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| **University Teaching and Learning Committee** |
| **27 January 2021 09.30 – 12.30** |

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| **MINUTES** | |
| **Venue:** | On-line |
| **Author:** | Simon Maller |
| **Present:** | Prof Jane Owen-Lynch (chair), Dr Robert Allan, Ms Claire Aydogan, Dr Liz Bennett, Dr Rachel Birds, Dr Georgina Blakeley, Prof Hazel Bryan, Prof Nic Clear, Prof Andrew Crampton, Prof Eleanor Davies, Dr James Forde, Dr Roddy Hunter, Dr Tarja Kinnunen, Dr Lianghui Lei, Mr Andrew Mandebura, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell Mrs Lorraine Noel, Prof Kevin Orr, Ms Carla Reeves, Mr Tom Rolls, Mrs Lindsay Smith, Mrs Ruth Stoker, Dr Nik Taylor, Dr Amanda Tinker |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Bob Cryan, Mr Andrew McConnell, Mrs Claire Goodliff, Mr Tim Hosker, Prof Tim Thornton, Dr Colin Venters, Kris Pilicudale, Dr Wayne Bailey |

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| **PRELIMINARY ITEMS** | | **ACTION** |
| **APOLOGIES FOR ABSENCE** | |  |
| **1.0** | **DECLARATIONS OF INTEREST** |  |
| **1.1** | It was confirmed that members did not have any potential conflicts of interest arising from the meeting agenda. |  |
| **2.0** | **MINUTES**  The Committee approved the minutes of the meeting held on 25 November 2020. | **Secretary** |
| **3.0** | **MATTERS ARISING** |  |
| **3.1** | **Annual Report on Appeal Against Decisions to Withdraw**  **Students in the Basis of Poor Attendance**  **(Minute Reference 3.5)**  Members were informed that a more detailed update would follow at the next meeting in March. |  |
| **3.2** | **Temporary changes to delivery/assessment for the last 2**  **weeks of teaching this term (Minute reference 4.1)**  It was noted that all Schools had reported back on their agreed alternative assessment. There was no cause for concern with any of the returns. |  |
| **3.3** | **Distance Learning Criteria (Minute Reference 4.4)**  Members noted that the previous DL definitions had been developed to reflect our current methods and delivery modes better. The criteria for permitting a member of staff to design and deliver DL had also been updated. |  |
| **3.4** | **PGR’s in PAT Roles (Minute Reference 5.1)**  The Director of Registry updated the Committee on the development of the framework.  HR had confirmed that, as workers, PGR students in PAT roles would be subject to the normal data protection requirements applied to employees. With respect to working with students with PLSPs, Disability Services confirmed that they would provide training as required.  Members raised some concerns with respect to workload on members of staff in Schools. The Chair responded that this initiative was not mandatory and if Schools did not have the resources to support it, they did not need to take part.  **AGREED** |  |
| **3.5** | **PAT Policy (Minute Reference 6.0)**  It was confirmed that the changes to the policy as discussed at November’s meeting of the Committee had been made. The Committee agreed to insert an extra word as follows: “*normally* a member of academic staff”.  **AGREED** | **Registry** |
| **3.6** | **Equality and Diversity Survey on our External Examiners (Minute Reference 8.1)**  The Chair confirmed that the report would be considered by the next meeting of the EDI Committee scheduled for February. |  |
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| **TO CONSIDER:** | | |
| **4.0** | **CHAIR’S BUSINESS** |  |
| **4.1** | **Teaching and Learning on and off Campus**  The Chair provided an update to the membership regarding the delivery of T&L provision. Due to the latest lockdown, all courses are being delivered online except those on the exemption list set by government.  The campus remains a COVID-19 secure environment and a few buildings remain open e.g., Library to provide essential support for students.  The government will announce on 22 February its update with respect to COVID-19 measures. It has been reported in the press that some relaxation may come into force on 8 March, and the University will continue to review its own practice in line with updated guidance. |  |
| **4.2** | **Testing Centre.**  The Chair stated that the government has allowed the sector to continue testing. The centre is open to students as well as staff and a booking in advance is not required due to the capacity available. |  |
| **4.3** | **Track and Trace.**  The Chair confirmed that the University continues to report to Public Health England (PHE) Kirklees Council (KC) and Office for Students (OfS). Cases reported by the University remain low compared to the rest of Kirklees.  Members noted that BCMG was reviewing the availability of refectory facilities on campus. However, use of microwave facilities in communal areas was not permitted due to the possible transmission of COVID-19. |  |
| **4.4** | **Teaching and Learning from September 2021**  The Chair noted that a planning document had been circulated last week. Colleagues were asked to reflect on good practice from this year and how it might be integrated into T&L module delivery going forward. Any changes had to be agreed by SAVPs before the timetabling team could action.  It was noted that the University wished to maintain the flexible timetabling modes which are currently in place. Course teams had been encouraged to review the timetable in a holistic way to avoid students travelling to campus for occasional and widely dispersed sessions. |  |
