

**The University of Huddersfield  
University Teaching and Learning Committee  
26 September 2018**

**Present:** Professor C Jarvis (Chair), Dr R Allan, Dr L Bennett, Dr R Birds, Mr S Boyd, Professor R Cowgill, Professor A Crampton, Dr E Davies, Professor S Donnelly, Mr M Gill Professor P Keeley, Mr A Mandebura, Mr M Mills, Professor K Orr Professor J Owen-Lynch Mrs K Sherlock, Mr J Smith, Mrs L Smith, Mr J Stephen, Ms R Stoker, Dr P Woodcock, Dr D Belton, Dr L Bennett, Professor J Johnes, Professor N King, Professor D Taylor, Professor T Thornton, Dr S White, Dr P Youngson

**In Attendance:** Ms L Blundell, Mrs H Lee

**Apologies:** Professor A Ball, Ms M Boryslawskij, Professor R Cryan, Mrs T Hart, Dr Sue White, Dr G McGladdery, Professor Paul Miller, Professor S Wu,

**Actions**

**REGS-UTLC-26SEP18-1. MINUTES OF THE MEETING HELD ON 23 May 2018**

The Committee received and approved the minutes of the meeting held on 23 May 2018.

**REGS-UTLC-26SEP18-2. MATTERS ARISING**

**2.1 Membership (minute reference 2.3)**

It was noted that Dr Leigh Fleming has now left the University and been replaced by Dr Pete Mather as School Board nominee, School of Computing and Engineering.

**2.2 Chair's Business: Subject-Level TEF (minute reference 3.2)**

The Committee noted that the Chair has produced detailed draft guidance for all subject TEF leads and is arranging to visit all Schools to deliver this. This was circulated to the TEF preparation group at the end of last academic year. Advice from Ruth Stoker and Jonathan Stephen has been incorporated.

**2.3 Confirmation of the Terms of Reference, Membership and Dates of UTLC for the 2018/19 Session (minute reference 4.1)**

The Committee noted that Dr Amanda Tinker is the new ADA School Board nominee

It was confirmed that the nominated replacement for Dr Warren Gillibrand as Ethics Representative is awaited.

**REGISTRY**

**2.4 Annual Evaluation 2017/18 (to consider 2016/17 reports) (minute reference 5.1)**

The Committee noted that confirmation of completion of outstanding actions was received from SCE and a detailed report was received from SEPD listing actions remaining.

The final confirmations from all other remaining Schools would be received in due course and should be sent to the Director of Registry as part of the APR submissions.

**2.4.2 Chairs/Secretaries/UTLC Representatives for 2018/19 (minute reference 5.2)**

The Committee noted that Dr Tarja Kinnunen is the new AS UTLC Representative for School of Education and Professional Development.

The Committee noted that Dr Yun Gao is the new ADA UTLC Representative for Business School.

**2.5 EC Panel Meeting (minute reference 10.1)**

It was noted that the meeting will be held in the autumn and minutes submitted to the next meeting of UTLC.

**EC PANEL/  
REGISTRY**

**2.6 Equality and Diversity (minute reference 14.1)**

The Committee received an update from the Chair, confirming that Equality and Diversity matters will be considered by the Athena Swann Committee. HR will look to establish a new EDI committee to cover both staff and students in the future.

**2.7 Reports from Review Panels/Subject Review/Revalidation of Tourism, Transport and Travel (minute reference 19.1)**

The Committee noted that the Business School's response re the issue of the benefits of lecture capture had been expected for the meeting and would be expected for November UTLC.

**BS**

**2.8 Any Other Business/Attendance Monitoring (minute reference 24.1)**

In response to HHS raising the issue of card swipe problems caused by disconnection of the University's WIFI system, it was noted that the readers in HW and Ramsden buildings have been converted from WIFI to LAN over the summer as it was felt that the WIFI wasn't reliable enough in those buildings.

