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| **University Teaching and Learning Committee** |
| **2 February 2023, 1.00pm to 4.00pm** |

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| **MINUTES** | |
| **Venue:** | By Video Conference (Teams) |
| **Author:** | Fran Hinewright |
| **Apologies:** | Liz Bennett, Peter Mather, Wayne Bailey, Alistair Sambell, Andrew Ball, Andrew Mandebura, Bob Cryan, Claire Aydogan, Lydia Devenny, Michael Ginger |
| **Attended:** | Jane Owen-Lynch (Chair), Amanda Tinker, Andrew Crompton, Carla Reeves, Eleanor Davies, Fran Hinewright, Georgina Blakely, James Forde, Jason Smith, Jo Mitchell, Katherine Greenhough, Keith McCabe, Kevin Orr, Krish Pilicudale, Lianghui Lei, Matt Mills, Rachel Birds, Ruth Stoker, Sarah Bastow, Sarah Elkardy, Tim Hosker, Lydia Blundell, Heather Kerrick, Sarah Elstub, Brian Culleton |

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| **PRELIMINARY ITEMS** | |
|  | **DECLARATIONS OF INTEREST** |
| **1.1** | None to note. |
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| **2.** | **MINUTES**  UTLC\_22\_11\_23\_M |
| **2.1** | The minutes of the meeting held on date 23 November 2022 were approved. |
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| **3.** | **MATTERS ARISING** |
| **3.1** | **Undergraduate re-sit turnaround (minute reference 3.6)**  **ACTION:** It was raised that the resit turnaround marking period was one week for UGT. Registry were asked to look at this for the new assessment period with specific cases provided by Schools, as examples.  **ONGOING:** It was reported that this would be looked at and reported back in March 2023. |
| **3.2** | **Accessibility (Minute reference 4.6)**  **ACTION:** The Digital Skills Trainer (Accessibility and AT) was asked to provide School data for accessibility rates on Brightspace.  **COMPLETE:** It was reported that accessibility rates should be over 80% but work was ongoing with Schools. The following percentages were given for current accessibility rates of modules on the VLE;  School of Applied Sciences: 72.7%  School of Education and Professional Development: 88.3%  School of Computing and Engineering: 67.4%  Huddersfield Business School: 65.2%  School of Arts and Humanities: 64%  School of Human and Health Sciences: 71.2%  A reminder was given for members to remind their staff about the importance of accessible material. |
| **3.3** | **Report from SU (Minute reference 12.1)**  **ACTION:** SU Education Officer to speak to Schools who are lacking in representatives to see what they can do to get more in place.  **COMPLETE:** It was reported that 186 students had attended the representative training out of 747. It was stated that engagement had declined compared to previous years where levels were at 50%, on average. However, it was reported that awareness of the training had risen since the last UTLC meeting where the issue was raised. It was reported that help with identifying why persuading the reps to undertake training was difficult was underway for September. The following Schools fed back their experiences;  **School of Applied Sciences**  It was reported that representatives in the School of Applied Sciences were no longer able to continue in post if they had not engaged with the training. The School reported that they would then recruit to replace with another student. It was reported that representatives appeared to be the more engaged of the student body so an understanding as to why they were not all engaging with the training was needed. It was reported that a large proportion were not attending School meetings and that 33 representatives were still not trained, however, all subject areas were still covered.  **School of Education and Professional Development**  It was reported that the Students Union had been great at signing up School representatives and in their School, they had more students than in previous years. It was reported that training was not seen as a huge issue in EPD.  **Huddersfield Business School**  It was reported that Course Leaders felt that they were engaged with their representatives and that the issue was more to do with the training itself than the drive of students wanting to undertake the role. It was reported that HBS may have a lot of representatives who were working within their role but were not all trained. It was noted that this would be looked into by the Students Union. |
| **3.4** | **Reports from Validation Panels (Minute reference 3.7)**  **ACTION:** It was reported that the BA Drama Suite validation was now **COMPLETE** and the BSc Hons Professional Policing had now met the conditions.  **ACTION:** It was reported that the MA/PG Dip Careers Development was ongoing and the MSc Investigative Psychology was still **ONGOING** in terms of conditions not yet met. |
| **3.5** | **Update of Cost of Living (Minute reference 3.2)**  **COMPLETE:** It was noted that this would be discussed in Chair’s Business under item 4.5. |
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| **4.** | **CHAIRS BUSINESS** |
