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UTLC_2024_11_20_M

University Teaching and Learning Committee
20 November 2024, 9.30 – 12.30pm

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

PRELIMINARY ITEMS

1. DECLARATIONS OF INTEREST

1.1 None disclosed.

2. MINUTES

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2.1 The committee APPROVED the minutes of the meeting held on 25 September 2024.

3. MATTERS ARISING

3.1 **Access and Participation Plan Update (Minute reference 4.2)**
ACTION: MM to provide a further update
It was noted that this has been renewed for a max 4 year period but will now enter the implementation phase. MM is to set up a round of meetings and form a working group to manage this. **Ongoing**

3.2 **Policy Updates (Minute reference 6.1)**
ACTION: JS to confirm that examples of best practice have been added as additional guidance to the Exit Strategy Guidance:
COMPLETE: The updated exit strategy guidance has been added to the QA website along with an exemplar exit strategy form. UTLC noted that a SharePoint site for managing and monitoring exit strategies is being developed which will contain good practice examples.

3.3 **Classification Stats (Minute reference 7.1)**
ACTION: Final statistics to be presented at November meeting
COMPLETE: Updated report noted

3.4 **New Quality Code (Minute reference 9.1)**
ACTION: Further updates would come to UTLC as each area of the mapping exercise was completed
ONGOING: JS

3.5 **Referencing System (Minute reference 10.1)**
ACTION: The School would have further consultation before bringing back to UTLC for consideration at a future meeting
COMPLETE: It was noted that after further consultation, History have withdrawn their request for exemption from APA 7th

3.6 **School Confirmations (Minute reference 11.1)**
ACTION: Strategic leads would ensure confirmation by email to UTLC@hud.ac.uk
ONGOING: Confirmations to date: Arts and Humanities and Applied Sciences

3.7 **Distance Learning Steering Group (Minute reference 15.10)**

ACTION: An overview of course design development would be brought to a future meeting of UTLC
ONGOING: SP has sent apologies for November meeting, this item will be postponed until January.

3.8 The Library Collection Management Policy (Minute reference 24.1)
UTLC_2024_11_20_P3.8
ACTION: Policy to be circulated by email and comments sent by return
COMPLETE: It was noted that the policy was circulated to members on 25 September 2024

3.9 Dates of Future meetings (Meeting reference 26.1
ACTION: The November meeting will be held in the new Daphne Steele Building, room details to be confirmed and circulated.
ONGOING: It was noted that it has not been possible to confirm a suitable room so a tour and meeting in the new building will be postponed to a future date.

3.10 Subject Reviews
NOTED: Subject Review for Tourism, Transport & Travel was approved by the course committees on the 14 & 16 November 2023 **COMPLETE**

4. CHAIRS BUSINESS

4.1 TEF GOLD 2023
The Chair once again thanked colleagues for their contributions towards the achievement of TEF Gold in 2023 but reminded members that the next submission would likely be due in late 2026 early 2027.

4.2 Access and Participation Plan Update
Members received an update highlighting the OfS Lifecycle Stages mapped against Huddersfield Educational Gain Lifecycle.

4.3 TEF and APP Cohesion
The Chair noted that the University was well into the next cycle of TEF and work towards this deadline would be ramping up. The major focus would be around Educational Gain, mapping from the APP to align the narrative to match through to TEF submission.

4.4 KPI's
The Chair noted that the current strategy period was coming to an end and there was a need to agree new aims and KPI's going forward.
The Chair presented data for discussion on the current KPIs - KPI 1: Top quartile NSS Scores, KPI 2: Differential Attainment and KPI 3: Engagement Index.
ACTION: Discussion point for January meeting would be the new KPI's

4.5 Curriculum Review
The Chair noted the aim to hold 'mass validation' in the Spring which allows for timetable and staffing considerations.

4.6 Timetabling
The Chair noted issues with changes to timetables impacting on student perceptions. A pilot scheme was being undertaken with BEL to look in at the finer detail of the changes being made. There was consideration of rolling this out across schools.
ACTION: KMcC to investigate easier ways of recording change monitoring data to improve how schools collect, analyse and present timetable change data.

5. TERMS OF REFERENCE AND MEMBERSHIP

UTLC_2024_11_20_P5.1

5.1 The committee noted that School Boards were being phased out and moving forward representation from schools for UTLC would be a 'Nominated academic representative from the school'
ACTION: Representation from BEL to be confirmed.

