

University Teaching and Learning Committee

22 November 2023, 09.30 – 12.30

MINUTES

Venue:	McClelland Suite
Author:	Fran Hinewright
Apologies:	Alistair Sambell, Andrew Ball, Andrew Mandebura, Bob Cryan, Paul Harrison, Tim Thornton, Wayne Bailey, Michael Ginger, Jason Smith, Alison Jones, Tim Hosker, Emma Salter
In attendance:	Claire Aydogan, Georgina Blakeley, Jane Owen-Lynch, Jo Mitchell, Keith McCabe, Krish Pilicudale, Liz Bennett, Nik Taylor, Peter Mather, Rachel Birds, Robert Allan, Ruth Stoker, Sarah Bastow, Sean Pryor, Peter Roberts, Joanne Donbavand, Lauren Coetzee, Jiajia Liu, Layla Smith, Brian Culleton, Andrew Crampton, Fran Hinewright, Katherine Greenhough, Amanda Tinker, Matt Mills, Diana Sirnikova, Lydia Blundell

PRELIMINARY ITEMS

1. DECLARATIONS OF INTEREST

- 1.1** Members did not disclose any potential conflicts of interest arising from the meeting agenda.

2. MINUTES

UTLC_2023_09_27_M

- 2.1** The committee approved the minutes of the meeting held on 27 September 2023.

3. MATTERS ARISING

- 3.1** Academic Administration Timetable and CAB Model Guidance (Minute ref 3.6)

ACTION: Registry were asked to provide and circulate EC guidance for PGT students in relation to the new CAB model. To be reported to the November meeting.

It was noted that EC guidance would not be changed this year for PGT students and this message would be circulated to School staff. COMPLETE

- 3.2** Exam Room Issues (Minute ref 3.7)

UTLC_2023_11_22_P3.2

ACTION: It was noted that the SU and the Disability and Inclusion Manager would collate a list of issues reported with exam rooms for Registry and Schools to consider. It was reported that an update would be provided at the November meeting.

It was reported that attention had been paid to the smaller issues which had arisen, and that advice would be strengthened on iPark. It was reported that feedback would be welcome. It was also reported that the ASIS accessibility platform is undergoing improvement which would help with PLSP information. Paper attached. COMPLETE

- 3.3** Timetabling and Room Booking Policy (Minute ref 12.2)

UTLC_2023_11_22_P3.3

ACTION: To amend an error noted with the start of session times in the updated policy.

It was reported that this has been corrected and the policy was attached with the papers. COMPLETE

- 3.4** Attendance Monitoring Steering Group (Minute ref 13.1)

ACTION: It was reported that course level data would be useful to intervene with attendance issues more successfully. It was noted that this may be provided by STLT for the meeting in November.

It was reported that this item was ONGOING and data would be uploaded to the steering group Teams site.

4. CHAIRS BUSINESS

4.1 Teaching Excellence Framework (TEF), Sector Data and Important Institutional Headlines

TEF Gold

The committee discussed the recent TEF Gold accreditation from the OfS. The Chair noted that the University was the only institution with 'Gold rating' in both sections and overall in the North West and Yorkshire. It was reported that sector data was still under analysis and some institutions were awaiting appeal outcomes and there would not be a full picture of the sector until the New Year. It was noted that other TEF submissions would be released on 23 November and a summary of TEF feedback would be published for public viewing.

House of Lords Report

It was noted a response was expected from the Office for Students and the DfE regarding the recent House of Lords Industry and Regulators Committee report and that its headlines would be reported to the next UTLC meeting.

Apprenticeships

It was noted that the University had recently been awarded 'Ofsted Outstanding' in every area and that only 2 other institutions had achieved this in the past 4 years. It was noted that this information is embargoed until Ofsted publish it on their website. The Chair gave her formal thanks to all who were involved with special thanks to Brian Cullerton and the course teams.

Attendance Monitoring

It was reported that for 23/24, the number of students on 0% attendance had reduced (now mainly linked with administrative changes in progress and placement timings) and that 85% of students were attending more than 60% of the time, an increase from 22/23 and rates had remained steady for 5-6 weeks. It was noted that a few changes had been made to the monitoring procedure over the summer and all staff involved in the process were aware of these. Schools were reminded that attendance monitoring teams had a breakdown of their own data for further scrutiny but overall the steering group had noted a decrease in the number of attendance concern meetings for most Schools.

