

**The University of Huddersfield
University Teaching and Learning Committee
06 March 2019**

Present: Professor J Owen-Lynch (Chair), Dr R Allan, Dr L Bennett, Dr R Birds, Professor A Crampton, Dr E Davies, Mrs T Hart, Professor J Johnes, Professor P Keeley, Dr P Mather, Dr G McGladdery, Mr M Mills, Professor K Orr, Mrs L Smith, Mr Jonathan Stephen, Ms R Stoker, Mr Nik Taylor, Dr A Tinker, Dr P Woodcock, Dr P Youngson

In Attendance: Ms L Blundell

Apologies: Ms S Baines, Professor A Ball, Dr D Belton, Professor P Bissell, Ms M Boryslawskyj, Dr P Cullum, Professor S Dani, Professor R Cryan, Mr E Haruna, Professor N King, Mr A Mandebura, Professor P Miller, Professor D Taylor, Professor T Thornton, Dr S White, Professor S Wu

MINUTES

ACTIONS

REGS-UTLC-06MAR19-1.MINUTES OF THE MEETING HELD ON JANUARY 2019

REGS-UTLC-23JAN19-M

The Committee received and approved the minutes of the meeting held on 23 January 2019.

REGS-UTLC-06MAR19-2.0 MATTERS ARISING

2.1 **Student Social media and Communications Policy (minute reference 2.3)**

It was noted that the work on drafting a separate policy for how to manage research which includes social media is being devised by Research and Enterprise and is a longer term project than anticipated. After being noted at a future meeting of Grad Board, it will subsequently be reported to UTLC.

2.2 **Annual Evaluation (minute reference 4.1)**

REGS-UTLC-06MAR19-P2.2.1

2.2.1 The Committee received the report from the UTLC representative (from BS) on MHM.

2.2.2 It was confirmed that the EPD School Annual Evaluation Committee minutes presented as a working draft at the last meeting of UTLC was the finalised document.

It was confirmed that the Dean's report was also final.

The Chair reminded the Committee that the Annual Evaluation process was being reviewed and would be looking at ways of supporting Schools to review relevant data sets earlier in the academic year to inform earlier revisions to materials where necessary.

It was noted that the Annual Evaluation Committee reports provided for Schools by the UTLC Representatives had varied amounts of detail and differ in the value they offer Schools. It was agreed that this step would be reviewed as part of the on-going review.

REGS-UTLC-06MAR19-P2.3

2.3 Validation Schedule 2019-20 (minute reference 5.1)

The Committee received and noted the updated validation schedule for 2019-20.

The Chair reminded colleagues to meet future deadlines for all proposals of new validation requests where possible to ensure efficiencies can be met.

REGS-UTLC-06MAR19-P2.4

2.4 PGRs and Teaching (minute reference 6.1)

An updated version of the framework document was received.

The Chair reiterated the document was considered as a framework to support PGR teaching activity, not a policy.

The Committee approved the requested amendments to the framework and agreed that the framework was now finalised.

2.5 Report from the Students' Union (minute reference 10.1)

Trans Student Experience

The Committee received the following document shared by SU as a follow-on from the report provided at the last meeting:

<https://intranet.birmingham.ac.uk/staff/teaching-academy/documents/public/lgbt-best-practice-guide.pdf>

The Chair confirmed that the new Equality, Diversity and Inclusivity Committee would receive the paper provided by Tristan at the last meeting of UTLC but that in response to the paper Estates had confirmed that there were now gender neutral facilities in the library and several other buildings.

2.6 Validation Reports (minute reference 15.1)

2.6.1 BSc Sport and Physical Education, BSc (Hons) Sport and Exercise Science, and BSc (Hons) Sport, Exercise and Nutrition put forward by the School of Human and Health Sciences, 31 October 2018 for recruitment from September 2020

To note that conditions have now been met.

2.6.2 MSc Forensic Mental Health presented by the School of Human and Health Sciences on 11 December 2018 for implementation September 2019

To note that conditions have now been met.

REGS-UTLC-06MAR19-3.

CHAIR'S BUSINESS

REGS-UTLC-06MAR19-P3.1A

REGS-UTLC-06MAR19-P3.1B

REGS-UTLC-06MAR19-P3.1C

REGS-UTLC-06MAR19-P3.1D

3.1 QSAG

The Committee was asked to consider the interaction and overlap between UTLC and QSAG.