| **4.1** | **Teaching Excellence Framework (TEF): Next Steps**  It was reported that the TEF submission had been sent in January 2023. Thanks were given to all who contributed and for all the work which went into the submission. Special thanks were given to the Director of Strategic Teaching and Learning. It was reported that a response was expected in Summer but may be September 2023.  It was reported that as of this month, work for the next TEF submission had started. It was noted that this meant that all activity towards this should be recorded from September 2022 onwards. It was noted that current suggested timelines meant that the application would be submitted in 5 years-time.  It was reported that the Student’s Union had also submitted their application. Congratulations were offered to the team for their hard work and efforts. |
| **4.2** | **National Student Survey (NSS Response Rates)**  It was noted that the response rates were on a par with last year’s rates. It was reported that the School of Applied Sciences were doing very well, as were Human and Health Sciences and Computing and Engineering. It was noted that nearly 16% of students responded in the first week period and that we needed to keep the positive momentum moving forwards through to April. |
| **4.3** | **Attendance Monitoring**  Aside from UKVI procedures for visa students, it was reported that for home and international students, we would continue to use the current systems and emails in place to monitor attendance and engagement. It was reported that so far, attendance rates were better than last term. It was noted that there were still a considerable number of students with low attendance and there was concern raised about how they would be able to engage with assessments and ultimately, pass their course. The Chair asked Schools to continue supporting these students as much as they could.  It was reported that if students had not shown any level of engagement or attendance then they should be withdrawn in accordance with the attendance monitoring procedure. |
| **4.4** | **Student Engagement and Personal Academic Tutors (PATs)**  It was discussed that meetings with PATs should be recorded to understand where wider engagement was taking place, especially for compliance and student experience purposes. It was discussed that a lot of meetings were taking place but data did not yet reflect this fully due to underreporting. Members wee asked to continue to stress the importance of maintaining and reporting on PAT meetings with students. |
| **4.5** | **Cost of Living**  It was reported that Eco Eats were in operation and the hardship fund had been increased and applications were welcome. The SU reported that they were generating ideas to ensure students knew about the fund and how to apply. It was noted that the £1k scholarship would soon be given out and eligible students would be contacted. The SU offered their thanks for efforts to the University regarding the help given to students as a result of the cost of living crisis. |
| **4.6** | **Strike Action (additional item not listed on the agenda)**  It was reported that strike action only had a small impact with a few classes being cancelled. However, the Chair asked to be informed of any issues which had arisen as a result so the University could mitigate disruption as much as possible. It was noted that Deans were recording any issues and the ways in which they were being managed in their School. |
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| **5.** | **APPEALS AGAINST DECISIONS TO WITHDRAW STUDENTS BASED ON POOR ATTENDANCE** |
| **5.1** | The committee received a verbal update on the attendance monitoring withdrawal appeals so far for 2022/23.  The table below shows the number of appeals received thus far, not the number of students withdrawn under the compliance and attendance monitoring procedures.   |  |  |  |  | | --- | --- | --- | --- | | **School** | **Attendance Monitoring Appeals** | **Compliance Procedure Appeals** | **Appeal Outcome** | | HBS |  | 6 | 5 upheld and referred to school meeting on medical grounds  1 rejected | | CE | 2 | 1 | 1 Rejected, 2 upheld and referred back to school | | AS | 4 |  | 2 upheld and referred back to school, 2 rejected | | HHS | 2 | 1 | 1 upheld, 1 referred back to school 1 open | | EPD | 1 |  | Rejected | | SAH | 2 |  | 1 upheld and referred back to school, 1 rejected | |
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| **6.** | **ADMISSION REVIEW** |
| **6.1** | No updates were reported for admissions arrangements. |
| **6.2** | **Admissions Policy**  UTLC\_23\_02\_02\_P6.2a  UTLC\_23\_02\_02\_P6.2b  UTLC\_23\_02\_02\_P6.2c  UTLC\_23\_02\_02\_P6.2d |
|  | The committee **APPROVED** the changes made to Admissions Policy for Taught Courses.  It was reported that there were 18 changes made in total, including the addition of the reference to the admissions code of practice. It was reported that the links to the new policy on staff and student recruitment had been updated and additional changes from services who shared processes with admissions had been added as necessary. |
