|  |
| --- |
| **University Teaching and Learning Committee** |
| **23 September 2020 09.30 – 12.30** |

|  |  |
| --- | --- |
| **MINUTES** | |
| **Venue:** | On-line |
| **Author:** | Simon Maller |
| **Present:** | Dr Robert Allan, Ms Claire Aydogan, Dr Wayne Bailey, Dr Liz Bennett  Dr Rachel Birds, Dr Georgina Blakeley, Prof Hazel Bryan, Prof Nic Clear, Prof Andrew Crampton, Prof Eleanor Davies, Dr James Forde, Dr Roddy Hunter, Dr Tarja Kinnunen, Dr Lianghui Lei, Mr Andrew Mandebura, Dr Peter Mather, Dr Keith McCabe, Mr Matt Mills, Mrs Jo Mitchell Mrs Lorraine Noel, Prof Kevin Orr, Prof Jane Owen-Lynch, Ms Carla Reeves, Mr Tom Rolls, Mrs Lindsay Smith, Mrs Ruth Stoker, Dr Nik Taylor, Dr Amanda Tinker |
| **In attendance:** | Ms Lydia Blundell, Mr Simon Maller (Secretary), Mr Jason Smith |
| **Apologies:** | Prof Bob Cryan, Prof Andrew McConnell, Mrs Claire Goodliff, Mr Tim Hosker, Mrs Jillian Myall, Prof Tim Thornton, Dr Colin Venters |

|  |  |  |
| --- | --- | --- |
| **PRELIMINARY ITEMS** | | **PAPER REFERENCE** |
| **APOLOGIES FOR ABSENCE** | |  |
|  | The Chair made a brief statement reflecting on all the excellent work that had been undertaken over the summer months to prepare for the delivery of teaching and learning activity given the constraints imposed by the COVID 19 pandemic.  The Chair also informed members that she would have to leave at approximately 10.30 to prepare for a meeting with Public Health England and would hand over Chairing the meeting to Professor Hazel Bryan. |  |
| **1.0** | **DECLARATIONS OF INTEREST** |  |
| **1.1** | It was confirmed that members did not have any potential conflicts of interest arising from the meeting agenda |  |
| **2.0** | **MINUTES**  The Committee approved the minutes of the meeting held on 05 August 2020 with the following minor amendment:   * 10.1, Degree outcomes statements, are not owned by Registry but by teaching teams. | UTLC\_2020\_05\_05\_M |
| **3.0** | **MATTERS ARISING** |  |
| **3.1** | **Move Your Module Online (MYMO).**  **Minute reference 3.2**  The Chair noted that take-up is increasing which is to be welcomed. She clarified that she did not expect Schools to keep records of staff members who had not undertaken the training, but to actively encourage take up. |  |
| **3.2** | **Placement Guidance**  **(Minute reference 5.1)**  The Director of Registry confirmed that the wording amendment had been made. |  |
| **3.3** | **Academic Calendar**  **(Minute reference 6.1)**  The Director of Registry confirmed that the date of enrolment was correct and a statement had been added to clarify that the University reserves the right to adjust time scales in response to external influences. |  |
| **3.4** | **Library Collection Management and Development Policy**  **(Minute reference 7.3)**  It was confirmed that reference to ‘SCONAL’ agreement had been added to the policy. |  |
| **3.5** | **Student Social Media Policy**  **(Minute reference 11.1)**  The Director of Registry confirmed that wording of the policy included notification that all chat messages are stored on MS Teams. |  |
| **3.6** | **MATTERS ARISING (Taken 20 May 2020 meeting, not considered at the extraordinary meeting held on 05 August 2020).** |  |
| **3.7** | **Report from Validation Panels**  **(Minute reference 2.2)**  21.1C Fil and screen School Courses (Corse Reference 19-20.44). The Assistant Registrar QA, confirmed that the conditions had been met. |  |
| **3.8** | **Report from Validation Panels**  **(Minute reference 21.1)**  21.1B – ADA Masters Suite: conditions met  21.1C – MSc Advanced Clinical Practice, MSc Advanced Clinical Practice (Degree Apprenticeship) and specialist routes:  Conditions met.  21.1D – BSc (Hons) Paramedic Science and BSc (Hons) Paramedic Science (Degree Apprenticeship): Conditions met.  21.1F MA Holocaust and Genocide Studies: Conditions met  21.1H – Foundation degree – Nursing Associate – Level 5: NMC approval given  21.1I – MSc Pre-Registration Nursing Apprenticeship – NMC approval given.  The Assistant Registrar QA, confirmed that either the conditions had been met or approval given from the specific PSRB. |  |
| **3.9** | **Procedure to address validation proposals**  (Minute reference 21.2)  The Assistant Registrar (QA), confirmed that Appendix A had been updated |  |
| **TO CONSIDER:** | | |
| **4.0** | **CHAIR’S BUSINESS**  The Chair took the opportunity to thank members for all their hard work in making the start of term as successful as it had been, given the current uncertainty with respect to the COVID 19 pandemic.  It was noted that the University is committed to maintaining blended learning and will do so for as long as possible. If government advice changes, we will respond accordingly |  |
| **4.1** | **General Update on the University’s approach to Attendance Monitoring for 2020/21.**  It was noted that the Attendance Monitoring Steering Group had been given delegated authority from UTLC to take forward this item of business. | Withdrawn |