The Chair commented that there was a significant amount of overlap between both the business and membership list for UTLC and QSAG and asked the Committee whether the two Committees should be rationalised by considering any business for QSAG within UTLC's business.

The proposal was approved with the caveat that task and finish groups are used effectively to support UTLC in exercising its duties. It was confirmed that those task and finish groups would need formalisation on how they report up to UTLC, their start and finish dates and that each would have agendas, terms of reference, membership lists and minutes to be received at UTLC.

The SU request that a BAME ambassador is added to the UTLC membership. The request was approved.

It was clarified that there would be no further meetings of QSAG from this date forward and any outstanding business from QSAG should be passed to the next available meeting of UTLC.

3.2 TEF

The Chair provided an update on the TEF.

It was confirmed that the Institutional response was sent in before the deadline of 01 March.

It was clarified that the TEF subject workshops were nearly finished and that the first subject level drafts were due in April. The Chair reminded the Committee that the first drafts would provide early indications of the responses we would be providing.

3.3 Huddersfield Student Survey (HSS)

The Committee was asked to note that the Huddersfield Student Survey will be running from Monday 11th March- Monday 8th April and is targeted at all non-final year undergraduates.

Alice and Keith from the Planning and Business Analyst Team came to this part of the meeting to give an overview of the details of the survey.

It was confirmed that the HSS would replace the previous Course Evaluation survey. It will align fully with the questions of the NSS with an additional four questions from the International Student Barometer. The survey will target all UGT students from year 1 or 2 but not those in the NSS population or those in their sandwich/placement year.

It is envisaged that the HSS will allow the Institution to review performance in the student's first and second year before they take NSS to help inform early interventions and to promote areas of good practice. It is also anticipated that by using the NSS structure it will help aid student understanding of the questions and terminology used in the final NSS.

EPD suggested that the Planning and Business Analyst team might want to use attendance monitoring in schools to inform delivery of the survey to help target student responses more efficiently

It was clarified that the HSS was incentivised and that where schools wish to incentivise students to complete the module level surveys, then they have discretion to do so.

MHM raised concerns over the number of emails being issued to support and promote completion of the survey. It was agreed that the team would look into the use of banners on the Portal screens as opposed to three individual emails.

It was also confirmed that the Planning and Business Analyst Team can offer the support of ambassadors for Schools who can attend taught sessions to help support response rates.

3.4 Differential Attainment

The Committee received a presentation from the Chair on differential attainment.

The Chair summarised a set of data that was used by way of an example to highlight the ways in which our course and student data can identify the possible factors contributing to differential attainment. It is anticipated that by identifying the factors that contribute to the gap that the interventions required to reduce the attainment gap will be identified. It was recognised that the factors contributing to any gaps exhibited will vary across courses, hence the need for a more granular level analysis of course level material.

Schools will be visited in turn to discuss the data that will be pulled together and analysed for them. There are no firm timescales on the data production but it is hoped that once the data is provided it will inform discussions around supporting students with differential outcomes.

Colleagues were also reminded that although this data was not yet widely available for all courses they can readily retrieve module level data from Brightspace to then be made available to CABs and EES.

The on-going production and analysis of the data will be considering what factors contribute to the attainment gap alongside longitudinal data. The Chair asked for caution in terms of misinterpretation of the data received, correlation and causation not being the same thing and the challenges in tracking students through their studies when considering intervention projects.

The SU highlighted that it would be useful for their team to receive the course data to get BAME ambassadors to support this activity longer term. The Chair agreed and added that the BAME ambassadors would be heavily involved in supporting the University's EDI agenda.

REGS-UTLC-06MAR19-4. TIMETABLING AND ROOM BOOKING POLICY

REGS-UTLC-06MAR19-P4.1

4.1 The Committee were asked to receive and approve the updated policy for academic year 2019/20.

The policy was approved.

REGS-UTLC-06MAR19-5. STUDENT WELLBEING AND MENTAL HEALTH SUPPORT FRAMEWORK AND GUIDANCE

REGS-UTLC-06MAR19-P5.1

- 5.1** The Committee was asked to approve the updated Student Mental Health Support Framework and Guidance.

