

University Teaching and Learning Committee

31 January 2024, 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, Alison Jones, Tim Hosker (Heather Kerrick representing), Emma Salter, Claire Aydogan, Brian Culleton, Leigh Fleming, Peter Mather, Sarah Bastow, Joanne Donbavand
Present:	Georgina Blakeley, Jane Owen-Lynch, Jo Mitchell, Keith McCabe, Krish Pilicudale, Liz Bennett, Heather Kerrick, Sarah Elstub, Nik Taylor, Rachel Birds, Robert Allan, Ruth Stoker, Sean Pryor, Peter Roberts, Lauren Coetzee, Jiajia Liu, Andrew Crampton, Katherine Greenhough, Amanda Tinker, Matt Mills, Diana Sirnikova, , Michael Ginger
In attendance	Fran Hinewright, Lydia Blundell, Jason Smith

PRELIMINARY ITEMS

1. DECLARATIONS OF INTEREST

1.1 No members declared any potential conflicts of interest arising from the meeting agenda.

2. MINUTES

UTLC_2024_01_31_M

2.1 The committee **APPROVED** the minutes of the meeting held on 22 November 2023.

3. MATTERS ARISING

3.1 Student feedback survey (Minute reference 10.2)

ACTION: Registry to share slides with the committee.

It was noted that Registry shared a copy of the presentation slides with committee members. COMPLETE

TO CONSIDER:

4. CHAIRS BUSINESS

4.1 SAVP+ Membership and Volunteers

It was noted that SAVP+ and UVP events relied upon UTLC members' participation for the approval of the proposals. The Chair appreciated busy schedules but reiterated the importance of volunteers to ensure sign off in a timely manner. Members were reminded of the significance of these events for the continued growth of the university's portfolio.

4.2 Access and Participation

The Director of Student Services delivered a presentation on the University's Access and Participation Plan and informed the committee it was due for submission in July 2024. Members were informed that this would focus on the equality of opportunity for students from disadvantaged backgrounds to access, succeed in, and progress from HE. Members were informed that workshops had begun and that objectives were being defined. It was noted that from submission, there would be a series deadlines and development processes; an initial period of acceptance from the OfS and then a plan to cover enrolments from September 2025.

4.3 QAA and the Quality Mark

It was noted that the QAA was no longer the designated quality body for England and regulation now sat with the OfS. However, the institution would still remain a member of the QAA and could still attend their training events. It was noted that retaining membership would be beneficial to

benchmark the University against the standards set for the European sector and the other home nations. It would also support enhancement as OfS was only concerned with assurance.

4.4 NSS and Response Rates

It was noted that the NSS was launched in late January and Schools would receive full sets of their own data. It was noted that response rates would be discussed in more detail at the meeting in March. It was reported that the central 'big push' was due in February where a surge in responses was expected.

Schools were reminded that if they wanted to market the NSS on their tills, they should email Sarah Hodgson.

4.5 Office for Students Landscape

It was noted that the OfS had responded to the House of Lords report, and a few items had been addressed. As part of the response, it was noted that the OfS had promised to increase their engagement with institutions.

4.6 Validations for May 2024

It was noted that the courses put forward to start in May 2024 were particularly for the international market. These were mainly from BEL and AS and a few Distance Learning proposals from CE.

It was reported that the mass validation event in 22/23 was a success and would take place again this year, but slightly earlier. Colleagues were asked to submit applications as soon as possible due to the timeframe.

4.7 Global Professional Award

It was reported that engagement had increased and GPA continued to have a positive impact on readiness for employment and helped address inclusivity and diversity issues. The Chair reminded staff to keep up the good work of promoting the course and its benefits. The benefits of continuing CMI accreditation were being evaluated.

5. TERMS OF REFERENCE AND MEMBERSHIP

UTLC_2024_01_31_P5.1

5.1 The committee **approved updates to the terms of reference and membership document for UTLC for 2023/24.**

6. POLICY UPDATES

6.1 Personal Academic Tutoring (PAT) Policy

UTLC_2024_01_31_P6.1

The committee **approved** the updates to the PAT policy. It was reported that minor adjustments had been made. Members were informed that all academics would undertake PAT activity unless an exception had been granted by the Dean. It was noted that support was available to PATs if needed for those who had tutees outside of their subject area.

