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UTLC_2024_09_25_M

University Teaching and Learning Committee
25 September 2024, 9.30 – 12.30pm

MINUTES	
Venue:	McClelland Suite
Authors:	Jillian Myall (Regulations and Casework)
Members Present:	Jane Owen-Lynch (Chair), Andrew Crampton, Claire Aydogan, Georgina Blakeley, Keith Mccabe, Krish Pilicudale, SU Education Officer, Amanda Tinker, Matt Mills, Nik Taylor, Ruth Stoker, Joanne Donbavand, Robert Allan, Victoria Arslan, Shelley Harrington, Rachel Birds, Sean Pryor
In Attendance:	Jason Smith, Jess Procter, Lydia Blundell,
Apologies:	Alison Jones, Alistair Sambell, Andrew Ball, Andrew Mandebura, Bob Cryan, Tim Hosker, Wayne Bailey, Penny Sykes, Tim Thornton, Michael Ginger, Peter Mather, Lauren Coetzee, Leigh Flemming, Brian Culleton, Lydia Devenny, Jo Mitchell, Emma Salter, Nic Clear

PRELIMINARY ITEMS

1. DECLARATIONS OF INTEREST

1.1 None disclosed.

2. MINUTES

UTLC_2024_09_25_P2.1

2.1 The committee APPROVED the minutes of the meeting held on 22 May 2024.

3. MATTERS ARISING

3.1 QA Course and Module Handbooks on Brightspace (Minute reference 3.4)
ACTION: Schools are to update all module handbooks on Brightspace by the end of July in time for the module rollover. **COMPLETE**

3.2 Links to compliant and digitally accessible material on Brightspace (Minute reference 7.1)
ACTION: Director of CLS to move the date and provide data broken down by Schools for action. **COMPLETE** The Chair noted that whilst the University is compliant in terms of digital accessibility, work was ongoing to ensure the University went beyond just compliance.

3.3 Academic Administration Timetable (AAT) (Minute reference 8.1)
ACTION: The committee APPROVED the AAT draft format and were informed that the final version would be circulated by Registry for Chair's Action to be taken by September 2024. **COMPLETE**

3.4 Thematic Reviews for 2024-25 (Minute reference 12.1)
ACTION: Registry to report back to the committee on the progress and plans of the thematic review. **COMPLETE** It was noted that items raised under discussion of the Abrahart High Court Case (**Minute reference 29.1**) were agreed for Thematic review for 24-25

3.5 Report from Students Union (Minute reference 18.2)
ACTION: SU Education Officer to share raw data from each School with committee for further feedback. **COMPLETE**

4. CHAIRS BUSINESS

4.1 Start of Term Plans

The Chair expressed thanks and appreciation for the contribution to UTLC of colleagues who have now left the University.
The Chair thanked all colleagues for the hard work of members and the wider University community over the summer.
The Chair congratulated the Students' Union for a successful and engaging Freshers' week.

4.2 Access and Participation Plan Update
UTLC_2024_09_25_P4.2
Members received an update from the Director of Student Services highlighting the team effort that had gone into delivering improvements, the intervention strategies being deployed, the sustained work on access issues and the ongoing support being offered to students which now extends post-graduation. Work is ongoing developing short and micro placement opportunities. A further update would be provided at November's meeting.
ACTION: **MM**

4.3 Course and Curriculum Management
Members received an update about the move towards a centralised version of SAVP that will feed into UTLC. It was noted that SLT was involved at early stages of course planning and that the mass validations were an interim measure and not the new normal.

4.4 B3 Outcome Data
Members were updated regarding the outcomes from the B3 data sets. These included a range of performance indicators. It was noted that the University performance was satisfactory with no high risk flags, but some areas would need improvement.

4.5 Overview of Student Services and Registry
Members received a verbal update from the respective directors of service regarding the new structure of Registry, the new teams within Student Services, and changes within CLS.

4.6 Inspiring Apprenticeship Professionals
UTLC_2024_09_25_P4.6
Members had been provided with a presentation of the UoH Apprenticeship Strategy 2027. UTLC approved this as the strategy.