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| **7.** | **ANNUAL EXTERNAL EXAMINER REPORT** |
| **7.1** | UTLC\_23\_02\_02\_P7.1  The committee received and approved the annual external examiner report. |
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| **8.** | **EXTERNAL EXAMINER STATISTICS REPORT** |
| **8.1** | It was reported that the Quality Assurance team in Registry completed an exercise in 2020/21 where they asked all the External Examiners (EEs) to complete a questionnaire relating to their demographics (ethnicity, disability etc.) and then presented the results as a summary paper to UTLC, which was very well received.  However, it was reported that as EEs have a four-year tenure it would be inappropriate to repeat this task annually.  **ACTION FOR MATTERS ARISING:** Members to consider a timeframe for repeating and presenting the EE questionnaire summary paper.  **ACTION:** HBS to relay UTLC’s concerns to their staff about the lack of availability of some of the necessary paperwork for EE to scrutinise to colleagues in the School.  It was reported that overall, EEs reports were positive. Around 12% noted general concerns and some of these could have been categorised as serious concerns. It was reported that the Deans of the Schools concerned with the reports made were asked to respond, especially when related to any professional body regulatory matters. It was noted that there were 3 matters for UTLC to consider:   1. It was noted that EEs wanted to visit campus and meet with students now that we were post-covid. The QAA UK Standing Council had outlined this expectation in their good practice guide. Members of UTLC were reminded of the expectation for EE on-campus presence and that this message was to be disseminated to their colleagues. 2. It was discussed that Schools should send work to EEs well ahead of Course Assessment Boards to allow appropriate time for EEs to review. 3. It was discussed that EE3 forms should be sent to EEs and Registry in good time and the return of these had been poor recently. |
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| **9.** | **SUMMARY OF ANNUAL EVALUATION REPORTS 21/22** |
| **9.1** | UTLC\_23\_02\_02\_P.9.1  The committee received an evaluation of the past twelve months.  It was reported that it had been a good year and that it was the first time that all 6 schools returned paperwork ahead of the meeting. The committee were encouraged to keep up the good work. A list of good practice and an annual summary of actions had been collated. It was reiterated that some colleagues and EEs remained concerned about timings of CABs. It was reported that this would be addressed in the annual review process and would be looked at for UGT and PGT.  The SU reported that they would like to focus on having a wider pool of student representatives. School members reported that they felt this would be valuable so will liaise with the SU to gain more representation at the meetings.  It was reported that the current system of collating the evaluation reports would continue for the rest of the academic year, however, its changes and a review of the process would be addressed soon.  Thanks were given to all those involved in the reports and that it was beneficial to have so many different people involved. |
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| **10.** | **VALIDATION SCHEDULE FOR FOLLOWING YEAR** |
| **10.1** | It was reported that there was no Validation Schedule for 2023/24 currently due to the imminent embargo on course and module validations from February 2023. It was noted that this would impact on some events which would need to be rescheduled. It was noted that an update on the courseloop project and the embargo would be provided at the next UTLC. |
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| **11.** | **DEGREE OUTCOMES STATEMENT** |
| **11.1** | UTLC\_23\_02\_02\_P11.1  The committee received and noted the Degree Outcomes Statement from December 2022. It was noted that there was a summary of good honours classifications and demographic splits. Thanks were given to the Director of Registry for the helpful translation of data into graphs to assist with making the report much more user friendly. |
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| **12.** | **COURSE TRANSFER AND WITHDRAWAL OF STUDIES** |
| **12.1** | UTLC\_23\_02\_02\_P12.1  The committee considered and approved the proposed changes and clarifications bought forward by the Careers service and Registry which will be added to section 5 of the taught regulations. It was reported that there was a lack of parity across the Schools as to how the withdrawal of study process was carried out, so additional information was required for the next iteration of the process.  In addition, it was reported that more information was required on the procedure for changing course and as such, should be included in the regulations to introduce a fair process.  It was reported that the additions to section 5 would be proposed as part of the taught regulations for 23/24 at the May UTLC meeting. |
