University of HUDDERSFIELD
Inspiring global professionals

UTLC_2025_01_29_M

University Teaching and Learning Committee
29 January 2025, 9.30 – 12.30pm

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

PRELIMINARY ITEMS

1. DECLARATIONS OF INTEREST

1.1 None disclosed.

2. MINUTES

UTLC_2024_11_20_M

2.1 The committee approved the minutes of the meeting held on 20 November 2024.

3. MATTERS ARISING

3.1 **Access and Participation Plan Update (Minute reference 3.1)**
ACTION: MM is to set up a round of meetings and form a working group to manage this
COMPLETE: MM confirmed that this was in progress.

3.2 **New Quality Code (Minute reference 3.4)**
ACTION: COMPLETE: JS confirmed that each area would come to a future meeting as a substantive item as appropriate.

3.3 **School Confirmations (Minute reference 3.4)**
ACTION: Strategic leads would ensure confirmation by email to UTLC@hud.ac.uk
ONGOING: Confirmations to date: Arts and Humanities, Applied Sciences and Computing and Engineering
COMPLETE: HHS and BEL both confirmed in the meeting and with follow up emails.

3.4 **Distance Learning Steering Group (Minute reference 3.7)**
ACTION: An overview of course design development would be brought to January meeting of UTLC
COMPLETE: Presented under Chair's Business

3.5 **KPIs (Minute reference 4.4)**
ACTION: The new KPIs are to be a discussion point for January meeting
COMPLETE: Presented under Chair's Business

3.6 **Timetabling (Minute reference 4.6)**
ACTION: The Head of BPI to investigate easier ways of recording change monitoring data to improve how schools collect, analyse and present timetable change data
ONGOING – Email update from Head of BPI **–** work is ongoing on collection of changes/change requests and reports are being produced on an ad-hoc basis currently. The action should roll over for an update at the next meeting as not complete.

3.7 **Library Content Negotiations (Minute reference 9.1)**
ACTION: Members were asked to circulate the paper presented by the Head of Customer Services in the November meeting to colleagues in schools.

COMPLETE: Paper circulated. The Chair confirmed that Library Content negotiations were ongoing and that this was a sector wide issue.

3.8 **New Subject Review Groupings (Minute reference 10.1)**
ACTION: Confirmation sought from SAH the subject review groupings were approved
COMPLETE: SAH Confirmed

4. CHAIRS BUSINESS

4.1
- 'Inspiring' KPIs

The Chair presented an overview of proposed KPIs and opened for discussion
ACTION: Members invited to email any feedback to the Chair

- Update on initial TEF workshops

The Chair expressed gratitude for the members' participation in the workshops, acknowledging the valuable contributions that emerged from these sessions. The foundation for the next steps had been established, and members have been provided with all the previously submitted information for their updates. However, the Dashboard has faced some issues, resulting in delays.

- Student experience and Timetabling

Members were invited to join the Timetabling Working Group

- NSS current response rates

The current response rate stands at 12%, with 343 respondents thus far, indicating an increase. However, there is concern that predominantly dissatisfied students have provided feedback so far, as evidenced by the comments. Therefore, it is crucial to drive further engagement to ensure a balanced representation.

- Curriculum review and mass validation

On behalf of the Chair, the QA Team will circulate a proforma regarding changes that members may want to make in the process, linked to the meetings conducted before and after Christmas with all course leaders and course teams. The deadline to return the proforma is 14th February 2025.
ACTION: Proforma to be shared and completed.

- Upcoming changes to OfS regulations

- CAM working group

The Director of RAD and the Head of Student Regulations and Course Administration provided an update from the CAM working group. They noted the proposal to remove Tutor Reassessment opportunities, and to align our reassessment procedures with sector standards, aiming to provide our students with a fair and effective opportunity for reassessment. This would have an impact for MSDs and PSDs and updates would be required for Courseloop.
ACTION: The Chair acknowledged concerns raised and encouraged further input from those with vested interests and requested feedback to be emailed to the Chair for feed back to the working group

- Use of ICTs

The Chair communicated to academic colleagues that course administration cannot support in-class tests as some colleagues had expected. The Chair reminded the committee that it was UTLC who had mandated that academics take responsibility for their implementation around a decade ago due to resource constraints and the varying nature of these tests. Some schools had adhered to this principle whilst others had provided

support from PSS staff. The Chair confirmed that the Course Administration Team would assist during the initial transition period only. Initial discussions with the SBEL School Operations Manager and academic colleagues had explored the purpose of in-class tests in that school. The university is questioning whether these assessments should be classed as in-class tests, exams, or alternative assessments. Similar discussions with other schools will follow to better understand the role and use of in-class tests. The university aims to clarify responsibilities and determine what constitutes a genuine in-class test. It was noted that many current in-class tests are essentially exams, which is not acceptable. The Chair acknowledged the challenges and support needed for reasonable adjustments, which will now be the responsibility of academic staff. There is a need to properly separate in-class tests from exams and ensure that student requirements are met. The COVID-19 pandemic contributed to confusion between exams and in-class tests following the shift to online assessments. The approach is being reconsidered to better meet students' needs and comply with retention policies.
ACTION: Head of Student Regulations and Course Administration to add Andrew Crampton to the working group for input regarding the retention plans

