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| **University Teaching and Learning Committee** |
| **18 May 2022, 09.30 – 12.30** |

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| **MINUTES** | |
| **Venue:** | McClelland Suite |
| **Author:** | Philippa Hill |
| **Present:** | Prof Jane Owen-Lynch (Chair), Dr Rachel Birds, Dr Robert Allan, Miss Millie Avery, Ms Claire Aydogan, Dr Georgina Blakeley, Dr Liz Bennett, Prof Andrew Crampton, Prof Eleanor Davies, Ms Lydia Devenny, Prof Michael Ginger, Prof Kevin Orr, Dr Tarja Kinnunen, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell, Mr Krish Pilicudale, Mr Tim Hosker, Dr Carla Reeves, Dr Ruth Stoker, Dr Amanda Tinker, Mr Andrew Mandebura |
| **In attendance:** | Ms Lydia Blundell, Mr Jason Smith, Mrs Philippa Hill (Secretary) |
| **Apologies:** | Dr James Forde, Prof Hazel Bryan, Prof Bob Cryan, Mr Brian Culleton, Ms Alison Jones, Dr Lianghui Lei, Prof Tim Thornton, Dr Colin Venters, Ms Katherine Greenhough, Dr Sean Walton, Prof Wayne Bailey, Prof Andrew Ball, Prof Alistair Sambell, Pete Mather |

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| **PRELIMINARY ITEMS** | | **ACTION** |
| **APOLOGIES FOR ABSENCE** | | |
|  | **DECLARATIONS OF INTEREST** |  |
| **1.1** | It was confirmed that members did not have any potential conflicts of interest arising from the meeting agenda. |  |
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| **2.** | **MINUTES** |  |
| **2.1** | The Committee approved the minutes of the meeting held 16 March 2022 | UTLC\_2022\_03\_16\_M |
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| **3.** | **MATTERS ARISING** |  |
| **3.1** | **Membership (Minute reference 4.1)**  It was confirmed representation for the ASIS Development Group has been removed from the membership. In future meetings, if required for an Agenda item an appropriate ASIS manager would be invited. |  |
| **3.2** | **SEPD Module Handbook on Brightspace (Minute Reference 5.1)**  It was noted Dr Liz Bennett confirmed this item had been actioned. |  |
| **3.3** | **Thematic reviews for 2022/23 (Minute Reference 6.1)**  Members were invited to suggest topics for a potential thematic review to be held in the 2022/23 academic year. None received, see item 12.1 |  |
| **3.4** | **Peer Observation of Teaching (Minute Reference 10.1)**  It was noted that summaries of outcomes will need to be included in the document to be shared with colleagues. The Chair stated that they will take forward this action with appropriate colleagues. |  |
| **3.5** | **Subject Review Schedule 2022/23 (Minute Reference 11.1)**  It was confirmed this had been sent back to the school and is deferred. |  |
| **3.6** | **Hybrid Learning Arrangements (Minute Reference 13.2)**  It was noted that with respect to portable microphones, lecture theatre spaces have been equipped with these facilities, schools confirmed that they all have them. |  |
| **3.7** | **QAA Subject Benchmarks (Minute Reference 3.2)**  It was noted from the School of Applied Sciences that all courses have now been mapped to the most recent benchmarks.  For School of Arts and Humanities, it was noted that Drama is pending and two are waiting. |  |
| **3.8** | **Quality Appraisal (Minute reference 17.1)**  It was noted that permission has been given by the PVC (T&L) to delay the HHS SAVP Quality Appraisal until 2022/23 |  |
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| **TO CONSIDER:** | | |
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| **4.** | **CHAIRS BUSINESS** |  |
| **4.1** | **Update on OFS consultations**  B3 consultation  The Chair updated members that a response has been sent to the OFS in relation to the B3 consultation. |  |
| **4.2** | **Management of TEF across institution**  The Chair updated members that the TEF assessment cycle is anticipated to open in September and have a submission date in December. To manage this, writing the TEF submission will begin in May. The Chair updated members that they will speak to Deans and DOTLs to organise a working group who will set a proforma for drafting the institutional framework. The working group will include colleagues from Student Services, Student Records, Student Finance, International Office, Registry and Students’ Union. The Chair noted that the proforma should include PAT policy, flying start and induction but schools can add their own practice.  The Chair noted that schools must provide evidence to support their draft submissions. | Chair |
