes from the Business School held on 18 October 2017. |  |
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|  | REGS-UTLC-29NOV17-P15.6 |  |
| 15.6 | The Committee received and noted the minutes from the School of Computing and Engineering held on 30 June 2017. |  |
| 15.6i | Issues for UTLC:21.1 It was suggested that gender diversity should be considered when doing course validations and it was agreed that this suggestion should be passed to UTLC for consideration of its inclusion in validation paperwork.Note; It was clarified by the School of CE that this item referred to newly proposed or revised courses considering the diversity of the teaching material in relation to its gender balance and where possible ensuring that equality and diversity is considered as part of the University’s validation process more distinctly than is presently noted. |  |
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| 15.6ii | 21.2 It was noted that new questions that were introduced into this year’s module evaluation survey and are supposed to mirror the new NSS questions, however the school’s Data Analyst raised an issue with two questions that appeared to overlap considerably and she thought it might be worth suggesting to UTLC that one or other is amended:‘6. The module is well structured and the workload, including assessment, is appropriate.           AND7. The workload, including assessment, is appropriate.’Note; It was confirmed at the 07 November meeting of QSAG that Schools could opt to present the questions for the upcoming Module Evaluation Survey in a way that suited their own demands. This item was therefore concluded prior to the meeting. |  |
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|  | REGS-UTLC-29NOV17-P15.7 |  |
| 15.7 | The Committee received and noted the minutes from the School of Education and Professional Development held on 18 October 2017. |  |
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|  | REGS-UTLC-29NOV17-P15.8 |  |
| 15.8 | The Committee received and noted the minutes from the School of Human and Health Sciences held on 11 October 2017. |  |
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| REGS-UTLC-29NOV17-16. OTHER COMMITTEES |  |
|  | REGS-UTLC-29NOV17-P16.1REGS-UTLC-29NOV17-P16.2REGS-UTLC-29NOV17-P16.3REGS-UTLC-29NOV17-P16.4 |  |
| 16.1 | The Committee received and noted the minutes from the Managed Work Placement Forum held on 19 September 2017 |  |
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| 16.2 | The Committee received and noted the minutes from the Quality and Standards Advisory Group held on 12 September 2017. |  |
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| 16.3 | The Committee received and noted the minutes from the Quality and Standards Advisory Group held on 7 November 2017. |  |
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| 16.4 | The Committee received and noted the minutes from the University International Committee held on 18 October 2017. |  |
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| REGS-UTLC-29NOV17-17. ANY OTHER BUSINESS  |  |
| 17.1 | **Consultations**Registry highlighted that there are currently a series of consultations open for responses. The secretary will circulate the consultation documents with a view to collating an Institutional response. Confirmation of the response submissions will be received at the next meeting of this Committee. **Staff thanks**The Chair and the Committee wished to extend their thanks to the staff leaving the University before Christmas under VSS. In particular, thanks were extended to Professor Jess Power, Dr James McDowell and Kathy Sherlock who were not in attendance at this meeting. It was noted that their contributions over the years had been incredibly valuable and they would be missed. Dr Christine Rhodes, who was in attendance at the meeting, was also thanked for the contributions she has made over her time on the Committee and more widely, adding she will be very much missed. **Graduate Teaching Assistants**HHS wished to report on how well the introduction of the new Graduate Teaching Assistants in their School had gone. It had been received as a real success. **DLHE Transition** Stephen Boyd reiterated the message from the earlier agenda item under 3.1 regarding the TEF that the DHLE was now being revised significantly and as a result he had visited one school’s SMT. Stephen is happy to go out to the remaining STLCs to discuss this further if requested.**Disruptive behaviour** BS reported that they had experienced some disruptive behaviour from students who are not from their school during the delivery of a BS module. The students had been removed but were noted as having videoed the incident with a view to sharing it on social media. It was also reported by Registry that other Schools had reported issues surrounding general disruptive behaviour.It was agreed that Security would be asked to look at the incidents reported over the last few months to identity if a trend of behaviour has emerged. Registry would also link in with the Students’ Union around the potential for highlighting the importance of acceptable behaviour from students. It was also agreed that this item would come back to the next meeting of this Committee to open discussions around the possibility of having a policy on acceptable and non-acceptable behaviour.  | **Registry****Registry/Security/SU** |
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| **REGS-UTLC-29NOV17-18. AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |  |
| 18.1 | The Committee confirmed that there were no agenda, papers or minute items that should be treated as confidential and excluded from the Library under Standing Order 10.5. |  |
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| **REGS-UTLC-29NOV17-19. DATE AND TIME OF NEXT MEETING** |  |
| 19.1 | The next meeting will be held on 31 January 2018 at 9.30 in The McClelland Suite (SB/7). |  |

*Karen Brough*

*Assistant Registrar*

*November 2017*