**2.9 Any Other Business/Extension System (minute reference 24.1)**

The Committee noted that discussions had taken place over the summer with regard to a review of the extension system and its associated process. It was agreed that the system would remain in place as it currently operates but that discussions would continue during the 2018/19 academic year with regards to how the system might operate differently from 2019/20 onwards.

**REGS-UTLC-26SEP18-3. CHAIRS BUSINESS**

**3.1 NSS Results**

This topic of Chair's Business has been covered below under item 4.

**3.2 Inclusive Curriculum Framework**

To receive and note School progress reports: AS/BS/CE/EPD/HHSMHM  
ADA report to follow.

**4. NATIONAL STUDENT SURVEY 2018**

The Committee was asked to consider results from the National Student Survey 2018

**REGS-UTLC-26SEP18-P4.0**

**4.0** The Committee received the presentation from the Pro Vice-Chancellor (T&L) who said that a paper on actions arising from the results would be discussed first with SMT and then with schools.

**REGS-UTLC-26SEP18-P4.1**

**4.1** 2018 NSS 'Overall Satisfaction' (Q27) by Level 3 Subject – all modes, all levels

**REGS-UTLC-26SEP18-P4.2**

**4.2** 2018 Course Comparison within Huddersfield Course Level Main NSS Questions

**REGS-UTLC-26SEP18-P4.3**

**4.3** 2018 Subject Comparison within Huddersfield Subject Level 3 Main NSS Questions

**REGS-UTLC-26SEP18-P4.4**

**4.4** 2018 School Comparison within Huddersfield School Level Main NSS Questions

**REGS-UTLC-26SEP18-P4.5**

**4.5** Overall Satisfaction Mainstream English HEIs (Income >£100m) Quartile Analysis Full Time First Degree

**REGS-UTLC-26SEP18-P4.6**

**4.6** 2018 Results – Ranking and Quartile for Mainstream English Universities

**5. STUDENT ACADEMIC INTEGRITY/ APPEALS AGAINST CAB DECISIONS/APPEALS AGAINST EC PANEL DECISIONS/ APPEALS AGAINST DECISIONS TO WITHDRAW STUDENTS ON THE BASIS OF POOR ATTENDANCE/DISCIPLINARIES/ FITNESS TO PRACTISE/ COMPLAINTS**

The Committee was asked to consider the following University statistics from the 2017/18 academic session.

**REGS-UTLC-26SEP18-P5.0**

- 5.0** The Committee received a report from Registry in the form of a summary of all taught student casework.

**REGS-UTLC-26SEP18-P5.1**  
**REGS-UTLC-26SEP18-P5.1A**

- 5.1** Annual report on Academic Integrity  
SU report on Academic Integrity

The Committee noted a growth in cases. It was decided that issues of academic integrity would be discussed at a subsequent UTLC as a substantive item, following a more detailed student-case report from the Director of Registry. Further discussion would also take account of the paper presented by the SU.

**REGISTRY**

**REGS-UTLC-26SEP18-P5.2**

- 5.2** Annual report on Appeals against CAB Decisions

The Committee noted that many CAB appeals are submitted late and that very few are upheld. The numbers of cases was in line with previous years.

**REGS-UTLC-26SEP18-P5.3**

- 5.3** Annual report on Appeals against EC Panel Decisions

The Committee noted that the number of EC claims and EC appeals had seen a significant rise. The Chair noted that the subject of ECs would be considered in the discussions that would be taking place around the extension system.

**REGS-UTLC-26SEP18-P5.4**

- 5.4** Annual report on Appeals against Decisions to Withdraw Students on the basis of Poor Attendance

The Committee noted that poor attendance was disproportionately affecting some groups of students and that a working group, led by Professor Song Wu, was reviewing the challenges presented by attendance monitoring.

**REGS-UTLC-26SEP18-P5.5**

- 5.5** Annual Report on Disciplinarys

The Committee received the report.