| **4.5** | **Assessment, Marking and CABs**  The Chair updated the Committee on the development of the Grade Safety Policy (GSP) which had been created in response to concerns raised by the Students Union that students might be disadvantaged due to the continuation of the pandemic.  The policy compares module marks from this year and compares them with previous years marks. A Pre-Cab meeting will use academic judgement to decide whether to adjust or not. It was confirmed that marks could be adjusted down as well as up.  Members noted that Registry had issued the GSP documentation to Schools and a student facing FAQ had been published on the website.  Members broadly welcomed the GSP, but concerns were raised about timings, in particular fitting in the Pre-Cab meeting into the existing assessment and marking timetable. Schools were reassured that the timetable could be flexed, if necessary. Members noted this would impact on the normal release of marks deadline date.  Several queries were raised by members and it was agreed that these should be sent them to Registry by 10 February so that they could be reviewed, and an agreed response communicated to all Schools.  **ACTION:** Schools to send questions to Registry by 10 February. |  |
| **4.6** | **Inspiring KPIs**  Covered under other matters. |  |
| **4.7** | **NSS**  The Chair reminded the Committee that NSS opens on 28 January and will close on 28 April. E-mails will be sent to students from IPOS MORI, the company managing NSS, asking them to complete it.  Internally, Schools had been sent a tool kit of information from Marketing including slides to use in presentations and e-mail signatures. |  |
| **5.0** | **ANNUAL EVALUATION 2019/20**  The Assistant Registrar for Quality Assurance commented on the report. Schools had reflected on the possible benefits that can be taken forward from conducting L&T activity during the pandemic. However, the UTLC question referring specifically to pandemic was not always answered fully.  With respect to the operation of the system, it was noted that the AE system and the metrics that are generated do not align with University KPIs. Some external partners could not access the on-line systems. In addition, it was noted that the activity was very resource intensive.  To allow Schools to prepare, it was suggested that the system should be open from April. However, this might be difficult as time is needed to set-up and configure it.  The Chair noted that there was considerable good practice highlighted in the documentation and encouraged colleagues to read them and where possible apply it to other areas. To facilitate this, the Assistant Registrar Q&A would circulate a summary document.  Several members commented on their respective Schools evaluation exercise. One member shared the positive benefit of pre-meeting to go through paperwork and identify any issues before the exercise proper. Another commented that the action plan was a good way of reflecting on addressing issues raised and setting clear timelines for them to be resolved.  The Chair closed the discussion by confirming that the exercise would continue in December 2021, but that other timelines were being considered for the future.  **ACTION:** Assistant Registrar Q&A to circulate a summary document to members. |  |
| **6.0** | **EC’s - OIA GOOD PRACTICE FRAMEWORK**  The Director of Registry gave an update on the OiA consultation on additional consideration (i.e., extenuating circumstances). The new OiA recommendation is that all students should be allowed to self-certify for up to 5 working days with effect from September 2021. A technical development may be required to accommodate the process and a further update is to follow at the Committee’s next meeting in March.  Several members commented that this will result in assignment submission dates moving by 5 days to consider self-certified requests. It was noted that Registry is currently leading a working group which is reviewing ECs and Extensions and as such there maybe scope to harmonise the processes and put in place guidelines to support Schools.  **ACTION:** Assistant Registrar (Taught Provision) to update the Committee at its next meeting in March. |  |
| **7.0** | **EXTERNAL EXAMINER REPORTS 2019/20**  The Assistant Registrar (Q&A) reported that 190 out of a possible 198 returns had been received. The comments from the Examiners were generally positive, especially the University’s response to the pandemic.  The Committee noted, inter alia, that:   * A small number of Examiners had highlighted the potential risk of grade inflation. * It was prudent to arrange remote meetings with Examiners and students. * One Examiner felt that the University was not doing enough to monitor students who had not had face-to-face teaching for some time. In response Registry will work with the School to draft a response outlining the considerable monitoring and extensive support in place.   Members welcomed the report, and the below actions were agreed to take forward.  **ACTION: Assistant Registrar (Q&A)**   * To provide a summary of EE3 reports. * To contact the DOTL of Art Design and Architecture to discuss additional support for the School. * To give all colleagues that need it access to appropriate module on Brightspace.   ACTION: Schools to contribute to co-creation of material in the Brightspace module to make it a more interactive space. | **SF** |
| **8.0** | **ENHANCED MODERATION COVID-19**  The Committee noted that this was to be called the Grade Safety Policy. The paper had been agreed under Chair’s action and was now University policy. Referencing previous discussions had earlier in the meeting, the Chair reiterated that this policy applied to assessments undertaken in 2020-21 and that the Safety Net still applied to assessments taken in 2019-20. |  |
| **9.0** | **ADMISSIONS POLICY**  The Committee agreed the policy.  **ACTION:** Policy Agreed |  |
| **10** | **MINIMUM ENTRY REQUIREMENTS FOR UG COURSES**  The Committee agreed the policy.  **ACTION:** Policy Agreed |  |
| **11.0** | **GPA YEAR 1 UPDATE** |  |