5. TERMS OF REFERENCE AND MEMBERSHIP
UTLC_2024_05_22_P5.1

5.1 The committee APPROVED updates to the terms of reference and membership document for UTLC for 2024/25

6. POLICY UPDATES

6.1 UTLC_2024_09_25_P6.1
The updated Exit Strategy Guidance was APPROVED. It was noted that the guidance represents the minimum requirements and that in practice the exit strategies for courses would be significantly more detailed. Examples of best practice will be added as additional guidance. **ACTION: JS**

7. CLASSIFICATION STATS
UTLC_2024_09_25_P7.1a
UTLC_2024_09_25_P7.1b
UTLC_2024_09_25_P7.1c

7.1 Members considered the Degree Attainment and Classification Uplift data and report, and an overview providing context was provided by Keith McCabe. It was noted that final statistics would be presented to November's meeting. **ACTION: KMcC**

8. LATEST NSS DATA

8.1 Members considered and discussed the latest data from NSS previously circulated to all staff. The Chair offered congratulations to the top 10 performing courses and noted that the biggest 'block' of positive feedback was in relation to staff, which was to be commended. The Chair also reminded members that this data is accessible and should be discussed with staff in more detail.

9. **NEW QUALITY CODE**

9.1 Jason Smith advised the members of the new QC, and that the QA team would map across what we do within the 12 principles. Further updates would come to UTLC as each area of the mapping exercise was completed. **ACTION: JS**

10. **REFERENCING SYSTEM**

UTLC_2024_09_25_P10.1a
UTLC_2024_09_25_P10.1b
UTLC_2024_09_25_P10.1c

10.1 Members considered a request from SAH for exemption from using the APA7 referencing system and use of a referencing system more appropriate for the discipline (History). After discussion, the Chair advised that the Deputy Vice Chancellor should be asked for the background to a refusal of a similar request several years ago. The School would have further consultation before bringing back to UTLC for consideration at a future meeting **ACTION**: **NT**

11. **SCHOOL CONFIRMATIONS**

11.1 The committee noted it was due to receive school confirmations of no adverse effect on professional accreditation and compliance under the revised regulations. Only the School of Applied Sciences had confirmed to date. Strategic leads would ensure confirmation by email to UTLC@hud.ac.uk
ACTION: **Strategic leads**

12. **EXTERNAL EXAMINER APPLICATIONS**

UTLC_2024_09_25_P12.1

12.1 The External Examiner applications in the attached paper were all APPROVED

13. **REPORT FROM THE STUDENTS' UNION**

UTLC_2024_09_25_P13.1

13.1 The new SU Education Officer gave a brief overview of items in the report. Following discussion, it was recommended that the Big Ideas (Student Feedback) proposed for this year were raised and taken forward as follows:

- Menstruation Policy – EDI Committee
- Timetabling for UGT – Timetabling Committee
- Supporting students to understand the use of generative AI - Academic Integrity Working Group

14. **CHAIRS ACTIONS SINCE LAST MEETING**

UTLC_2024_09_25_P14.1a
UTLC_2024_09_25_P14.1b1
UTLC_2024_09_25_P14.1b2
UTLC_2024_09_25_P14.1b3
UTLC_2024_09_25_P14.1b4
UTLC_2024_09_25_P14.1c

14.1 The committee noted the Chair's actions taken since the last meeting on 22 May 2024

15. **REPORTS FROM WORKING GROUPS**

15.1 **Attendance Monitoring Steering Group**

UTLC_2024_09_25_P15.1

The minutes and any actions for UTLC from the most recent meeting held on 18 July 2024 were noted

15.2 Institutional Timetable Review Steering Group
There were no minutes to note

15.3 GPA Steering Group
There were no minutes to note

15.4 Academic Integrity Working Group
There were no minutes to note A verbal update was given by Amanda Tinker about the introduction of a more detailed Notice of Concern template, for use by academics to raise concerns of a potential breach of academic misconduct