**REGS-UTLC-26SEP18-P5.6**

- 5.6** Annual Report on Fitness to Practise

The number of Fitness to Practise cases was agreed to be within the normal range.

**REGS-UTLC-26SEP18-P5.7**

- 5.7** Annual Report on Complaints

The Committee noted that numbers of complaints were reasonably stable. Quite a high number of complaints are being upheld, but that is happening through University processes. Cases that go to the OiA are very rarely upheld and so the Committee concluded that internal processes were adequately supporting students to resolve complaints satisfactorily.

**6. CLASSIFICATION AND USE OF DISCRETION**

**REGS-UTLC-26SEP18-P6.1**

- 6.1** The Committee was asked to consider the interim statistics presented by from Paul Youngson.

**7. CHANGES TO UNIVERSITY REGULATIONS**

- 7.1** The Committee received confirmation from Schools that:

1. regulatory changes made through UTLC during the preceding year have not adversely affected professional accreditation of courses.

2. there was compliance with the revised University regulations.

Confirmations received from AS/ADA/CE/EPD.

Post-Meeting Note: an email confirmation from BS had also been received but been overlooked.

The response from MHM was awaited and further response from HHS following discussion regarding the requirement to resubmit a module with attendance.

## **8. DESTINATIONS OF LEAVERS FROM HIGHER EDUCATION**

**8.1** To note employment destinations performance 2016/17.

The Chair congratulated Schools and Services for their contributions to excellent student outcomes. The DHLE results have improved in terms of graduate outcomes (skilled jobs). The BAME achievement gap has been closed, with the BAME outcomes now better than outcomes for white students. The Chair noted that there was still a slight gap with disabled students, but that these outcomes were still above benchmark.

## **9. TOPICS FOR QUALITY APPRAISAL 2018/19**

**9.1** The Committee noted the following topics for Quality Appraisal as were agreed by QSAG on 6 June 2018 as:

- Progression of Student feedback from Student Panel to School Board
- Use of PAT Field in ASIS
- Engagement with Lecture Capture
- Course and Module Handbook Content
- SAVP Quality Appraisal of 2018/19 (to be presented to QSAG in September 2019)
- Agreements being sent to the VCO (deferred from 2017/18)

## **10. SPECIFIC QUESTIONS FOR ANNUAL EVALUATION 2018/19**

**10.1** The Committee noted the specific questions for annual evaluation 2018/19 as were agreed by QSAG on 06 June 2018 as:

- Hidden Course Costs

## **11. THEMES FOR THEMATIC REVIEW 2018/19**

**11.1** The Theme for thematic review in 2018/19 was agreed by QSAG on 06 June 2018 as:

- Careers and Employability within the Curriculum

It was confirmed that the Diversity of the Curriculum item from this current academic year would be deferred to allow Schools to reflect on the 2018/19 Teaching & Learning Conference and would be concluded before the end of term 2 in 2018/19.

## **12. ADMISSIONS POLICY (TAUGHT COURSES)**

**REGS-UTLC-26SEP18-P12.1**

The Committee received and approved the revisions to the policy shown via tracked changes.

## **13. POSTGRADUATE RESEARCHER (PGR) TEACHING POLICY**

The Committee received and approved the draft policy in principle.

## **14. EQUALITY AND DIVERSITY**

**14.1** Professor Owen-Lynch will circulate a paper re the Kingston framework to the Committee. Professor Owen-Lynch also noted that there was a new dashboard in e-Vision where academic could see which students on their modules have PLSPs in place.

**J O-L**

## **15. ETHICS**

**15.1** The Committee received no reported ethical issues arising from taught courses

## **16. REPORT FROM THE STUDENTS' UNION**

**16.1** The Students' Union provided an evaluation of the BAME Ambassador Scheme, and Embedding Equality, Diversity and inclusion at Huddersfield.

They will be going on to further look at male and female dominated courses in terms of staffing provision and asked the Committee to put out a call for researchers already looking at this area or who would be interested in working with the SU.