- Distance Learning Steering Group

Members received a presentation including a summary of work reports submitted to the steering group over the past year. For further interests or specific areas of focus, members were invited to contact the Head of Distance Learning.
The distance learning design timeline spans at least nine months from the initial idea to the first module's design and teaching, involving market scoping, course mapping, documentation, module design, and quality assurance, with support from various teams.
A SharePoint site has been developed to support independent course development alongside a basic studio for high-quality videos and audio for podcasts and webinars. Standardising course materials and enhancing visual appeal for distance learning students are priorities.

- Update for new UKVI Regulations

The Director of International Development advised members on UKVI regulations for student studying on a student visa.
UKVI have introduced a maximum 20% limit for remote delivery on any course, any course with 21-40% remote delivery must be flagged with a rationale provided, and over 40% remote delivery is not permitted.
This has an impact on CAS allocations which may be refused where delivery exceeds the limits without the rationale being approved.
An audit from timetabling/CourseLoop indicates our courses have an average of 12.8% remote delivery across the piece. However, some individual courses may exceed these limits and need to be reviewed.
ACTION: Head of QA to add information relating to this regulation to the course validation regulations.

5. TERMS OF REFERENCE AND MEMBERSHIP

UTLC_2025_01_29_P5.1

5.1 Approved

Hayley German, Director of Postgraduate Taught has been added as the SBEL nominated academic representative

5.2 Approved

Members approved the removal of ‘Director of Finance’ as an in-attendance member and to nominate an alternative colleague from Finance who would represent their interests and disseminate information as appropriate.
ACTION: Nomination for member from Finance Team

6. **POLICY UPDATES**
UTLC_2025_01_29_P6.1a
UTLC_2025_01_29_P6.1b
UTLC_2025_01_29_P6.1c
UTLC_2025_01_29_P6.1d
UTLC_2025_01_29_P6.2

6.1 The updated University Applicant Complaints and Appeals Policy (Taught Courses) was approved.

6.2 The updated Human and Computer Proof Reading Policy was approved.

7. **UPDATED ACADEMIC CALENDAR**
UTLC_2025_01_29_P7.1

7.1 Members approved a minor change requested by the Head of International Operations to the updated academic calendar previously approved at the May UTLC meeting.

8. **DEGREE OUTCOME STATEMENT**
UTLC_2025_01_29_P8.1

8.1 Members considered and approved the degree outcome statement for recommendation to Senate.

9. **COMPASSIONATE COMMUNICATIONS**

9.1 Members considered an update from the Head of Student Regulations and Course Administration and noted that an initial working group had been set up to clarify objectives. Good practice had been shared and members acknowledged improvements required across all areas. The aim was to increase membership from other teams and this work was ongoing.

10. **COURSE COMMITTEES AND STUDENT PANELS**

10.1 Members considered an update from the Head of Student Regulations and Course Administration and noted that the Course Admin Team did not have capacity to support all the student panels and course committees. A working group has been set up to review the support that can be provided across these areas.

11. **ANNUAL EVALUATION DATA AND REPORT**
UTLC_2025_01_29_P11.1

11.1 Members considered the Annual Evaluation Report for 23/24 and noted a smoother process due to the reduction of meetings and more people sharing ideas. Some concerns were noted regarding students being disruptive in lessons. A new system is to be implemented for the Annual Evaluation. The Chair thanked all the teaching staff for their valuable contribution.

12. **LLE BRIEFING PAPER**
UTLC_2025_01_29_P12.1

12.1 Members were asked to consider the LLE Briefing paper for discussion at the next meeting
ACTION: Paper to be a discussion point at the March meeting

13.1. **EXTERNAL EXAMINER APPLICATIONS**
UTLC_2025_01_29_P13.1

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

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

14.1 The SU Education Officer (IR) presented a verbal update including the following:

- Careers - how to best to support students using the new tools. Collaborative work was ongoing with the Careers team.
- Men's Mental Health – an external organisation had been invited to provide a workshop.
- International loneliness – promotion of events to integrate home and international students was ongoing.
- AI – the SU was obtaining student feedback on AI in relation to the traffic light system.
- Gym – it was noted that a female-only gym facility had been established.