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| **13.** | **ADDITION OF AWARD TITLE** |
| **13.1** | UTLC\_23\_02\_02\_P13.1  The committee approved the new award title of ‘Integrated Masters in Optometry’ from the School of Applied Sciences which would be included in the Regulations for Awards (Taught) 23/24. |
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| **14.** | **SUPPORT FOR PREGNANT STUDENTS AND NEW PARENTS POLICY** |
| **14.1** | UTLC\_23\_02\_02\_P14.1  The committee approved the updates to the Support for Pregnant students and New Parents Policy. |
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| **15** | **EXTERNAL EXAMINER APPLICATIONS** |
| **15.1** | UTLC\_23\_02\_02\_P15.1  The committee approved all External Examiner applications submitted to UTLC. Thanks were given to all who assessed and ratified the applications. |
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| **16.** | **PROOF READING POLICY** |
| **16.1** | UTLC\_23\_02\_02\_P16.1  The committee considered and approved updates to the Proof Reading Policy.  The committee were asked whether they would like the sympathetic consideration of spelling and grammar in assessments and exams to be included in PLSPs. It was discussed that the University provided substantial support for spelling and grammar before submission and the current PLSP recommendations ask that students are made aware in advance when spelling and grammar are learning outcomes for a piece of assessed work. The University currently marks all work equally at the point of submission. The committee suggested that this wording should be included in this version of the policy and that Chair’s Action would be taken once amended. |
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| **17.** | **REPORT FROM THE STUDENTS’ UNION**  UTLC\_23\_02\_02\_P17.1a  UTLC\_23\_02\_02\_P17.1b |
| **17.1** | **Experiences of PATs**  It was reported that levels of engagement had decreased this academic year and that in response to informal student feedback, a survey was distributed to Academic Representatives and their networks to hear about the experiences of students and their Personal Academic Tutors. 16% of respondents to the survey did not find PAT meetings useful. In addition, it was reported that 67.4% of the students surveyed had not used the PAT Brightspace module.  It was reported that for September starting students, PATs usually contacted their students in October. It was noted that some of the PATs did not reach out to the students again and some students did not realise the importance of their PAT until it was too late in the academic year.  It was reported that staff were asked to reach out to their students 5 times a year but many noted that they never heard back from their students at all.  A member of the committee reported that as a PAT, they found it very hard to encourage students to attend meetings despite multiple requests. They reported that they had started to mark attendance at PAT meetings on the attendance monitoring system and as a result, when marked as absent, in future students began to attend.  It was reported that increased engagement and use of the module by PATs would be raised with the Deans but it was acknowledged that as attendance and engagement had presented some challenges this year, chasing students to attend these meetings could be difficult.  It was reported that the importance of PATs was highlighted in the Listening Rooms run by Human and Health Sciences and this was being raised with new academic staff. It was reported that in HHS, resources for PATs had been produced and the HHS SU Representative had similarly produced a student facing guide for how to get the most of PAT meetings.  It was noted that students could not see the Brightspace PAT module during their year of interruption and that this might be of benefit for keeping in touch.  **ACTION:** Strategic Teaching and Learning Advisor to investigate whether interrupted students can get access to the Brightspace PAT module. |
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| **17.2** | **Academic Representative Engagement**  UTLC\_23\_02\_02\_P17.2  It was noted that this was discussed under **item 3.3**. in Matters Arising. |
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| **18.** | **CHAIRS ACTIONS SINCE LAST MEETING** |
| **18.1** | UTLC\_23\_02\_02\_P18.1  The Chair’s Actions taken on behalf of UTLC since November 2022 were approved. |
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| **19** | **DATA FUTURES** |
| **19.1** | It was discussed that the impact of Data Futures and areas of Taught Provision would be covered in the next meeting. |
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| **20.** | **REPORTS FROM WORKING GROUPS** |
| **20.1** | **Turnitin Review**  UTLC\_23\_02\_02\_P20.1  The committee noted the update on Draft Coach usage so far since September. |