All

Following the T&L conference the SU is now working with the library on a "broaden your shelf" campaign.

There is also ongoing work looking at the Muslim student experience in more depth following an NUS report into the topic. The SU hope to bring a paper to a future meeting.

16.2 The Committee received a progress report on issues raised at the last meeting.

17. **EXTERNAL EXAMINERS**

**REGS-UTLC-26SEP18-P18.1**

17.1 The Committee considered and approved a summary list of applications for the appointment, allocation, reallocation of duties and extensions of period of office of external examiners.

**REGS-UTLC-26SEP18-P18.2**

17.2 The Committee was asked to receive and consider a summary of external examiner reports 2017/18.

The Chair expressed the need to push course teams harder to appoint external examiners earlier in the year where replacements were needed.

The Committee discussed the need to standardise marking before it takes place rather than after. Professor Jane Owen-Lynch said that there was a working document that had come out of an assessment-review project, which showed a need for processes to support this. Registry was asked to look at this.

Registry

The Committee noted that a number of external examiners had commented on overuse of groupwork in the final year of UG courses. It was agreed that this would be an item for the next agenda of UTLC. Professor Owen-Lynch will circulate the assessment review document with the papers for November UTLC.

J O-L

**REGS-UTLC-26SEP18-P18.3**

17.3 The Committee was asked to note a range of demographical statistics relating to the University's current external examiners.

18. **REPORTS FROM PSRBs**

18.1 Association for Nutrition  
BSc (Hons) Food, Nutrition and Health  
Course to close.  
Email confirmation 20 April 2018 confirming extension to 2020 to cover last graduating students.

**REGS-UTLC-26SEP18-P18.2**

18.2 BCS The Chartered Institute for IT  
Accreditation of:  
MSc Advanced Computer Science  
MSc Information Systems Management  
MEng Software Engineering  
MComp Computing  
MSci Computing Science  
BSc (Hons) Computing  
BSc (Hons) Computing Science  
BSc (Hons) Software Engineering  
BA (Hons) Computing in Business  
BSc (Hons) Information Technology  
Intakes 2018-22  
(MSci Computing Science backdated to 2017).

The Chair thanked staff teams for all the work that goes into maintaining these accreditations.

**REGS-UTLC-26SEP18-P18.3**

18.3 Career Development Institute (CDI)

Conferment of Approved Centre Status to deliver the Qualification in Career Development for the length of the validation of the Master's programme

**REGS-UTLC-26SEP18-P18.4**

- 18.4** The Careers & Enterprise Company  
Confirmation of endorsement of the PG Cert in Career Leadership.  
They have determined that our offering of a PGCert is unique and would appeal to a number of schools and colleges. They will fund places for any appointed Career Leader based in the North West or North East of England who is interested in the course.  
This is not an accreditation.

**REGS-UTLC-26SEP18-P18.5**

- 18.5** Chartered Society of CSP  
Reaccreditation of BSc (Hons) Physiotherapy  
(normally 5 years but can be negotiated within a flexible 4 to 7 year period).

**REGS-UTLC-26SEP18-P18.6**

- 18.6** General Pharmaceutical Council  
MPharm  
Report of an Interim Event March 2017  
The GPhC will make a further visit in 3 years' time.

- 18.7** Royal Society of Chemistry  
Following a declined accreditation (April 2018) and subsequent School response, an email confirmation of accreditation to be granted has been received on 8 June 2018 for:  
BSc (Hons) Chemistry  
BSc (Hons) Chemistry with Approved Sandwich Programme  
BSc (Hons) Chemistry with Forensic Science  
BSc (Hons) Chemistry with Forensic Science with Approved Sandwich Programme  
BSc (Hons) Chemistry with Chemical Engineering  
BSc (Hons) Chemistry with Chemical Engineering with Approved Sandwich Programme  
MChem Chemistry  
MChem Chemistry with Industrial Experience  
Accreditation is normally given for 5 years.  
Formal accreditation report awaited.