6. POLICY UPDATES

UTLC_2024_11_20_P6.1

6.1 The updated Audio and Video Recording Policy was approved.

7. GRADUATE OUTCOME STATISTICS

UTLC_2024_11_20_P7.1a
UTLC_2024_11_20_P7.1b

7.1 Members discussed the Planning and Business Intelligence service report on the Graduate Outcomes survey results

8. CASEWORK STATISTICS AND REPORTS

UTLC_2024_11_20_P8.1a
UTLC_2024_11_20_P8.2b
UTLC_2024_11_20_P8.2c
UTLC_2024_11_20_P8.2d
UTLC_2024_11_20_P8.2e
UTLC_2024_11_20_P8.2f
UTLC_2024_11_20_P8.2g
UTLC_2024_11_20_P8.2h

Members considered and discussed the annual reports on taught student casework arising from the Regulatory procedures during the 2023/24 academic year

9. LIBRARY CONTENT NEGOTIATIONS

UTLC_2024_11_20_P9.1

9.1 Members considered an update of progress in the negotiations taking place between Jisc and various publishers, presented by LN.
ACTION: Members were asked to circulate to colleagues in schools.

10. NEW SUBJECT REVIEW GROUPINGS

UTLC_2024_11_20_P10.1

10.1 It was noted confirmation from SAH was outstanding, but all other school subject review groupings were approved.
ACTION: Confirmation sought from SAH

11. EXTERNAL EXAMINER APPLICATIONS

UTLC_2024_11_20_P11.1

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

12. REPORT FROM THE STUDENTS' UNION

UTLC_2024_11_20_P12.1

12.1 Members received a report from Irfan Rather (SU Education Officer) and Lydia Blundell (SU CEO)

13. CHAIRS ACTIONS SINCE LAST MEETING

UTLC_2024_11_20_P13.1
UTLC_2024_11_20_P13.1a

13.1 The committee noted the Chair's actions taken since the last meeting on 25 September 2024

14. REPORTS FROM WORKING GROUPS

14.1 Attendance Monitoring Steering Group

There were no minutes to note at this meeting

14.2 Institutional Timetable Review Steering Group

There were no minutes to note at this meeting

14.3 GPA Steering Group
There were no minutes to note at this meeting

14.4 Academic Integrity Working Group
There were no minutes to note at this meeting

14.5 Exams Planning Group
There were no minutes to note at this meeting

14.6 Advance HE Steering Group
UTLC_2024_11_20_P14.6
The minutes and actions for UTLC from the meeting held on 18 September 2024 were noted
It was confirmed that minutes of these meetings are being forwarded to Registry for consideration at University Teaching and Learning Committee for monitoring and oversight.

14.7 Consumer Protection Working Group
There were no minutes to note at this meeting

14.8 Data Futures Working Group
There were no minutes to note at this meeting

14.9 Generative Artificial Intelligence (AI) Working Group
There were no minutes to note at this meeting

14.10 Distance Learning Steering Group
There were no minutes to note at this meeting

14.11 Learning Platforms Steering Group
There were no minutes to note at this meeting

15. REPORTS FROM PSRBs
UTLC_2024_11_20_P15.1
15.1 The PSRB accreditation reports were noted and the Chair offered congratulations to these subject areas and thanks for the hard work put in to achieve these accreditations.

16. REPORTS FROM VALIDATION PANELS
UTLC_2024_11_20_P16.1
16.1 The reports arising from validation events were noted

17. REPORTS FROM SUBJECT REVIEW PANELS
17.1 There were no reports arising from subject review events to note at this meeting

18. STANDING COMMITTEE FOR COLLABORATIVE PROVISION
18.1 There were no minutes to note at this meeting

19. STANDING COMMITTEE FOR APPRENTICESHIPS
19.1 There were no minutes to note at this meeting

20. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES
20.1 There were no minutes to note at this meeting from **AS.**

20.2 There were no minutes to note at this meeting from **BEL.**
20.3 There were no minutes to note at this meeting from **CE.**
20.4 UTLC_2024_11_20_P20.5a
UTLC_2024_11_20_P20.5b
The minutes from **HHS** were noted
20.5 There were no minutes to note at this meeting from **SAH.**

21. COMPASSIONATE COMMUNICATION IN HIGHER EDUCATION

UTLC_2024_11_20_P21.1

21.1 RB presented the paper to members, noting that this is a work in progress and the paper was to raise awareness among members and the wider University community that this work was being undertaken.
RB advised members that their support to embed the ideas and principles more widely would be appreciated.
As an ongoing project, it was considered that the University Mental Health Charter steering group would be a good working space for this to be considered.

22. OTHER UNIVERSITY COMMITTEES

22.1 University International Committee
There were no minutes to note at this meeting
22.2 Equality Diversity and Inclusivity Enhancement Committee
There were no minutes to note at this meeting
22.3 Work Integrated Learning Forum
There were no minutes to note at this meeting
22.4 Enterprise and Employability Committee
There were no minutes to note at this meeting

23. ANY OTHER BUSINESS

23.1 There were no matters arising under any other business

24. AVAILABILITY OF AGENDA, PAPERS AND MINUTES

24.1 The following items were identified as items to be treated as confidential.
UTLC_2024_11_20_P7.1a
UTLC_2024_11_20_P7.1b
UTLC_2024_11_20_P3.3a
UTLC_2024_11_20_P3.3b

25. DATES OF FUTURE MEETINGS

25.1 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
29 January 2025
19 March 2025
28 May 2025