15.5 Exams Planning Group
There were no minutes to note

15.6 Campus Life Steering Group
It was noted that this group had now concluded and would be removed from the agenda.
Action: JM

15.7 Consumer Protection Law Working Group
UTLC_2024_09_25_P15.7
The minutes and any actions for UTLC from the most recent meeting held on 19 July 2024 were noted

15.8 Data Futures Steering Group
UTLC_2024_09_25_P15.8
The minutes and any actions for UTLC from the most recent meeting 18 July 2024 were noted

15.9 Generative Artificial Intelligence (AI) Working Group
There were no minutes to note

15.10 Distance Learning Steering Group
UTLC_2024_09_25_P15.10
The minutes and any actions for UTLC from the most recent meeting on 18 July 2024 were noted.
The members were asked to note the thanks from this group to CLS for their assistance.
An overview of course design development would be brought to a future meeting of UTLC.
ACTION: SP

15.11 Learning Platforms Steering Group
There were no minutes to note

15.12 Graduate Outcomes Working Group
There were no minutes to note

16. PSRB ENGAGEMENTS FOR THE NEW ACADEMIC SESSION
UTLC_2024_09_25_P16.1

16.1 Members received details of forthcoming PSRB engagements for the 2024/25 session and confirmation from Schools that preparations are in hand for these activities. These were noted

17. REPORTS FROM PSRBs
UTLC_2024_09_25_P17.1
17.1 The following PSRB accreditation reports were received:

General Optical Council
BSc Hons Optometry
Master of Optometry

Chartered Management Institute
MSc Engineering Management

18. REPORTS FROM VALIDATION PANELS
UTLC_2024_09_25_P18.1
18.1 The committee noted reports arising from validation events.

19. REPORTS FROM SUBJECT REVIEW PANELS
19.1 There were no reports to note

20. STANDING COMMITTEE FOR COLLABORATIVE PROVISION
20.1 There were no minutes to note

21. STANDING COMMITTEE FOR APPRENTICESHIPS
UTLC_2024_09_25_P21.1
21.1 The minutes from the most recent meeting held on 8 May 2024 were noted

22. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES
UTLC_2024_09_25_P22.2a
UTLC_2024_09_25_P22.2b
UTLC_2024_09_25_P22.5a
UTLC_2024_09_25_P22.5b
22.1 There were no minutes to note from **AS.**
22.2 The committee noted the minutes from the **BEL** meeting held on 16 April 2024 and 11 June 2024.
22.3 There were no minutes to note from **CE.**
22.4 There were no minutes to note from **HHS.**
22.5 The committee noted the minutes from the **SAH** meeting held on 6 March 2024 and 26 June 2024.

23. OTHER UNIVERSITY COMMITTEES
23.1 University International Committee
UTLC_2024_09_25_P23.1
The committee noted the minutes and any actions for UTLC from the most recent meeting held on 17 April 2024.
23.2 Equality Diversity and Inclusivity Enhancement Committee
The committee noted the minutes and any actions for UTLC from the most recent meeting held on 24 January 2024.
23.3 Work Integrated Learning Forum
The committee noted the minutes and any actions for UTLC from the most recent meeting held on 8 March 2024.
23.4 Enterprise and Employability Committee
The committee noted the minutes and any actions for UTLC from the most recent meeting held on 26 March 2024.

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 The Library Collection Management Policy would be circulated to members via email for comment and approval by Chairs Action. **ACTION:** Policy to be circulated by email and comments sent by return

25. AVAILABILITY OF AGENDA, PAPERS AND MINUTES

25.1 **To consider** whether any agenda items, papers or minutes should be treated as confidential. No items to be treated as confidential.

26. DATES OF FUTURE MEETINGS

26.1 All meetings commence at 9.30am and are scheduled to end at 12.30pm. Meetings are in person unless otherwise advised.

Meeting Dates for 24/25
20 November 2024
29 January 2025
12 March 2025
28 May 2025

ACTION: The November meeting will be held in the new Daphne Steele Building, room details to be confirmed and circulated.