MM confirmed that the framework had been updated and that Student Services had written some practical guidance that would sit alongside the framework for colleagues to be able to refer to.

Discussions took place over the consent and sharing of information with third parties. The SU commented that Bristol University had delivered an opt in service where students could highlight an emergency contact to be used where it was deemed necessary. Reports the SU had received suggested it had been received well by the students. MM confirmed that this model had been considered but presented a number of challenges and that the preferred choice for student services, based on feedback from other wellbeing practitioners, was that in any instance where third parties are requesting information on a student or there are concerns over the welfare of a student, that we direct the query to Student Services.

EPD requested that the PAT guidance be updated to include reference to supportive discussions in these scenarios. It was agreed that the University has a legal obligation not to share information on students without prior consent but that advice could be nuanced in challenging situations to help support a student or third party.

It was clarified that the document will be circulated to Schools and Services for immediate use.

The Committee approved the framework.

REGS-UTLC-06MAR19-6. EQUALITY AND DIVERSITY

- 6.1** The Committee noted that the newly proposed EDI Committee framework had been approved at the last Equality, Diversity and Enhancement Group and that any outstanding business from this committee would be noted and resolved at the first meeting of the new Equality, Diversity and Inclusivity meeting.

MM confirmed that discussions had been held regarding the support for pregnant students. It was agreed this would be discussed further with a view to involving relevant stakeholders to inform the review of the new parent and pregnant student policy. The review and consultation would be noted at the EDI Committee when it first meets.

REGS-UTLC-06MAR19-7. ETHICS

- 7.1** There no issues arising under this item.

REGS-UTLC-06MAR19-8. REPORT FROM THE STUDENTS' UNION

- 8.1 The SU wished to thank colleagues for their support during the current elections and asked that the publicity around the elections to continue until the end of the voting period.

REGS-UTLC-06MAR19-9.

EXTERNAL EXAMINERS

REGS-UTLC-06MAR19-P9.1

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

REGS-UTLC-06MAR19-10.

REPORTS FROM PSRBs

- 10.1 There no issues arising under this item.

REGS-UTLC-06MAR19-11.

REPORTS FROM REVIEW PANELS

- 11.1 There no issues arising under this item.

TO NOTE

REGS-UTLC-06MAR19-12.

REPORTS FROM SCCP

- 12.1 There no issues arising under this item.

REGS-UTLC-06MAR19-13. REPORTS FROM VALIDATION PANELS

REGS-UTLC-06MAR19-P13.1

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

COMMITTEE MEETINGS

The Committee was asked to note the reports arising from the following University committees:

REGS-UTLC-06MAR19-14. SCHOOL TEACHING AND LEARNING COMMITTEE MINUTES

REGS-UTLC-06MAR19-P14.1

- 14.1 The Committee received the minutes from the Teaching and Learning Committee in the School of School of Applied Sciences held on 12 December 2018.

Min Ref 20/15.1 To confirm that the revised University regulations have not had an adverse effect on professional accreditation - 40 credit module

Min Ref 20/7.3 Concerns regarding the bunching of final year exams, thus impacting on outcomes.

It was confirmed by RA that both items had been resolved in the School and did not require further discussion.

REGS-UTLC-06MAR19-P14.2

- 14.2 The Committee received the minutes from the Teaching and Learning Committee in the School of School of Art, Design and Architecture held on 6 December 2018

Issue for attention of UTLC: 20.1/4.3.

ADA response – Inclusive Framework

The T&L budget will provide funding for external speakers and activities.

Any funding requirements to be forwarded to ADoTL.

It was confirmed that this item was now closed.

REGS-UTLC-06MAR19-P14.3

- 14.3** The Committee received the minutes from the Teaching and Learning Committee in the School of Computing and Engineering held on 27 June 2018.

REGS-UTLC-06MAR19-P14.4

- 14.4** The Committee received the minutes from the Teaching and Learning Committee in the School of School of Computing and Engineering held on 28 November 2018.

Issues for attention of UTLC:

21.1/3.9 The issue raised under item 3.9 about apparent inconsistency where an external examiner who has been employed to assess a PhD could not then be utilised as an external examiner on taught courses but could be if the situation was reversed was requested to be raised.