The chair presented data showing the profile of attendance in each School over the last year. It was noted that there tended to be a subset of students with lower attendance, and the data suggested that this could be the same set of students who are disengaged although the trends differed for each School.

Attendance monitoring data should be used to target students with low attendance to provide support and/or intervention. BEL reported that some students had been directly called following reported non-attendance which had helped to improve rates the following week. Schools were asked to log reasons for non-attendance given in concern meetings for analysis. The committee discussed how adjusting the timetable to consolidate teaching hours was not always possible due to the amount of activity scheduled. It was noted that we would continue to work closely with the SU to monitor student feedback on attendance issues.

4.2 Access and Participation Plan

It was noted that work on this would begin in January 2024 and that help would be required from members of UTLC.

4.3 Course Assessment Board (CAB) Project Update

The Director of Registry informed the committee of the upcoming CAB review project which was due to start in January 2024, for implementation in 24/25.

Registry had convened a working group to gain valuable feedback and collaboration from Schools, Services and the SU and the UTLC would be kept updated with its progress and consulted for pertinent points of review.

The aim is to change certain CAB procedures and the structure to accommodate in-year, termly CABs. This would help eliminate unnecessary gaps in learning and achievement, particularly for deferrals and referrals. The project would help to increase student retention and completion.

The committee discussed the benefits of in-year deferrals and referrals, the role of external examiners and PSRBs and the streamlining of the terms of reference for a CAB. It was reported that communication to staff and students would be carefully considered during the project and upon the project's completion.

5. TERMS OF REFERENCE AND MEMBERSHIP

UTLC_2023_11_22_P5.1

5.1 The committee approved the update below to the terms of reference and membership document for UTLC for 2023/24

- Dr Amanda Tinker - Lead for Academic Integrity and the use of Artificial Intelligence (AI) tools

6. POLICIES

6.1 The committee approved the updated **Student Sexual Misconduct and Violence Policy**.

UTLC_2023_11_22_P6.1

It was reported that a minor amendment would be made to clarify the procedure for a victim and a responding party, and this would be considered for approval by Chair's Action. It was noted that the final version would be presented to the committee in January.

6.2 The committee approved the updated **Audio and Video Recording Policy**

UTLC_2023_11_22_P6.2

6.3 The committee noted the first draft of the **Accessible Placements and Disabled Students Policy**

UTLC_2023_11_22_P6.3a

UTLC_2023_11_22_P6.3b

UTLC_2023_11_22_P6.3c

UTLC_2023_11_22_P6.3d

The new policy was accompanied by text for student placement handbooks and presentation slides which could be edited and adapted as necessary so information about the procedures for recommending and implementing support can be made available to students. The committee approved the supporting materials for distribution.

The policy had been introduced due to an increase in queries from staff. Members asked if PSRB or employer considerations would be accounted for and if risk assessment procedures could be linked to the policy. These discussions would be followed through and with other suggested amendments, Student Services will bring a final policy was consideration for approval in January 2024.

It was discussed that, due to DP the University was not responsible for sharing information with the employer concerning the needs of an individual students but we strongly advise students to do so in advance of taking up placement opportunities.

6.4 The committee approved the new **Sports and Participation Policy**

UTLC_2023_11_22_P6.4a

UTLC_2023_11_22_P6.4b

Formal thanks were given to the SU for creating the policy. It was explained that students were now able to report absence for participation in a sporting event. The policy highlights the requirement for students to discuss how they would catch up on work missed with their module tutor, in advance. This policy complements the timetabling policy and is likely to be used by up to 700 students per year.

Certain requests for absence may still be disallowed due to PSRB constraints or the discretion of academics if the absence would be detrimental. It was also noted the data on participation in sport could be verified independently to ensure the policy was not misused.

7. MODULE EVALUATION SURVEY

7.1 The committee were shown a demonstration of the new module evaluation survey which is aimed at increasing engagement. Data from BEL showed that students completed one module survey but then didn't tend to follow through to complete all of them. The new system will go live on 02 December 2023 and will encompass all modules taken in the first term in one survey rather than separate questionnaires. Surveys will be released at Christmas and Easter, or just at Easter for yearlong

modules. It was noted that for each module there were only 3 questions with a rating scale spanning 1-10.