Colleagues were reminded that PATs were to check PLSPs to ensure their tutees were being signposted to the relevant support. It was noted that the Disability Service could provide PLSP training on request.

6.2 Human and Computer Proof Reading Policy

UTLC_2024_01_31_P6.2

The committee **approved** the updates to the Human and Computer Reading Policy. It was noted that the nature of the policy was a moving beast and would be reviewed regularly in line with GenAI developments.

6.3 Admissions Policy (Taught Courses)

UTLC_2024_01_31_P6.3a

UTLC_2024_01_31_P6.3b

The committee **approved** the minor changes to the Admissions Policy.

6.4 **Student Sexual Misconduct and Violence (SVM) Policy**

UTLC_2024_01_31_P6.4

The committee **approved** the final version of the SVM Policy. The post-paperwork changes were noted in sections 1.2, 2.3 and 2.4. It was reported that the OfS had not yet released their updated guidance on this area but it was noted that any updates would be actioned accordingly within the University's regulatory framework.

6.5 **Accessible Placements and Disabled Students Policy**

UTLC_2024_01_31_P6.5

The committee **approved** the final version of the Accessible Placements and Disabled Students Policy. It was noted that two typos were to be amended in appendix 3. It was confirmed the policy would operate on a 2-year review schedule.

It was noted that in previous discussion, UTLC members asked if employer or PSRB considerations could be accounted. It was reported that this had been included in paragraphs 2.2 and 2.3. It was reported that links to the University risk assessment form via the Precautionary Measures regulation had been added in Appendix 1 and Appendix 2.

7. **DEGREE OUTCOME STATEMENT**

UTLC_2024_01_31_P7.1

- 7.1 The committee considered and **approved** the Degree Outcome Statement for 2023/24. It was reported that the data had not changed significantly and would be published on the website as per the requirement from the OfS.

8. **TERM DATES ROLLING LOG**

UTLC_2024_01_31_P8.1

- 8.1 The committee **approved** a correction to the start of term in September 2024 on the Rolling Log of Term dates as attached.

9. **ANNUAL EVALUATION**

UTLC_2024_01_31_P9.1

- 9.1 The committee considered the Annual Evaluation data and report. Findings noted that overall, feedback was a positive and well-managed process. It was noted that HHS Dean's report was circulated after distribution. The 4 main points raised for the attention of UTLC were;
- There was a noticeable discrepancy between AE reports, some of which have been submitted before the pre-meeting and some that have not. It was agreed that stricter guidelines would be provided.
 - The reports highlighted a need to support the increased number of students with financial issues. It was suggested this could be through the use of hybrid systems (where possible) where the students could follow the lecture capture recording without always attending in person. After discussion, it was noted that attendance was mandatory and this could not be accommodated.
 - The AE system itself was commented on a few times as requiring update. It was felt to be "clunky." It was noted that this would be brought to another meeting for wider discussion.
 - Timetabling of 1 hour teaching slots for students was raised, with poor attendance noticed in the later sessions. It was noted that constraints meant that scope for moving sessions was difficult. Schools were reminded to submit their timetabling requirements as early as possible and to standardise sessions where appropriate to increase slots.

It was suggested that the standard layout of teaching rooms should be cabaret style where possible to encourage maximum participation. It was noted that cabaret was not always possible due to the numbers of students required in smaller spaces.

It was noted that group work engagement between international and home students had sometimes been reported as challenging. this would be fed into the International Student

Experience Group. Schools were asked to provide a brief summary of their Annual Evaluation. BEL and EPD were given as separate updates.

Huddersfield Business School

It was reported that overall, courses were running well. Issues with disconnect between Course Leaders or Course Leaders were being actioned. It was reported that NSS results were good overall and areas which needed more attention were being investigated.