| **4.3** | **Differential attainment**  The Chair updated members on the work undertaken in relation to differential attainment and explained that six years of data is available which will be reviewed individually for each of the six schools. It will be considered for home students only, though international student data is available.  The following points were noted:   * The gender balance of a school’s intake can affect their differential attainment * The intake of the lower socioeconomic groups is high * around 70% of students are from the lowest socioeconomic backgrounds which has known support implications * For ethnicity data, by using OfS data, due to the numbers of students from Asian backgrounds, it could be noted that white student numbers are falling and increasing Asian students are driving the increase in students in lower socioeconomic backgrounds * The students of a white background are found within all socioeconomic groups but the students of black and Asian backgrounds are in the lower groups as a majority * The attainment gap is 9% now and previously had been 11% and the sector difference is 15% (used to be 25%), therefore while we are performing better than the sector, there is still a gap present   The Chair confirmed they will speak to schools and that while the gap is closing in most schools and areas, it is widening in some areas of AS, HHS and CE.  The Chair confirmed good outcomes are found for the various entry qualifications and the gap present here has reduced gradually. It was noted BAME students achieve good outcomes at a better rate than the sector and it was confirmed that the full breakdown of data will be available to schools.  It was noted that the differential attainment categories to be reviewed would additionally include commuter and disability students in addition to ethnicity, gender, qualification and socioeconomic groups and this would allow the intersection to be reviewed as schools can be affected by different issues. This should lead to departments and courses being tailored to suit the intake and needs presented. It was noted that students who have studied BTECs do not perform as well as those who have studied A-levels and it may require more diverse learning and assessment practices. Furthermore, it was noted BTECs may phase out as T-Levels are rolled out.  It was confirmed that this would be reviewed by July 2024 and involve presentations and workshops in the meantime. |  |
| **4.4** | **HHS**  The Chair updated members on the results of the HSS and noted that all schools showed increased scores. The Chair noted some specific good performances in EPD and SAH and reported that the change from 2020/21 to 2021/22 is an average increase of 6%. The Chair passed congratulations to all colleagues for their work.  The Chair reported that the data for this year has been compared against last year and shows that the drop in scores due to the covid impact has been regained. The Chair updated that the scores should reflect into the NSS.  The Chair noted that issues were reported with organisation and management and increases had been reported with feedback opportunities. The Chair confirmed that the data for specifics courses in schools would be available where issues were reported, and improvements were identified.  The Chair noted that some courses reported 100% satisfaction, and this was found in all schools across a range of courses. All the data will be provided to schools split by course and route and will include any anonymous comments.  The Chair confirmed the worst performing area had been timetabling and was less to do with timetabling changes but more to do with the gaps in a day’s timetabled activities. This is complex and may be hard to untangle with time constraints. It was noted it can be linked to the balance of providing choice to students which then presents timetabling issues. Keith McCabe confirmed the data can be provided on course and module level. The Chair confirmed that the issues with timetables can be looked at in part of a curriculum review and without affecting courses, efficiencies can be sought to improve student satisfaction. |  |
| **4.5** | **Student behaviours in the context of policies procedures and developments** Matt Mills  It was noted that there has been a spike in poor student behaviour and to review this a workshop will be held in June 2022 with stakeholders. It was stated that this will be to develop a toolkit for colleagues to handle poor student behaviour and do so without punitively referring to regulations.  The Chair noted that spaces around campus will be marked for students for them to know the expectations for behaviour across campus. |  |
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| **5.** | **MEMBERSHIP and TOR 2022-2023** |  |
| **5.1** | The Terms of Reference and Membership for 22/23 were approved.  Dean Representative – Hazel Bryan’s term of office finishes, Prof Jill Johnes from HBS will join from September 2022  Millie Avery will be replaced by the New SU Education Officer – Sarah Elkady  The Chair thanked Prof Bryan and Miss Avery for their membership and input. | UTLC\_2022\_05\_18\_P5.1a  UTLC\_2022\_05\_18\_P5.1b |
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| **6.** | **ACADEMIC ADMINISTRATION TIMETABLE 2022/23** |  |
| **6.1** | The Academic Administration Timetable for 2022/23 was approved, subject to the minor amendment to the deadline for the disability declaration. The Chair also noted the comments raised around the PGT Autumn referral period of two weeks. It was noted by the group this could be an issue for students, however it was also noted that data returns are impacted by rolling the dates forward. The Chair asked Registry to work with CE and BS to review the concerns. | UTLC\_2022\_05\_18\_P6.1  Registry (taught provision) |