|  | The Global Professional Award Manager introduced the paper and highlighted the following points of interest to the Committee:   * Over 4000 students had attended sessions over the year. * The feedback was positive but highlighted the need to better publicise the award in Schools. * School leads and trainers will be attending School Committees to publicise it.   The Chair asked Schools to continue to drive the engagement with GPA and to contact Janes if they needed any help.  **ACTION** Schools |  |
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| **12.0** | **REPORT FROM THE STUDENTS’ UNION**  The Students Union Education Officer updated the Committee on the work of the Union since its last meeting. In brief, Union officers were in the process of meeting with Schools to discuss engagement. MS Teams had been rolled out to Course and Module Representatives and the feedback from them was positive. Union elections take place in early March with campaigns commencing in February.  It was further noted that the MP Chris Skidmore was taking a ten-minute rule bill to the House regarding the banning of Essay Mills, which the Union is supporting. |  |
| **13.0** | **PANOPTO COVERAGE OF ONLINE EXAMS**  The Committee were reminded that the University had not agreed an online proctoring solution because there were GDPR issues and it was open to abuse. It was also noted that any software must be able to link in with support needs if required.  Members considered the use of Panopto but were informed that, due to system limitations, it was not possible to record students individually. In addition, advice from the Legal Department indicates that there may be challenges on privacy grounds.  Members enquired about the meeting resolved to look at the confirmed exam timetable to establish the scale of the problem and possible solutions.  **ACTION**: Registry to circulate confirmed exam timetable. |  |
| **14.0** | **EXTERNAL EXAMINER APPLICATIONS** |  |
| **15.0** | **The Committee agreed the list of External Examiners. AGREED**  **Report from PSRBs**  No minutes to note. |  |
| **16.0**  **17.0**  **18.0**  **19.0**  **20.0**  **20.1**  **20.2** | **Report from SCCP**  No minutes to note.  **Reports from Validation Panels**  No reports to review  **Reports from Review Panels**  No reports to review  **School Teaching and Learning Committee Minutes**  The Committee noted the minutes from HHS meeting held on 2 December and BS meeting held on 16 December 2020.  **Other Committees**  The Committee noted the minutes of the International Committee held on 2 December 2020.  The Committee noted the minutes of the Attendance Monitoring Steering Group held on 9 December 2020. |  |
| **OTHER BUSINESS** | | |  |
| **21.0**  **21.1** | **AoB**  **Recent Government Announcements**  The Chair updated the Committee on several government announcement made in recent days which impacted on HE.  The Office for Students (OfS) has announced that it will be reviewing arrangements for term 1 and term 2 examinations and ask the sector to provide information. Registry’s database and Timetabling scheduling will provide most of the data we need to comply with the review, but Schools may be asked to provide further information.  The Department for Education (DoE) has released a white paper on skills for the future workforce which has a strong focus on technical skills delivered in Further Education. However, there is likely to be an impact on Higher Education as there is strong indications that resources maybe balanced more towards STEM subjects.  The DoE has also released its interim response to the Augur review. It was noted that the government will not decide on the review’s key findings regarding funding for HE until the autumn spending review.  The Pearce review of Teaching Excellence Framework (TEF) and the DoE’s response was released recently. It was noted that the OfS’s response had not been released yet. The review makes wide ranging recommendations including the abolition of subject level TEF and removal of current gold, silver and bronze grading system.  Separately it was noted that DoE has announced that TEF will need to be completed and rating released by September 2022, which the Chair noted was a very challenging timeframe.  It was noted that the NSS has not seen as the most appropriate tool for measuring student satisfaction and as such it is been reviewed by the OfS. It is known that the DoE would like the measure overhauled with a view to make it more focused on student academic experience. It is not known how the revised measure would impact on TEF.  It was also noted that Ofsted’s inspection rating system and LEO Graduate Outcomes data are also being reviewed by the DoE.  Members broadly welcomed the announcements but were mindful that government led reviews tend to lead to more regulation and not less. |  |
| **21.2** | Members noted the issues of sound files not being supported by MS Teams. Students and colleagues who use Macs for T&L activities (mostly MHM) were using Zoom which does have this functionality. It was noted that Microsoft should have a software patch available before September which would hopefully mean Zoom can be discontinued at that time.  21.3 Members noted that proposals for opening catering facilities again for students should be referred through the Dean of School to BCMG. |  |
| **TO NOTE** | | |  |
| **22.0**  **22.1**  **22.2**  **22.3** | **Availability of Agenda, Papers and Minutes**  It was confirmed that there were not agenda items, papers or minutes that should be treated as confidential.  **Dates of future Meetings**  Wednesday 17 March 2021  Wednesday 19 May 2021  All meetings commence at 09.30 and end at 12.30.  **The Chair reserves the right to schedule additional meetings at short notice, in response to the continuing public health emergency.** |  |
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