Members found that the new format should be easier to manage and should require less intervention from academics. Schools would manage engagement with the survey and should signpost students to the newly created guidance and the survey would appear in a banner for students on Brightspace.

Mid-year module surveys may also be adapted to take on this format depending on its success and the style of questions may need to be reviewed in the future. The committee were reminded that Schools should manage the survey data dissemination through a key contact.

8. TERM DATES

UTLC_2023_11_22_P8.1

8.1 The committee approved the following;

- The term dates for **2023/24, 2024/25 and 2025/26**
- The proposals for the term dates for **2026/27 and 2027/28**

9 EXTERNAL EXAMINER APPLICATIONS

UTLC_2023_11_22_P9.1

9.1 The committee considered and approved the External Examiner applications outlined in the attached paper.

10. REPORT FROM THE STUDENTS' UNION

10.1 The verbal report was given under item 10.2.

10.2 UTLC_2023_11_22_P10.2

The SU delivered a presentation on student feedback from induction week. The data was provided in the paper above. The survey was undertaken in October and 101 participants took part. It was noted that the School responses varied, but this could have been attributed to the low and varied number of participants.

The survey highlighted that some participants did not realise they had to attend induction week or that they did not attend due to travelling or visa reasons. Overall, students rated the week 4/5 with second year students being most satisfied. Final year students were less satisfied which could have been due to participation in similar events from past years and the lower level of induction for final years. Written feedback suggested more general ice breaker activities could have been arranged to help meet new people from different areas of study.

The survey noted that 97% of students felt motivated to study their subject area and felt informed about their course but 11% of students said they didn't feel prepared for their studies. It was reported that due to the small data set, conclusions were difficult but some aspects would be looked at. 16% of participants were not aware of any of the services mentioned in the survey but most were aware of the PAT system their course leader and course representative.

It was noted that the survey did not currently refer to the careers service and that next year this would be added, in addition to starting the survey sooner to gain higher participation rates. **ACTION:** Registry to share the slides with the committee.

11. CHAIRS ACTIONS SINCE LAST MEETING

11.1 There were none to note.

12 GRADUATE OUTCOME STATISTICS

UTLC_2023_11_22_P12.1a

UTLC_2023_11_22_P12.1b

12.1 The committee noted the report associated with the latest Graduate Outcomes survey results which has captured data from individuals 15 months after graduating. There was a general increase in positive outcomes and this could be linked with the local job market. It was noted that the data suggests students felt more ready for a career.

This data is important for the University in achieving good outcomes for the students but is also important in a regulatory sense linked with OfS B3 metrics. Lightcast data and the dashboard were due to go live shortly which should help with career planning. It was noted that in general, high attainment and courses with sandwich routes helped increase positive graduate outcomes.

- 13. DEGREE ATTAINMENT AND CLASSIFICATION UPLIFT UPDATE (MARKED AS CONFIDENTIAL)**
UTLC_2023_11_22_P13.1a
UTLC_2023_11_22_P13.1b
UTLC_2023_11_22_P13.1c
- 13.1** The committee noted the updated degree attainment analysis for 22/23. The initial statistics were considered on 25 September 2023 at UTLC.
- 14. REPORTS FROM WORKING GROUPS**
- 14.1 Attendance Monitoring Steering Group**
UTLC_2023_11_22_P14.1
The committee noted the minutes from the meeting held on 13 September 2023.
- 14.2 Institutional Timetable Review Steering Group**
There were no minutes to note.
- 14.3 GPA Steering Group**
UTLC_2023_11_22_P14.
The committee noted the minutes from the most recent meeting held on 13 September 2023. The GPA team were working with STLT to help with assessment methods. There has been an increase in students requesting to opt out of GPA and all staff should continue highlighting its importance as a compulsory activity.
The team were working with CMI to improve engagement with the CMI material as this has been low in the past and did not represent value for money.
- 14.4 Academic Integrity Working Group**
There were no minutes to note. The next meeting was due to be held on 30 November 2023 and colleagues would receive updated guidance in the New Year on how to investigate academic misconduct cases with the suspected use of genAI tools, at stage 1.
- 14.5 Exams Planning Group**
There were no minutes to note.
- 14.6 Campus Life Steering Group**
There were no minutes to note.
- 14.7 Consumer Protection Working Group**
There were no minutes to note.
- 14.8 Data Futures Working Group**
There were no minutes to note.
- 14.9 Generative Artificial Intelligence (AI) Working Group**
UTLC_2023_11_22_P14.9
The committee noted the minutes from the most recent meeting held on 5 September 2023. The focus remained on AI literacy and members were encouraged to send STLT examples of positive use of GenAI in teaching to provide best practice examples to colleagues.
- 14.10 Distance Learning Steering Group**
UTLC_2023_11_22_P14.10a
UTLC_2023_11_22_P14.10b
The committee noted the minutes from the most recent meetings held on 8 August 2023 and 27 September 2023.
- 14.11 Learning Platforms Steering Group**