Human and Health Sciences

It was reported that feedback on course performance was positive. It was noted that there were some challenges with areas of staffing which were being actioned. It was noted that the School were excited for the changes the Daphne Steel building would bring and the NSS results were good. The School noted they were looking to increase placement capacity and were investigating new ways to use skill mixes to increase retention.

Applied Sciences

It was reported that courses were running well. It was noted that some Course Leaders were worried about the effects of the loss of staff, but were optimistic about the NSS. It was reported that the School continued to be collegiate and were grateful to staff opinion, ideas and input. The School reported they were confident in their delivery.

Education and Professional Development

It was noted that there was low recruitment in the school and areas for Ofsted review were being addressed. It was noted that the Annual Evaluation would be combined with HBS going forward.

Computing and Engineering

It was noted that there was a switch in department focus each year and that no significant concerns were found. Module Leader reports were captured through Qualtrix. It was reported that the School were continuing work on employment and attainment rates of Collaborative Provision students.

Arts and Humanities

It was noted that most courses experienced recruitment challenges. there had been changes in staff and course teams which provided a challenge but also, new energy. It was also noted that modules had been given improved names. It was reported that the School remained active with the NSS and were looking at opportunities for Distance Learning and cross subject module sharing.

10 EXTERNAL EXAMINER APPLICATIONS AND ANNUAL REPORT

10.1 UTLC_2024_01_31_P10.1

The committee considered and **approved** the External Examiner applications.

10.2 UTLC_2024_01_31_P10.2

The committee received the Summary of External Examiner Reports from 22/23 and noted that there was a good number of reports. It was reported that a significant number of EE3 forms had not been completed properly either by not signing or closing them down. It was noted that where it hadn't been done already, Schools should encourage EEs to visit campus again and look at ways to engage the EE throughout the year. It was noted that some EEs had reported that they would prefer not to be in CABs and would like to engage more with student activity. It was discussed that this prospect was being explored as part of the CAB alignment project run by Registry.

11. REPORT FROM THE STUDENTS' UNION

11.1 The committee received a verbal report (SU Education Officer) on "Choosing the Right Degree Programme" booklet.

It was noted that the SU had worked with Careers to produce guidance on 'choosing the right degree programme'. It was reported this significant piece of work included information on choosing a course and how to change course, if unhappy. It was noted advice was received from

colleagues, including the Schools and Colleges liaison and the information was now online.
ACTION: SU to share link with UTLC.

The Chair noted that Lightcast, a careers tool, was due to go live in September 2024.. Lightcast would always be current and that information was taken from the last 12 months of adverts. It was noted that demonstrations would be organised soon and one would be delivered at the May UTLC meeting. It was reported that employers were moving to skills based questions in interviews and that this information should feed into the development of courses

TO NOTE:

12. CHAIRS ACTIONS SINCE LAST MEETING

12.1 It was reported that there were none to note.

13. READ AND PUBLISH NEGOTIATIONS FOR 2024

UTLC_2024_01_31_P13.1

13.1 The committee noted updates to the Read and Publish Negotiations in the attached paper. It was noted that five major publisher agreements were due for renewal in January 2024. at present, loss of access to read content was not of concern while negotiations were being concluded. It was reported that changes would be communicated by CLS. It was hoped that negotiations would achieve resolutions for the sector to achieve better deals.

14. REPORTS FROM WORKING GROUPS

14.1 Attendance Monitoring Steering Group

It was reported that there were none to note.

14.2 Institutional Timetable Review Steering Group

It was reported that there were none to note.

14.3 GPA Steering Group

It was reported that there were none to note.

14.4 Academic Integrity Working Group

UTLC_2024_01_31_P14.4

The minutes from the most recent meeting held on 30 November 2023 were noted.

14.5 Exams Planning Group

UTLC_2024_01_31_P14.5a

UTLC_2024_01_31_P14.5b

UTLC_2024_01_31_P14.5c

The committee noted the minutes and any actions for UTLC from the most recent meeting held on 9 January 2024. Colleagues were reminded to take note of the target dates in paper b for exam activity deadlines.

14.6 Campus Life Steering Group

It was reported that there were none to note.