It was agreed that this item would be reviewed alongside Registry's current Regulations review.

21.2/6.1.1 The issue raised under item 6.1.1 about the assertion that the 'provision of equipment such as whiteboards in teaching rooms was the responsibility of individual schools' and how that led to issues of who should provide access them where they were required.

It was clarified that the timetabling system will only inform users so far as to what specific materials are in teaching rooms and that it remained the responsibility of the host school to ensure the minimum standard of materials in those rooms was met.

It was agreed that the policy agreed via QSAG would be re-circulated to colleagues to remind schools regarding the minimum standards required in standard teaching rooms.

Secretary

REGS-UTLC-06MAR19-P14.5

- 14.5** The Committee received the minutes from the Teaching and Learning Committee in the School of School of Computing and Engineering held on 16 January 2019

Issues for attention of UTLC:

21.1/3.4 inconsistency re external examiner appointment criteria (same issue as 28.11.18 21.1/3.9 above)

21.2/3.6 re clarity of ownership of IT and AV equipment

21.3/16.1.2 Annual Evaluation – quality of data

21.4/16.2.1 Annual Evaluation – transparency

Sharing of outcomes with students. Some students want to know

Less than 5 students shouldn't be sharing any info.

Is it a course team choice or module choice?

Should feed into the Annual Evaluation review.

REGS-UTLC-06MAR19-P14.6

- 14.6** The Committee received the minutes from the Teaching and Learning Committee in the School of School of Education and Professional Development held on 13 February 2019
Issues for attention of UTLC:
17.1 The Chair wished to take forward the implementation of staff development training sessions on mental health awareness.

KO confirmed that the School had taken steps more recently to train staff on how to support students identifying with mental health issues. KO wished to promote this principle and queried whether there were broader intentions at an Institutional level to support students during a peak in the mental health agenda.

MM confirmed that Student Services were in the process of reviewing funding towards this area of student wellbeing and would be able to feedback later in the year on any projects they're taking forward under this agenda.

REGS-UTLC-06MAR19-P14.7

- 14.7** The Committee received the minutes from the Teaching and Learning Committee in the School of School of Human and Health Sciences held on 14 November 2018.

REGS-UTLC-06MAR19-15. OTHER COMMITTEES

REGS-UTLC-06MAR19-P15.1

- 15.1** The Committee received the minutes from the Quality and Standards Advisory Group held on 13 February 2019.

REGS-UTLC-06MAR19-16. ANY OTHER BUSINESS

16.1 Peer Observation of Teaching

The SU enquired whether the document was to be used for PGR students who teach. It was agreed that it would depend on the nature of their input into teaching but it was recognised the POT policy should be cross referenced within the PGR Teaching Framework document approved under item 2.4.

Discussions took place regarding the effectiveness and usefulness of the POT reports as a standalone document. EPD confirmed that they are trialling a new method of observing teaching within the School and will feedback to this committee when more information is available.

It was queried whether the form to be used alongside the policy had changed. It was agreed this would be reviewed by Registry and feedback issued to Schools about the correct form to use.

16.2 Assessment and Feedback Strategy

Queries were raised regarding whether feedback should only be given on the final date of the 3-week turnaround time for feedback or whether it could be released earlier.

It was agreed that this should be flexible to accommodate course and/or module specific requirements where a shorter turnaround time may be required.

The strategy would be reviewed and updated to reflect this and received at the next meeting of UTLC. .

REGS-UTLC-06MAR19-17. ACTIONS IDENTIFIED FOR QSAG / OTHER COMMITTEES

17.1 The following actions were identified for QSAG/Other Committees.

REGS-UTLC-06MAR19-18. AVAILABILITY OF AGENDA, PAPERS AND MINUTES

18.1 It was agreed that no agenda, papers or minutes should be treated as confidential and excluded from the Library under Standing Order 10.5.

REGS-UTLC-06MAR19-19. DATE AND TIME OF NEXT MEETING

19.1 The next meeting will be held on 22 May 2019 at 9.30 am in Student Central Boardroom (SB/6).

*Karen Brough
Assistant Registrar (Taught Student Regulatory Frameworks),
March 2019*