15. CHAIRS ACTIONS SINCE LAST MEETING

UTLC_2025_01_29_P15.1

15.1 Chairs Actions taken since the meeting held in November 2024 were noted.

16. EQA MONITORING REPORT

UTLC_2025_01_29_P16.1

16.1 Members noted the EQA monitoring check report for the ST0564, Advanced clinical practitioner (integrated degree) apprenticeship conducted from July – September 2024. The Chair congratulated the team responsible for this work.

17. REPORTS FROM WORKING GROUPS

17.1 Attendance Monitoring Steering Group

There were no minutes to note at this meeting.

17.2 Institutional Timetable Review Steering Group

There were no minutes to note at this meeting.

17.3 GPA Steering Group

UTLC_2025_01_29_P17.3

Members noted the minutes and any actions for UTLC from the most recent meeting held on 16 October 2024.

17.4 Academic Integrity Working Group

There were no minutes to note at this meeting.

17.5 Exams Planning Group

There were no minutes to note at this meeting.

17.6 Consumer Protection Working Group

UTLC_2025_01_29_P17.6

Members noted the minutes and any actions for UTLC from the most recent meeting held on 26 September 2024.

17.7 Data Futures Working Group

There were no minutes to note at this meeting.

17.8 Generative Artificial Intelligence (AI) Working Group

There were no minutes to note at this meeting.

17.9 Distance Learning Steering Group

There were no minutes to note at this meeting.

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

17.11 Graduate Outcomes Working Group
UTLC_2025_01_29_P17.11
Members noted the minutes and any actions for UTLC from the most recent meeting held on 21 October 2024.

17.12 Enrolment Planning Group
UTLC_2025_01_29_P17.12a
UTLC_2025_01_29_P17.12b
UTLC_2025_01_29_P17.12c
UTLC_2025_01_29_P17.12d
Members noted the minutes and any actions for UTLC from meetings held on 5 March 2024, 19 June 2024, 9 August 2024 and 16 October 2024.

17.13 Advance HE Steering Group
There were no minutes to note at this meeting.

18. REPORTS FROM PSRBs
UTLC_2025_01_29_P18.1

18.1 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.

19. EXTERNAL EXAMINER REPORT FOR 23/24
UTLC_2025_01_29_P19.1

19.1 The Committee noted the summary of external examiner reports 2023/24 and noted that there had been a few more serious concerns raised. All had been flagged to schools as appropriate for response.
The Chair noted the positive comments from externals.
The Chair thanked staff in Registry for the facilitation of the validation reports and events as the systems had changed.
ACTIONS:

1. To confirm when responses had been received from schools. (Head of QA)

2. To bring to SLT's attention the concerns raised in relation to resourcing. (Director of RAD)

20. REPORTS FROM VALIDATION PANELS
UTLC_2025_01_29_P20.1

20.1 The reports arising from validation events were noted and the Chair noted appreciation for the facilitation of these events

21. REPORTS FROM SUBJECT REVIEW PANELS

21.1 There were no reports arising from subject review events to note at this meeting

22. STANDING COMMITTEE FOR COLLABORATIVE PROVISION

22.1 There were no minutes to note at this meeting

23. STANDING COMMITTEE FOR APPRENTICESHIPS

23.1 There were no minutes to note at this meeting

24. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES

24.1 There were no minutes to note at this meeting from **SAS.**

24.2 UTLC_2025_01_29_P24.2a
UTLC_2025_01_29_P24.2b
The minutes from **SBEL** were noted.

24.3 UTLC_2025_01_29_P24.3a
UTLC_2025_01_29_P24.3b
The minutes from **SCE** were noted.

24.4 There were no minutes to note at this meeting from **HHS.**

24.5 There were no minutes to note at this meeting from **SAH.**

25. OTHER UNIVERSITY COMMITTEES

25.1 University International Committee
There were no minutes to note at this meeting.

25.2 Equality Diversity and Inclusivity Enhancement Committee
There were no minutes to note at this meeting.

25.3 Work Integrated Learning Forum
UTLC_2025_01_29_P25.3
Members noted the minutes and any actions for UTLC from the most recent meeting held on 6 September 2024.

25.4 Enterprise and Employability Committee
UTLC_2025_01_29_P25.4
Members noted the minutes and any actions for UTLC from the most recent meeting held on 26 November 2024.

26. ANY OTHER BUSINESS

26.1 **Georgina Blakeley** - Refer/defer deadlines this year are very short and one module had only 3 days to mark and input. Members were informed that this had been raised in the past but had happened again. Members were reminded that the summer timetable was always tight
ACTION: The Head of Student Regulations and Course Administration will raise with the CAM project working group for consideration.

27. AVAILABILITY OF AGENDA, PAPERS AND MINUTES

27.1 No items were identified as items to be treated as confidential

28. DATES OF FUTURE MEETINGS

28.1 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
19 March 2025
28 May 2025