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| **20.2** | **Attendance Monitoring Steering Group**  The committee noted the minutes and any actions for UTLC from the most recent meeting. |
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| **20.3** | **Extensions and EC’s Review Working Group**  The committee received an update on the extensions eVision project. It was noted that the new application system was aiming for ‘go live’ at the end of February and staff and student user guides had been produced to make the transition as easy as possible. |
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| **20.4** | **DBS Working Group**  There were no minutes to note. |
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| **20.5** | **Timetabling Working Group**  There were no minutes to note. |
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| **20.6** | **GPA Steering Group**  UTLC\_23\_02\_02\_P20.6  The committee received a paper regarding updates and upcoming deadlines related to the Global Professional Award. Committee members were asked to consider how they could help to drive engagement and completion rates within their own cohorts. It was noted that year 1 attendance was high and that was largely down to staff advocacy.  Members were asked to share the PAT GPA crib sheet as widely as possible with teaching colleagues so regular updates with the student and PATs regarding GPA progress could be monitored. |
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| **20.7** | **Academic Integrity Working Group** |
| **20.7a** | UTLC\_23\_02\_02\_P20.7a  The committee noted the minutes from the most recent meeting of the AIWG on 11 January 2023. |
| **20.7b** | UTLC\_23\_02\_02\_P20.7b  The committee noted the paper submitted on emerging concerns related to Artificial Intelligence (AI) tools**.** It was noted that the AI tools were considered a very fast moving field and that colleagues were busy testing out the various tools available. It was discussed that as an emerging concern and potential threat, discussions were being had as to how we should respond, as a sector. It was reported that we would need to work with the tool instead of against it and identify the key implications on assessment and Teaching and Learning. It was discussed that the requirement for authentic modes of assessment were stronger than ever as this tool would be here to stay and part of the technology available to students.  It was discussed that the QAA had just released a briefing paper on AI tools which gave some practical advice on how to manage its potential threat to academic integrity. [Please click here for the link to the paper.](https://www.qaa.ac.uk/news-events/news/qaa-briefs-members-on-artificial-intelligence-threat-to-academic-integrity) |
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| **20.8** | **Exams Planning Group**  UTLC\_23\_02\_02\_P20.8a  UTLC\_23\_02\_02\_P20.8b  The committee received the minutes of the Exams Planning Group for the meeting held on 8 December 2022.  Members were asked to draw attention to the deadlines for exam activity with colleagues which included submitting, uploading, printing and the receipt of papers and to raise awareness of the importance of these deadlines with ADTL/DoTLs.  It was noted that all exam papers should be stored on Wisdom and this should be communicated to colleagues in professional services. |
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| **20.9** | **Campus Life Steering Group**  It was noted that this group would be included in the UTLC agenda from March 2023 onwards. No minutes were received for this meeting. |
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| **21.** | **REPORT FROM STANDING COMMITTEE FOR APPRENTICESHIPS** |
| **21.1** | There were no minutes to note. It was noted that the self-assessment report for Ofsted would be referred to the next UTLC meeting in March. |
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| **22.** | **REPORT FROM ENTERPRISE AND EMPLOYABILITY COMMITTEE** |
| **22.1** | UTLC\_23\_02\_02\_P22.1  The committee noted an update from the Enterprise and Employability Committee meeting in September 2022. |
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| **23.** | **REPORTS FROM PSRBs** |
| **23.1** | UTLC\_23\_02\_02\_P23.1  The committee noted that the School of Computing and Engineering had successfully applied for reaccreditation of its Computing courses by BCS, The Chartered Institute for IT. Congratulations were offered for its re- accreditation. |
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| **24.** | **REPORT FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION** |
| **24.1** | UTLC\_23\_02\_02\_P24.1  The committee noted the minutes from the meeting held on 13 October 2022. |
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| **25.** | **REPORTS FROM VALIDATION PANELS** |
| **25.1** | UTLC\_23\_02\_02\_P25.1  To committee noted the reports which had arisen from validation events. |
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| **26.** | **REPORTS FROM SUBJECT REVIEW PANELS** |