14.7 Consumer Protection Working Group

It was reported that there were none to note.

14.8 Data Futures Working Group

It was reported that there were none to note.

14.9 Generative Artificial Intelligence (AI) Working Group

It was reported that there were none to note.

14.10 Distance Learning Steering Group

It was reported that there were none to note.

14.11 Learning Platforms Steering Group

It was reported that there were none to note.

15. REPORT FROM STANDING COMMITTEE FOR APPRENTICESHIPS

UTLC_2024_01_31_P15.1

15.1 The committee noted the minutes from the most recent meeting held in December 2023.

16. REPORT FROM ENTERPRISE AND EMPLOYABILITY COMMITTEE

- 16.1** It was reported that there were none to note.
- 17. REPORTS FROM PSRBs**
- 17.1** It was reported that there were none to note.
- 18. REPORT FROM STANDING COMMITTEE FOR COLLABORATIVE PROVISION**
- 18.1** It was reported that there were none to note.
- 19. VALIDATION SCHEDULE**
- UTLC_2024_01_31_P19.1
- 19.1** The committee noted the attached extracted data from Course Loop which provided information on outstanding and in progress validations, starting with UPV/High level events descending to SAVP levels and module amendments. It was noted that this was the new format of real-time information from Course Loop. Members confirmed they would like to see the data presented at every meeting.
- 20. REPORTS FROM VALIDATION PANELS**
- UTLC_2024_01_31_P20.1
- 20.1** The committee noted the reports arising from validation events.
- 21. REPORTS FROM SUBJECT REVIEW PANELS**
- 21.1** It was reported that there were none to note.
- 22. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**
- 22.1** To note the minutes from **AS** – It was reported that there were none to note.
- 22.2** To note the minutes from **BS** – It was reported that there were none to note.
- 22.3** To note the minutes from **EPD** – It was reported that there were none to note.
- 22.4** To note the minutes from **BEL** – It was reported that there were none to note.
- 22.5** To note the minutes from **CE** – It was reported that there were none to note.
- 22.6** UTLC_2024_01_31_P22.6
The committee noted the minutes from **HHS**, meeting held on 01 November 2023. It was reported that commuter students continued to have issue with 9am starts and that some students felt that they did not get to partake in the SU consultation. The School asked for this to be taken into consideration.
- 22.7** UTLC_2024_01_31_P22.7
The committee noted the minutes from **SAH**, meeting held on 11 October 2023.
- 23. OTHER COMMITTEES**
- 23.1 University International Committee**
It was reported that there were none to note.
- 23.2 Equality Diversity and Inclusivity Enhancement Committee**
It was reported that there were none to note.
- 23.3 Work Integrated Learning Forum**
It was reported that there were none to note.

OTHER BUSINESS

- 24 ANY OTHER BUSINESS**
Members are asked to notify the Secretary 24 hours in advance of the meeting of any matters they wish to be considered under Any Other Business.
- 24.1 Height Adjustable Desks**
It was reported that there had misuse of height adjustable desks in classrooms and were not always left in an accessible position for wheelchair users. It was noted that this was going to be incorporated into the timetabling system with the help of Estates and that the furniture would soon be appropriately labelled. Colleagues were reminded to ensure this equipment was not misused in their teaching time.

24.2 Course Start Dates

It was reported that work between Student Records and Registry had begun on streamlining course start and end dates. It was noted that the structure aimed to be flexible to accommodate multiple intakes but there would be one set date for a course to start each month. Colleagues were reminded that these dates were not negotiable, and the end date would be defined by the final assessment point. It was noted that information required for visa end dates and for DSA purposes would be provided under the CAB alignment project update, at the next UTLC. It was noted that the final version would be sent to UTLC for approval in May. Colleagues were informed that questions and comments were welcomed.

25. AVAILABILITY OF AGENDA, PAPERS AND MINUTES

25.1 No items were considered as confidential.

26. DATES OF FUTURE MEETINGS

26.1 13 March 2024 (0930 – 1230)
22 May 2024 (1300 - 1600)