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| **7.** | **REVOKE EMERGENCY REGULATIONS** |  |
| **7.1** | Revocation of the emergency regulations was approved for the Queensgate campus, with the exemption of the emergency regulations remaining in place for collaborative partners. It was noted that the 2019/20 safety net may remain in place for any students whose award is conferred in 2022/23. |  |
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| **8.** | **UNFORSEEN TERMINATION OF STUDENTS PLACEMENT POLICY** |  |
| **8.1** | The unforeseen termination of student placement policy was approved. | UTLC\_2022\_05\_18\_P8.1 |
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| **9.** | **APPEALS AGAINST DECISIONS TO WITHDRAW STUDENTS BASED ON POOR ATTENDANCE** |  |
| **9.1** | Withdrawal Appeals Received to date (11 May)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | Total Withdrawn\* | Appeals received | Appeals under consideration | Appeals upheld | Appeals not upheld | | 2021/22 | 13\*\*\* | 16 | 3 | 2 | 11 | | 2018/19\*\* | N/A | 96 | 0 | 59 | 37 |   \*Registry do not hold this data  \*\*Pre-covid year and most useful for direct comparison  \*\*\* Figures only provided by EPD and AS |  |
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| **10.** | **ADMISSION REVIEW** |  |
| **10.1** | There was nothing to note on the item. |  |
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| **11.** | **ATTENDANCE MONITORING** |  |
| **11.1** | The Chair stated that the approach of living with covid meant that attendance monitoring was back to business as usual for 2022/23.  It was noted that during a review, some international students have very low attendance, and this must be monitored in the next academic year through the attendance monitoring procedure. It was noted that some schools use nuance in considering the attendance monitoring procedure as the regulations can be applied differently for home students, however in the event of an audit, the position adopted in the school must be supported. |  |
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| **12.** | **THEMATIC REVIEWS FOR 2022/23** |  |
| **12.1** | The Committee confirmed the Thematic Review for 2022/23 (List of previous topics for reference attached)  “Academic engagement including attendance”  It was noted that this would be linked to attendance monitoring. It was noted that employability would be a good thematic review and it was suggested that this be used in 2023/24 and link to the GPA. | UTLC\_2022\_05\_18\_P12.1 |
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| **13.** | **QUALITY APPRAISALS FOR 2022/23** |  |
| **13.1** | There was nothing to note on the item. |  |
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| **14.** | **ANNUAL EVALUATION** |  |
| **14.1** | List of Chairs/Secretaries/UTLC Reps for the following year  It was noted a representative for SAH was needed. | UTLC\_2022\_05\_18\_P14.1  Ruth Stoker |
| **14.2** | UTLC Question for Annual Evaluation  It was agreed the topic should be around graduate outcomes and the specifics could be confirmed outside of the meeting. The Assistant Registrar (Quality Assurance) confirmed that the deadline for the annual evaluation will not change but a larger window will be provided. |  |
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| **15.** | **PLSP’s AND ADJUSTMENTS TO ASSESSMENTS** |  |
| **15.1** | The Committee approved the attached discussion paper’s short-term approach on how Schools should manage PLSP’s and Adjustments to Assessments. It was noted that a longer-term approach would be needed to look at inclusivity and PSRB requirements. The Chair noted the short-term approach sits well with differential attainment. | UTLC\_2022\_05\_18\_P15.1 |
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| **16.** | **REGULATIONS AND HANDBOOKS 2022-2023**  To consider and approve updates to: |  |
| **16.1** | The Committee were advised the Course and Module Handbook Templates had no changes to note except their attention was drawn the proposed change to limit submission of work to within working hours. The Director of Registry advised that IT support is available for students only when submitting during working hours and the submission date, when changed by an extension request or EC claim, should have a deadline that matches that of the initial submission. This was approved by members. Registry will ensure the automated emails on extension approval are amended to clarify the submission time.  The Assistant Registrar (Quality Assurance) noted the amendments required to URLs and confirmed that an amendment will be made to define the PLSP acronym. | UTLC\_2022\_05\_18\_P16.1  Registry (taught provision)  Assistant Registrar (Quality Assurance) |
| **16.2** | The Regulations and Procedures for Taught Students were approved by the Committee. | UTLC\_2022\_05\_18\_P16.2a  UTLC\_2022\_05\_18\_P16.2b |
