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| **University Teaching and Learning Committee** |
| **16 March 2022 09.30 – 12.30** |

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

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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 26 January 2022. |  |
| **3.0**  **3.1** | **MATTERS ARISING**  **Alternative assessment** (Minute reference 3.1).  To receive feedback on School alternative assessments approaches to in person assessment  The Secretary reported that all Schools had provided a return with the following information made available to the Committee.   |  |  | | --- | --- | | **School** | **Number of in person examinations 2022** | | Applied Sciences | 98 | | Computing and Engineering | 10 | | Human and Health Sciences | 15 | | Humanities and Arts | 5 | | Business School | 69 | | Education and Professional Development | N/A |   **CLOSED** | **Secretary/Schools** |
| **3.2** | **QAA Subject Benchmarks (Minute reference 3.5)**  Confirmations pending from A&H and AS | **AR Quality Assurance** |
| **3.3** | **PAT Policy Review** (**Minute reference 5.1**)  It was confirmed that the materials had been stored in the appropriate location.  **CLOSED** | **Director of Registry** |
| **3.4** | **Annual Evaluation** (**Minute reference 9.1)**  To note the submission of School of Arts and Humanities Dean’s report and School Annual Evaluation Committee minutes from the meetings held on 10/12/2021 and 15/12/2021  To note that QA and the SU will meet to plan the process of course representative involvement in the AE cycle  **CLOSED** | **AR Quality Assurance** |
| **3.5** | **Personal Academic Tutors** (Minute reference 12.2)  SU colleagues to speak with Cheryl Reynolds – verbal update  **CLOSED** | **SU?** |
| **TO CONSIDER:** | | |  |  |
| **4.0** | **CHAIR’S BUSINESS** |  |
| **4.1**  **4.2**  **4.3**  **4.4**  **4.3**  **4.5**  **4.6**  **4.7**  **5.0**  **5.1** | **To approve amendments to the membership**  Mr Brian Culleton added as Chair of the Standing Committee on Collaborative Provision.  Dr Amanda Tinker added as School Board Representative for the School of Arts and Humanities.  Ms Lydia Devenny, Director of Finance  It was noted that Lyndsay Smith was no longer representing ASIS Managers. However, it was felt that the role should be removed from the membership, but if there was a need to bring in this expertise, an ASIS manager would be invited to speak to the relevant item.  **Update on Covid 19**  The Chair updated the meeting by reporting that the Track and Trace system was still in operation. University case rates continued to decline and case rates in Kirklees were low. The University has moved most of its teaching and learning provision back to in person delivery in line with government guidance.  **DfE’s response to Augur review**  The Chair provided a brief update regarding the DfE’s response to the Augur review. In short, the government have confirmed their approach to fees policy. Fees remain frozen until 2025, this means that approved providers can charge the full fee of £9250. However, when considering inflation, the real term value of the fee will be significant lower by 2025.  It was also noted that a revision to Access and Participation Plans (APPs) is to take place. Universities will be expected to play a greater role in raising attainment in schools.. Plans are normally set for 5 years; however, the OfS has asked providers to review their current plans and submit variations over the summer. The new plans and their targets, if agreed, will apply from 2022/23 and will be monitored on a more frequent basis.  **Response to OfS consultations on:**  The Chair gave a presentation to the membership covering the below items:   * **A New Approach to Regulating Outcomes (B3)**   The Chair updated the membership on the terms of the consultation and that the deadline for a response was imminent and as a consequence, the response was unavailable for members to review at this meeting.  The Chair reminded members that the consultation is asking for views on proposals to set minimum requirements for student outcomes in continuation from the first year of study, course completion rates and progression to graduate employment. The consultation proposes that the metrics will be classed as minimum benchmarks that will then become a condition of Registration (B3), which may mean that persistent failure to meet the benchmarks could result in action being taken against the provider.  In addition, the OfS are consulting on a range of policy tools to manage demand in the sector. These tools include restricting student loan funding to only those students who meet minimum attainment qualifications. Also, student number planning controls, to prevent too many students going into courses where employment prospects are considered limited.   * **TEF Framework**   The Chair reminded the membership of the TEF framework and aims of the consultation. It was noted that TEF would not focus on subject areas as previously proposed but on whole provider submissions. However, providers will be expected to reference subject content in their submission.  