| **26.1** | There were no minutes to note. |
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| **27.** | **SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES** |
| **27.1** | There were no minutes to note from **HBS.** |
| **27.2** | There were no minutes to note from **AS.** |
| **27.3** | There were no minutes to note from **EPD.** |
| **27.4** | The committee noted the minutes from **HHS** of the meeting held on 11 January 2023.  UTLC\_23\_02\_02\_P27.4  Item No 34.1 was raised for the attention of UTLC. It was noted that the issue of lack of accommodation in the area for international students had continued to be raised in other forums by the International Office. It was noted that there was a clear demand for accommodation but the University was limited in its ability to help as it was not a provider directly. |
| **27.5** | There were no minutes to note from **CE.** |
| **27.6** | To note the minutes from **SAH**, meeting held on 19 October 2022  UTLC\_23\_02\_02\_P27.6 |
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| **28.** | **OTHER COMMITTEES** |
| **28.1** | **University International Committee**  UTLC\_23\_02\_02\_P28.1a  UTLC\_23\_02\_02\_P28.1b  The committee noted the minutes from the most recent meetings held on 12 October 2022 and 14 December 2022. |
| **28.2** | **Equality Diversity and Inclusivity Enhancement Committee**  There were no minutes to note. |
| **28.3** | **Learning Platforms Steering Group**  There were no minutes to note. |
| **28.4** | **Work Integrated Learning Forum**  UTLC\_23\_02\_02\_P28.4a  UTLC\_23\_02\_02\_P28.4b  The committee noted the minutes from the most recent meetings held on 16 September 2022 and 9 December 2022 |
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| **29.** | **ANY OTHER BUSINESS** |
| **29.1** | **Religious Observances and Timetabled Activity**  It was reported that a number of staff had asked for a review on how to manage religious observances which may disrupt timetabled activity. It was noted that the most significant disruption was caused by students leaving class to attend Friday prayer. It was discussed that Schools could avoid timetabling classes over Friday lunch but that this was not always possible. Some courses have 90% of the cohort who are of Muslim faith. It was noted that on one course specifically, a 40 minute break had been scheduled within a 2 hours session but that this was not ideal and caused disruption to learning.  It was reported that advice would be gratefully received from Muslim colleagues as to how to appropriately manage this class disruption and issues which may arise as a result for all involved. **ACTION:** Director of Student Services to start dialogue with colleagues about managing disruption to timetabled sessions due to Religious Observance and report back to the committee.  It was reported that the capacity in the new Jo Cox Centre was limited 200 people at a time but there were a number of prayer sessions which ran and this could potentially lead to the opportunity for a phased schedule. |
| **29.2** | **Lecture Capture**  The committee discussed ongoing lecture capture difficulties, specifically within the Charles Sykes building and looked to seek a possible timescale for their resolution.  It was discussed that the issue was with the hardware in HBS and CLS were working with the vendor involved as a priority. It was noted that a workaround had been organised where audio and slides presented at a lecture could be captured instead of the video of the speaker. It was reiterated that CLS were prioritising this issue and would feedback as soon as they had an update but the information captured in the workaround was sufficient for students to rerun the lecture.  **ACTION:** Schools to feedback technical workaround for lecture capture issues in the CS building to their colleagues. |
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| **30.** | **AVAILABILITY OF AGENDA, PAPERS AND MINUTES** |
| **30.1** | No confidential items were noted. |
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| **31.** | **DATES OF FUTURE MEETINGS** |
| **31.1** | All meetings commence at 9.30am and are scheduled to end at 12.30pm  15 March 2023  17 May 2023 |

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| **ACTION PLAN** | | |
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| **Item** | **Action** | **Person(s)** |
| **17.1 (Experiences of PATs)** | Strategic Teaching and Learning Advisor to investigate whether interrupted students can get access to the Brightspace PAT module. | Strategic Teaching and Learning Advisor |
| **29.2 (Lecture Capture)** | Schools to feedback technical workaround for lecture capture issues in the CS building to their colleagues | School Reps |
| **29.1 (Religious Observances and Timetabled Activity)** | Director of Student Services to start dialogue with colleagues about managing disruption to timetabled sessions due to Religious Observance and report back to the committee. | Director of Student Services |