- 18.8** To note the anticipated forthcoming PSRB engagements for the 2017/18 session and confirmation from Schools that preparations are in hand for these activities.

## **19. REPORTS FROM REVIEW PANELS**

- 19.1** The committee received and noted the report of the Review Panel for the Subject Review and Revalidation of the Psychology and Counselling Subject Area, held on 23 March 2017 and School response approved by School Board Chair's action 20/9/2018.

### **TO NOTE**

## **20. REPORTS FROM SCCP**

**REGS-UTLC-26SEP18-P20.1**

- 20.1** The Committee received and noted the minutes of the meeting held on 20 June 2018.
- 20.2** It was noted that Dr Liz Bennett is standing down as Chair as SCCP and that Professor Samir Dani would be taking on the role.

## **21. REPORTS FROM VALIDATION PANELS**

**REGS-UTLC-26SEP18-P21.1**

- 21.1** The Committee was asked to receive and note the reports arising from validation events.

### **COMMITTEE MEETINGS**

To note the reports arising from the following University committees:

## **22. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES**

**REGS-UTLC-26SEP18-P22.1**

- 22.1** The Committee received and noted the minutes of the School of Art, Design and Architecture Teaching and Learning Committee held on 5 July 2018.

**REGS-UTLC-26SEP18-P22.2**

- 22.2** The Committee received and noted the minutes of the School of Huddersfield Business School Teaching and Learning Committee held on 30 May 2018

**REGS-UTLC-26SEP18-P23.3**

- 22.3** The Committee received and noted the minutes of the School of Education and Professional Development Teaching and Learning Committee held on 6 June 2018.

**REGS-UTLC-26SEP18-P23.4**

- 22.4 The Committee received and noted the minutes of the School of School of Human and Health Sciences Teaching and Learning Committee held on 20 June 2018.

Issue for UTLC:

20: Item 1 Disability Support Tutors

Student support from the dedicated tutors has been invaluable. Students have reported that they are worried about the recent staff reductions in Student Services and losing their mentors.

**23. OTHER COMMITTEES**

**REGS-UTLC-26SEP18-P24.1.1**

- 23.1.1** The Committee received and noted the minutes of the Managed Work Placements Forum held on 31 May 2018.

- 23.1.2** The Committee received and approved a proposal for a change of name: Members of the Managed Work Placement Forum (MWPF) felt the name of the group was now obsolete and didn't truly reflect the wide variety of integrated work-based experiences (including, but not restricted to, sandwich placements) members were managing with our students. As such, the group felt it would be timely to consider alternatives. This process began at the March meeting and was completed at the May meeting. Based on wider placement/ internship activities being increasingly described in the sector as 'work-integrated learning' (particularly in US, Canada & Australia, and increasingly in the UK) the favoured suggestion from the group was to change to the Work Integrated Learning Forum (WILF).

The proposal was approved.

**REGS-UTLC-26SEP18-P23.2**

- 23.2** The Committee received and noted the minutes of the Quality and Standards Advisory Group held on 18 April 2018.

**23. ANY OTHER BUSINESS**

**23.1 Institutional HEA Framework**

Professor Phil Keeley is working on an institutional HEA framework. The intention is to submit documentation in January for validation by May.

**24. ACTIONS IDENTIFIED FOR QSAG / OTHER COMMITTEES**

- 24.1** The Committee did not note actions identified for QSAG/Other Committees.

**25. AVAILABILITY OF AGENDA, PAPERS AND MINUTES**

- 25.1** It was confirmed that the NSS presentation under item 4 should be treated as confidential and excluded from the Library under Standing Order 10.5.

**26. DATE AND TIME OF NEXT MEETING**

- 26.1** The next meeting will be held on 28 November 2018 at 9.30 am in The McClelland Suite (SB/7).

*Heather Lee*  
*Assistant Registrar*