The TEF framework will focus on two aspects, student experience and student outcomes. Data will be taken from NSS to inform student experience. The Chair also noted that the future composition of NSS was being consulted on, so the questions may change, and which may in turn, impact the outcome for providers.  Assessing student outcomes is more challenging, as it is based on providers’ own data and will consider what a provider decides is important.  The Chair highlighted a number of challenges: The use of NSS data, in which the University has underperformed in recent years and timing, with submissions required in November, which gives a very limited time frame to arrange the submission.  In terms of outcomes the grades remain as previous – Gold, Silver, and Bronze. However, a new category of ‘Requires Improvement’ has been added. If an institution is awarded this category a provider cannot charge the higher rate fee.   * **Quality and Standards Conditions**   The Chair updated members on the OfS response to providers feedback to the consultation. In brief, the OfS have robustly defended the consultation’s original proposals and little if any changes have been made as a result of sector responses.  **NSS Update**  The Chair updated the membership on the progress of the 2022 NSS. To date 33% of eligible students had completed the study, this is less then at the same time last year and those areas which are lowest will be encouraged to engage with their students to encourage completion. The deadline for submission is 30 April.  **Timetabling project phase 2, space organisation across campus**  The initial phase of the project to review timetabling has been completed and interested parties have been made aware of the outcomes.  A second phase of the project is being taken forward which will investigate innovative ways to utilise the University’s estate to best support teaching, learning and research activities in the post pandemic learning environment.  **Issues arising from the situation in Europe**  The Chair updated members on the support the University is showing for Ukraine, which included illuminating the Oastler building in Ukrainian national colours. The University has a few students with Russian or Ukrainian nationality and colleagues have contacted them to offer support. Members were reminded to be cognisant of the issues and support students of both nationalities where they can.  The Chair also noted that as a possible consequence of the conflict in Ukraine a number of University’s had suffered cyber-attacks. The Chair reminded members that the University has so far, managed to withstand these attacks without loss. However, to guard against more sophisticated attacks colleagues in CLS have strengthened our defences by purchasing a digital vault in which key data can be stored.  Going forward, a project has been initiated to review our disaster recovery capability and to think through how the University could continue to operate without critical systems, if the need arose.  **SEPD Module Handbook on Brightspace**  **To receive an introduction to the SEPD Module Handbook on Brightspace development**  Colleagues from SEPD gave a live demonstration of the online student module handbook they have devised. The system works on a template basis and can be personalised for each module. Updates can be made online and replaces the use of word handbooks which are stored on wisdom.  The membership welcomed the use of the technology, and it was agreed that the software should be adopted across the institution. To that end SPED colleagues were asked to release the “sandbox” version of the module handbook template for review and to attend School Teaching and Learning Committees to demonstrate the product.  **ACTION: Dr Liz Bennett** |  |
| **6.0**  **6.1** | **Thematic reviews for 2022/23**  Members are invited to suggest topics for a potential thematic review to be held in the 2022/23 academic year. Members were reminded to submit suggestions to Jason Smith by Wednesday 4 May 2022. Topics will be confirmed at the May meeting.  **ACTION: ALL** |  |
| **7.0**  **7.1**  **8.0**  **8.1**  **9.0**  **9.1**  **9.2**  **10.0**  **10.1**  **11.0**  **11.1**  **12.0**  **12.1**  **13.0**  **13.1**  **13.2**  **14.0**  **14.1** | **APPEALS AGAINST DECISIONS TO WITHDRAW STUDENTS BASED ON POOR ATTENDANCE (From Sept 2021– to March 2022)**  The Assistant Registrar for Taught Provision updated the membership on the latest figures and how they compared to the previous year.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year | Total Withdrawn\* | Appeals received | Appeals under consideration | Appeals upheld | Appeals not upheld | | 2021/22 | N/A | 8 | 1 | 0 | 7 | | 2018/19\*\* | N/A | 84 | 0 | 51 | 32 |   \*Registry do not hold this data  \*\*Pre-covid year and most useful for direct comparison  The Chair welcomed the figures and asked for them to be produced in this format for future meetings.  **ACTION: Assistant Registrar Taught Provision**  **ADMISSION REVIEW**  The Student Recruitment Manager updated the membership on the outcome of the UCAS Admissions review. In brief no significant changes to the application model e.g., adoption of a PQA model has been recommended. However, UCAS has produced a road map of initiatives to further improve the applicant experience. These include:  Improvements in the personal statement section of the UCAS applicant form and the number of provider choices an applicant can make will be reviewed as will the language used to explain them.  The sector has also worked with UUK and GuildHe to produce a best practice guide for admissions. This guide will be going to SLT for approval later this week.  **ADMISSIONS POLICY REVIEW**  **The Committee agreed the change to the following policy;**  **Admissions Interview Policy Taught Courses**  **AGREED**  **To receive and approve the changes to the following policy: Arrangements for the Admission of Applicants under the age of 18.**  **AGREED**  **PEER OBSERVATION OF TEACHING**  To receive and approve the updates to the Policy for the Principles and Guidelines for the Peer Observation of Teaching  The Director of Registry confirmed that HR and the Unions had given their approval.  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.  **ACTION: Chair**  **SUBJECT REVIEW SCHEDULE 2022/23**  Members are asked to approve the proposed schedule of subject reviews for 2022-23. HHS were unclear as to which courses were to be reviewed. The Assistant Registrar Quality Assurance will liaise with the school to confirm.  **ACTION: Assistant Registrar Quality Assurance**  **EXTERNAL EXAMINER APPLICATIONS**  To consider External Examiner applications  **AGREED**  **REPORT FROM THE STUDENTS’ UNION**  To receive a verbal report (SU Education Officer)  The SU Education Officer, Millie Avery, gave a brief update on the activities of the Students’ Union this term. The Chair took the opportunity to congratulate Millie on her recent election as SU President for the 2022/23 year.  **To consider a paper relating to Hybrid Learning Arrangements**  The SU Officer outlined the key findings of the paper which included: expanding the scope of hybrid leaning, students to have access to empty lecture theatres for quiet study, portable microphones to be available in all lecture theatres so the audio is accessible from outside the University, Panopto to be developed to support live streaming and to revive the Commuter Student project.  The Chair thanked SU Officer for the paper as it supports the working being undertaken as part of phase 2 of the Timetabling project.  In terms of more flexible workspace, the Chair noted that, preliminary discussions have already been had with the Library and space in Oastler (level 2) is also being considered for re-purposed as a social and study space.  With respect to portable microphones, lecture theatre spaces have been equipped with these facilities, however a check will be made with Schools to make sure they are available and being used.  **ACTION: Chair**  **CHAIR’S ACTIONS SINCE LAST MEETING**  None to note |  |
| **15.0**  **15.1**  **16.0**  **16.1**  **16.2**  **17.0**  **17.1**  **18.0**  **18.1**  **18.2**  **18.3**  **18.4**  **18.5**  **18.6**  **18.7**  **18.8**  **19.0**  **19.1**  **20.0**  **20.1**  **21.0**  **21.1**  **21.2**  **22.0**  **22.1**  **23.0**  **23.1**  **25.0**  **25.1**  **26.0**  **26.1**  **26.2**  **26.3**  **27.0**  **27.1**  **27.2**  **27.3** | **STRATEGIC PARTNERSHIP AUDIT - ACTIONS**  The Chair confirmed that recommendations 1935 and 1936 have been agreed and taken forward.  **EXTERNAL EXAMINER REPORTS**  To note the EE workplace statistics  To note the Summary of EE Reports for 2020/21  The Chair noted the favourable gender balance the University had compared to competitors noted in the paper. It was noted that ethnicity data was not stated, but this was due to the difficulty in capturing this data retrospectively, however, there are plans to capture that data over the longer term.  **QUALITY APPRAISAL**  To receive and note the Annual Quality Appraisal on School Accreditation and Validation Panel Activity – 2020/21 Academic Year.  The recommendations were read to the Committee. It was noted that a good level of engagement had been seen from School SAVP committees.  **REPORTS FROM WORKING GROUPS**  **Attendance Monitoring**  Previously taken at in 7.1  **Extensions and ECs Review**  To receive a verbal update from the Extensions and ECs Review Working Group  The Chair of the Working Group, Prof Michael Ginger updated the group on the progress of the project. In brief, a system specification has been completed and will together with an Opportunity Statement be reviewed by Digital Strategy Working Group at its meeting on 24 March 2022.  **Pre-CABs**  To note the minutes and any actions for UTLC from the most recent meeting of the Pre-Cabs Working Group.  The Assistant Registrar for Taught Provision updated the meeting with the work Registry have undertaken to support the role out of Pre-CABs. A detailed FAQ has been drafted and is with school colleagues for comment. The final draft of the document is on target to be released to colleagues on 23 March 2022.  **DBS**  To note the minutes and any actions for UTLC from the most recent meeting of the DBS Working Group  The Assistant Registrar for Taught Provision informed the membership that, although consultation had taken place with the Schools, agreement on all the recommendations could not be found. However, in order to ensure a common approach, it was felt appropriate to take forward the recommendations as written.  **AGREED**  **Assessment Strategy**  To note the minutes and any actions for UTLC from the most recent meeting of the Assessment Strategy Working Group  Prof Eleanor Davies updated the members on the work of the group. A revised draft of the strategy had been put together and critiqued by the group. It was likely that two documents will be created; a revised strategy document which will be short and to the point and a lengthier code of practice/procedure. The work of the group continues.  **Timetabling**  To note the minutes and any actions for UTLC from the most recent meeting of the Timetabling Working Group  Discussed under item 4.1  **GPA**  To note the minutes and any actions for UTLC from the most recent meeting of the GPA Working Group  It was noted that students were not engaging with the programme as much as they should, which could be the result of other academic work commitments. Colleagues were asked to encourage their students to engage with the programme as GPA is an integral part of our Teaching and Learning offer.  **OfS B3 Teaching Excellence Framework (TEF)**  To review recommendations (refer to slide pack at item 4.4 above)  Covered under item 4.4  **REPORT FROM DEGREE APPRENTICESHIPS COMMITTEE**  To receive minutes from the meeting held on 23 February 2022  **RECEIVED**  It was noted that new self-assessment template documents and quality improvement plans had been issued.  It was also noted that preparations for an eventual Ofsted audit continue across the University.  **REPORT FROM** **STANDING COMMITTEE FOR EMPLOYABILITY AND ENTERPRISE**  To receive an update from the Enterprise and Employability Committee – none to note  **REPORTS FROM PSRBs**  RIBA – Royal Institute of British Architects  Confirmation of continued accreditation of:  Part 1 BA (Hons) Architecture  Part 1 BA (Hons) Architecture (International)  Part 2 MArch Architecture  Part 2 MArch (International)  Part 3 Postgraduate Certificate in Professional Practice and Management in Architecture  with next full visiting Board in 2026 and mid-term monitoring.  **AGREED**  RCSLT – Royal College of Speech and Language Therapists  Confirmation of discharge of conditions for accreditation  of BSc Speech and Language Therapy to end of academic year 2025-26.  **AGREED**  **REPORT FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION**  To receive the minutes from the meeting held on 13 December 2021  **RECIEVED**  **REPORTS FROM VALIDATION PANELS**  To note reports arising from validation events  **RECEIVED**  **REPORTS FROM SUBJECT REVIEW PANELS**  To note reports arising from subject review events  **None to note**  **SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**  To note the minutes from BS, meeting held on 16 February 2022  To note the minutes from AS, meeting held on 15 December 2021  To note the minutes from EPD, meeting held on 18 January 2022  **Noted from item 8.3** - the School would find it helpful if the data from Registry could be available earlier in the year to enable colleagues to start the Annual Evaluation process sooner, therefore making it a more meaningful process for all involved.  The Chair confirmed that this data has been available for some time and the School should liaises with Registry.  **OTHER COMMITTEES**  **International Committee**  To note the minutes and any actions for UTLC from the most recent meeting of the University International Committee – none to note  **Equality, Diversity, and Inclusivity Enhancement Committee**  To note the minutes and any actions for UTLC from the most recent meeting of the University Equality, Diversity and Inclusivity Enhancement Committee – 25 January 2022  **RECIEVED**  **Learning Platforms Steering Group**  To note the minutes and any actions for UTLC from the most recent meeting of the University Learning Platforms Steering Group – 1 February 2022  **RECIEVED** |  |
| **TO NOTE** |  |  |
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| **28.0**  **28.1**  **29.0**  **29.1**  **30.0**  **30.1** | **ANY OTHER BUSINESS**  To note - none  **AVAILABILITY OF AGENDA, PAPERS, AND MINUTES**  To consider whether any agenda items, papers or minutes should be treated as confidential.  **18.8** – the presentation is to be withheld due to confidential data  **DATES OF FUTURE MEETINGS**  All meetings commence at 9.30am and are scheduled to end at 12.30pm  18 May 2022 (In person)  **Advance notice of proposed dates for 22/23 (TBC)**  28 September 2022 (in person)  23 November 2022 (remote)  25 January 2023 (in person  15 March 2023 (remote)  17 May 2023 (in person) |  |
|  | **The Chair reserves the right to schedule additional meetings at short notice, in response to the public health emergency.** |  |
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