| **16.3** | The Regulations for Awards Taught Students were approved by the Committee. The members advised that the proposed changes to the PGT referral bands and 75-credit regulation would be well received. The Director of Registry advised that there would be a joint effort to disseminate the changes to the regulation ahead of 1 August 2022 and Registry would provide updated guidance on the new PGT referral regulations. It was noted that subject to the CMA signoff, the changes would be implemented from 2022/23. | UTLC\_2022\_05\_18\_P16.3a  UTLC\_2022\_05\_18\_P16.3b |
| **16.4** | The Quality Assurance Procedures for Taught Courses and Research Awards 2022 were approved by the Committee. It was noted that Section M would include reference to pre-CABs and the main change was to the validation of short courses. | UTLC\_2022\_05\_18\_P16.4 |
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| **17.** | **LIBRARY AND COMPUTING REGULATIONS** |  |
| **17.1** | The Committee considered and approved the revised Library and Computing Regulations. The Director of Computing and Library Services advised that minor changes have been made. | UTLC\_2022\_05\_18\_P17.1a  UTLC\_2022\_05\_18\_P17.1b  UTLC\_2022\_05\_18\_P17.1c  UTLC\_2022\_05\_18\_P17.1d |
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| **18.** | **ASSESSMENT RETENTION** |  |
| **18.1** | The Director of Registry advised that the OFS is reviewing whether assessments should be kept for five years, and it is assumed this is for a quality review. It is acknowledged that this has sector implications for both physical and virtual space. The issue was raised to draw member’s attention to the potential regulatory change from the OFS and a working group can be convened once more information is provided by the OFS. |  |
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| **19.** | **EXTERNAL EXAMINER APPLICATIONS** |  |
| **19.1** | The Committee approved the External Examiner applications | UTLC\_2022\_05\_18\_P19.1 |
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| **20.** | **STUDENT DIGNITY AT STUDY POLICY** |  |
| **20.1** | The Committee approved the Student Dignity at Study Policy. The Chair asked Registry to consider how it should link to the Student Charter and expected behaviours and it was noted that it could be included within the student regulations. | UTLC\_2022\_05\_18\_P20.1 |
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| **21.** | **REPORT FROM THE STUDENTS’ UNION** |  |
| **21.1** | To receive a verbal report (SU Education Officer)  None to note. |  |
| **21.2** | The Committee received an update on the work undertaken on the Student Voice project whereby the SU intend to trial an alternative student voice/representation system in several departments of the University in the academic year 2022/23. It was noted that there is a recurring problem whereby feedback drops throughout the academic year therefore the project will focus on using Teams. HHS Psychology, Engineering in CE and the BS nominated themselves to take part in the trail and the SU will contact them to begin the trial. | UTLC\_2022\_05\_18\_P21.2  Students’ Union  CE (Engineering)  BS  HHS (Psychology) |
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| **TO NOTE:** | | |
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| **22.** | **CHAIRS ACTIONS SINCE LAST MEETING** |  |
| **22.1** | To note:  Alistair Sambell in Jane’s absence, confirmed the Emergency Regulations would apply to SBC for this year, S8 from Regulations for Awards |  |
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| **23.** | **REPORTS FROM WORKING GROUPS** |  |
| **23.1** | **Sexual Harassment and Misconduct**  It was noted that the working group would review in six months’ time and report back to UTLC. | UTLC\_2022\_05\_18\_P23.1 |
| **23.2** | **Turnitin Review**  The Committee received the notes from the first meeting of the SLWG - Turnitin Review. The members were advised that two aspects were being looked at with students having access to a similarity score to aid their development and authorship software to enhance investigation of allegations of ghosting and contract cheating. It was noted that staff would need support in using the authorship and implement this as part of the process in investigating academic misconduct allegations, and that students would benefit from developing their academic skills in seeing the similarity score. The Chair confirmed she was happy with the similarity score being available to students and would welcome further information on the authorship package. | UTLC\_2022\_05\_18\_P23.2 |
| **23.3** | **Extensions and EC’s Review**  None to note. |  |
| **23.4** | **DBS**  None to note. |  |
| **23.5** | **Assessment Strategy**  None to note. |  |
| **23.6** | **Timetabling**  None to note. |  |
| **23.7** | **GPA**  None to note. |  |
| **23.8** | **Pre-Cabs**  None to note. |  |
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| **24.** | **REPORT FROM DEGREE APPRENTICESHIPS COMMITTEE** |  |
| **24.1** | To receive minutes from the latest meeting - none to note |  |