There were no minutes to note.

15. REPORT FROM STANDING COMMITTEE FOR APPRENTICESHIPS

UTLC_2023_11_22_P15.1a

UTLC_2023_11_22_P15.1b

- 15.1** The committee noted the minutes from the most recent meetings held on 05 May 2023 and 25 October 2023 and that headline data would be included in the next set of minutes.

16. REPORT FROM ENTERPRISE AND EMPLOYABILITY COMMITTEE

- 16.1** There were no minutes to note.

17. REPORTS FROM PSRBs

UTLC_2023_11_22_P17.1

- 17.1** The committee noted the following PSRB accreditation reports:

Social Work England

Annual Monitoring of MSc (Integrated) Social Work

Annual Monitoring of MSc Social Work

Chartered Society of Forensic Sciences

BSc (Hons) Forensic and Analytical Science

BSc (Hons) Forensic and Analytical Science (with Industrial Placement)

MSci Forensic and Analytical Science (with Research)

MSci Forensic and Analytical Science (with Industrial Experience)

AACSB

Certificate of Accreditation for Huddersfield Business School

Chartered Institute of Marketing

MSc Marketing

MSc Digital Marketing

MSc Marketing with Brand Management

BA (Hons) Marketing

BSc (Hons) Digital Marketing

Chartered Institute for the Management of Sport and Physical Activity

BSc (Hons) Sport, Exercise and Nutrition Science

BSc (Hons) Sport and Physical Education

BSc (Hons) Sport and Exercise Sciences

Chartered Institute of Building

BSc (Hons) Surveying

BSc (Hons) Construction and Project Management

MSc Advanced Project Management in Construction

General Pharmaceutical Council

Master of Pharmacy (MPharm) degree part 1 accreditation event

Institution of Chemical Engineers

It was reported that a list of mechanical engineering courses was given in error with the agenda. The correct courses have been detailed below;

BEng (Hons) Chemical Engineering

BEng (Hons) Chemical Engineering with Chemistry

MEng (Hons) Chemical Engineering

MEng (Hons) Chemical Engineering with Chemistry

Chartered Institute of Procurement & Supply

MSc Logistics & Supply Chain Management

MSc Supply Chain Management and Humanitarian Challenges

MSc Sustainable Supply Chain Management

College of Policing
BSc (Hons) Professional Policing

Royal College of Occupational Therapists
BSc (Hons) Occupational Therapy

Sport and Exercise Nutrition Register
BSc (Hons) Sport, Exercise and Nutrition

Nursing and Midwifery Council
BSc (Hons) Nursing - Adult
BSc (Hons) Nursing - Child
BSc (Hons) Nursing - Learning Disabilities
BSc (Hons) Nursing - Mental Health
MSc Nursing (pre-registration) - Adult
MSc Nursing (pre-registration) - Child
MSc Nursing - Learning Disabilities
MSc Nursing (pre-registration) - Mental Health
BSc (Hons) Degree Apprenticeship - Registered Nurse: Adult
BSc (Hons) Degree Apprenticeship - Registered Nurse: Child
BSc (Hons) Degree Apprenticeship - Registered Nurse: Learning Disabilities
BSc (Hons) Degree Apprenticeship - Registered Nurse: Mental Health
BSc (Hons) Degree Apprenticeship - Registered Nurse: Adult

Independent and Supplementary nurse prescribing V300
Community practitioner nurse prescribing V150
Community practitioner nurse prescribing V100

Institute of Data & Marketing
BA (Hons) Marketing

It was noted that the number of reports reflected on how well PSRBs were embedded in our practice and culture. Members were asked to pass on thanks to all colleagues involved with these reaccreditation activities for their excellent work.