| **24.2** | The Chair congratulated all involved in the successful Ofsted report and thanked for their work before and during. | UTLC\_2022\_05\_18\_P24.2 |
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| **25.** | **REPORT FROM STANDING COMMITTEE FOR EMPLOYABILITY AND ENTERPRISE** |  |
| **25.1** | None to note. | UTLC\_2022\_05\_18\_P25.1 |
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| **26.** | **REPORTS FROM PSRBs** |  |
| **26.1** | The Committee received the report from PSRB’s:  IESCHES, The Institute of Environmental Sciences accreditation of BSc (Hons) Environmental and Analytical Science  Letter dated 05.04.2022, confirming accreditation from September 2021 to August 2026. | UTLC\_2022\_05\_18\_P26.1 |
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| **27.** | **REPORT FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION** |  |
| **27.1** | None to note. |  |
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| **28.** | **REPORTS FROM VALIDATION PANELS** |  |
| **28.1** | The Committee noted the validation report. The Chair advised she will review the Drama report with Ruth Stoker as it will sent back to the school. | UTLC\_2022\_05\_18\_P28.1  Chair and Ruth Stoker |
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| **29.** | **REPORTS FROM SUBJECT REVIEW PANELS** |  |
| **29.1** | The Committee received and noted the report of the Subject Review of Hospitality and Events Management and Marketing subject areas held on 07 June 2019 and School response noted by School Board on 25 October 2021. | UTLC\_2022\_05\_18\_P29.1 |
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| **30.** | **SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES** |  |
| **30.1** | UTLC received and noted the following STLC Minutes where there were no matters to report to UTLC:  Business School meeting held on 6 April 2022  Education and Professional Development meeting held on 24 March 2022  Human and Health Sciences meeting held on 20 April 2022  Computing and Engineering meeting held on 15 December 2021  Schools of Arts and Humanities meeting held on 2 February 2022 | UTLC\_2022\_05\_18\_P30.1  UTLC\_2022\_05\_18\_P30.3  UTLC\_2022\_05\_18\_P30.4  UTLC\_2022\_05\_18\_P30.5  UTLC\_2022\_05\_18\_P30.6 |
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| **31.** | **OTHER COMMITTEES** |  |
| **31.1** | **International Committee**  The Committee noted the minutes from the most recent meeting of the University International Committee | UTLC\_2022\_05\_18\_P31.1 |
| **31.2** | **Equality, Diversity and Inclusivity Enhancement Committee**  The Committee received and noted the minutes from the most recent meeting of the University Equality, Diversity and Inclusivity Enhancement Committee | UTLC\_2022\_05\_18\_P31.2 |
| **31.3** | **Learning Platforms Steering Group**  None to note. |  |
| **31.4** | **Work Integrated Learning Forum**  The Committee noted the minutes from the most recent meeting of the University Work Integrated Learning Forum | UTLC\_2022\_05\_18\_P31.4 |
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| **OTHER BUSINESS** | | |
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| **32.** | **ANY OTHER BUSINESS** |  |
| **32.1** | Assistant Registrar (Quality Assurance) advised that the SU should involve the Quality Assurance team in Registry in the panel review work.  Assistant Registrar (Quality Assurance) expressed thanks to Keith McCabe’s team in the work conducted for the subject reviews.  The Chair advised that in the March 2022 UTLC meeting, due to an error in the papers received, the External Examiner item on the agenda had been given approval under Chair’s Action.  **Issues raised in External Examiner Reports for UTLC consideration:**  • Schools should be encouraged to continue to liaise with all EEs to arrange meetings or visits as appropriate (face to face or virtual) and if EEs feel particularly strongly that they need to visit the campus then as covid restrictions have eased it might now be possible to arrange this.  • Post covid, grade inflation should still be monitored as a small number of EEs still allude to this being an issue (see general concerns).  • Schools may wish to remind course teams to send work to EEs well ahead of CAB dates to avoid EEs receiving a large amount of work to complete in an unreasonable amount of time.  • Schools should be reminded of the importance of sending timely EE3 responses to their EEs and to Registry | SU / Registry Quality Assurance |
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| **33.** | **AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |  |
| **33.1** | The Committee confirmed that no agenda items, papers or minutes should be treated as confidential. |  |
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| **34.** | **DATES OF FUTURE MEETINGS** |  |
| **34.1** | All meetings commence at 9.30am and are scheduled to end at 12.30pm  28 September 2022  23 November 2022  25 January 2023  15 March 2023  17 May 2023  **The Chair reserves the right to schedule additional meetings at short notice, in response to the public health emergency.** |  |