18. PSRB ENGAGEMENTS FOR 2023/23

UTLC_2023_11_22_P18.1

- 18.1** The committee noted the anticipated forthcoming PSRB engagements for the 2023/24 session and the confirmation from Schools that preparations were in hand for these activities.

19. REPORT FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION

UTLC_2023_11_22_P19.1a

UTLC_2023_11_22_P19.1b

- 19.1** The committee noted the minutes from the most recent meetings held on 11 July and 23 October 2023.

20. REPORTS FROM VALIDATION PANELS

UTLC_2023_11_22_P20.1

- 20.1** The committee noted reports which had arisen from validation events.

21. REPORTS FROM SUBJECT REVIEW PANELS

UTLC_2023_11_22_P21.1

- 21.1** The committee received and approved the Subject Review of Tourism, Travel and Transport held on 28 February 2022 and the School response approved by School Board on 10 October 2023, pending Course Committee approval on 14 and 16 November 2023.

22. UTLC ANNUAL EVALUATION REPRESENTATIVES

- 22.1** The committee were notified of changes in personnel 22/23 but since the meeting, additional changes were made. The final representatives are detailed below;

SCHOOL	CHAIR	UTLC REPRESENTATIVE ON ANNUAL EVALUATION EVENTS
School of Applied Sciences	Dr Robert Allan	Dr Andrew Bourbon (C&E)
School of Arts and Humanities	Prof Nic Clear	Dr Julie Drake (HBS) (Kay Smith)
School of Computing and Engineering	Dr Peter Mather	Dr Nik Taylor (A&H)
School of Education and Professional Development	Dr Liz Bennett	Dr Marco Molinari (AS)
Huddersfield Business School	Dr JiaJia Liu	Dr Jackie Malone (HHS) (Joanne Donbavand/Dr Georgina Blakeley)
School of Human and Health Sciences	Dr Georgina Blakeley	Dr Liz Bennett (EPD) Exceptional additional year due to changes in EPD (Dr Hayley German/Dr Jiajia Lui)

23. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES

23.1 AS – there were none to note.

23.2 BS – there were none to note.

The School stated that they struggled to meet the 3 week marking and moderation turnaround period for a large module of 900 students due to staffing constraints. It was noted that this should be taken to the Dean for discussion and further resource as the 3 week period was imperative. Some members raised concern with the shorter period of marking time in resit periods. It was reported that this issue would be addressed within the CAB project.

23.3 CE – there were none to note.

23.4 EPD – there were none to note.

23.5 To note the minutes from **HHS**, meeting held on 13 September 2023.

UTLC_2023_11_22_P23.5

The School would like to be notified of the graduation ceremony timetable with as much advance warning as possible due to timetabling constraints for certain members of the platform party. It was reported that the timetable was not created until later into the year, however, a discussion about platform party requirements would be held with the School outside of the committee to further understand what could be done.

23.6 SAH – there were none to note.

24. OTHER COMMITTEES

24.1 University International Committee

There were no minutes to note.

24.2 Equality Diversity and Inclusivity Enhancement Committee

There were no minutes to note.

24.3 Work Integrated Learning Forum

UTLC_2023_11_22_P24.3

The committee noted the minutes from the meeting held on 15 September 2023.

25 CHANCELLOR PRIZE SUMMARY 2022/23

UTLC_2023_11_23_P25.1

25.1 The committee noted the attached list of Chancellor Prize winners for UGT and PGT in 2022/23.

26. ACADEMIC GOVERNANCE REPORT
UTLC 2023 11 23 P26.1

26.1 The committee received the Academic Governance Report for 2022/23 which was approved by the Governance and Membership Committee of Council on 7 November 2023.

27. ANY OTHER BUSINESS

27.1 There was none to note.

28. AVAILABILITY OF AGENDA, PAPERS AND MINUTES

28.1 The following papers were considered **CONFIDENTIAL**;

- Progression and attainment (item 13)

29. DATES OF FUTURE MEETINGS

29.1 All meetings commence at 9.30am and are scheduled to end at 12.30pm

31 January 2024

13 March 2024

29 May 2024