| **4.2** | **Overview of the projects that the Teaching and Learning Task and Finish Group are engaged with**  The Chair stated that the group has 12 streams of work on-going, with the following highlights brought to member’s attention.  **Bursaries for students**. Out of 800 students, 793 were eligible for laptops and 150 will be delivered shortly.  **Induction module**. This is now live and is being heavily used by new students. The module will remain live throughout the year as a reference tool and the content will continue to be relevant.  **Central Administration Services: accessibility to students.** Central Administration Teams are all available via MS Teams, and some face-to-face services were being delivered through a blended approach  **Student Timetables.** Significant effort has been put into ensuring the timetable was ready for the start of term. Challenges had included incorporating the different zones and cleaning schedules.  **The Chair asked for feedback from members.**  Dr Rob Allan asked about the Zoning and if there were maps showing the difference Zones which Schools could have access to. The Chair responded by saying that Schools already have this information.  Dr Roddy Hunter, ask about how lecturers would know if a student was exempt and also if students were not exempt and refused to wear a mask in teaching and learning session what was should the lecturer do?  In response to the first point, Mr Matt Mills reminded Members of the communications regarding exemptions and that students can download a digital exemption form to show on their mobile phone, or print off a hard copy which can be checked upon request.  In response to the second point, the Chair reminded members that they can request that students wear their masks or leave the session. If they don’t disciplinary sanctions can be applied.  The Chair also highlighted that the University’s COVID 19 Track and Trace system was also operational. Students need to swipe in as usual in order for the system to work. This system will help trace anyone in contact with those who have been identified as COVID 19 positive.  If a staff member is substituted for another in a teaching session, the timetable must be updated in order for Track and trace to be successful. Ruth Stoker reminded members that School administration teams can do this.  If a case is identified, those who have been identified as being in contact with that person most self-isolate for 14 days. |  |
| **4.3** | **Office for Students (OfS) update**  The Chair updated the membership on relevant issues being discussed by the OfS. A number of regulatory requirements had been paused in order to allow for Universities to prioritise their response to Covid-19. Having reflected further the OfS had confirmed that it did not intend to reinstate its regulatory requirements exactly as before. Instead, work would be targeted to ensure that it is increasingly risk-based. As a result, the 5% sampling of institutions for quality review will not be implemented.  It was noted that the Minister for Universities, Michelle Donelan, has written to the OfS asking it to reduce the administrative burden on the sector with respect to the operation of the National Student Survey (NSS). In addition the Minister has asked for NSS to be reviewed and a list of issues has been identified. The Minister would like the review to be concluded by Christmas 2020.  The Chair emphasised to members that although the government was reviewing the NSS, this did not mean that it was going to be scrapped. The University needs to remain focused on achieving the targets set in the NSS Action plan and follow them through. Failure to do so will impact on the University’s position in league tables.  Dr Keith McCabe, stated that as part of the review the government were considering expanding the NSS from the final year of study, which is the current position, to all years of study.  The Chair also informed members, that the OfS is also undertaking a review of digital learning during the COVID 19 pandemic to which the University is feeding into. |  |
| **4.4** | **National Teaching Fellowships (NTF) & Community and Teams (CAT) awards**  The Chair highlighted the success the University had in recently years (2 most recently, of which one Dr Georgina Blakeley member of the Committee, holds a NTF) with these awards and that the internal selection process was now open for 2021. The University is keen to support academics who wish to be considered and to that end the application process has now been streamlined and made more efficient. The Chair asked members to encourage colleagues who they think are ready to apply. Interested candidates names should be sent to the Chair or her Executive Assistant |  |
| **4.5** | **Confirmation of the:**   * **Terms of Reference** * **Membership** * **Committee dates for the 2020/21 academic session**   Terms of Reference. The Chair reminded the membership that in line with governance best practice Terms of Reference should be reviewed annual. The Director of Registry pointed out that the ToRs were incorrect and that she would arrange for the correct ones to be circulated to the membership for approval via e-mail, following the meeting. **ACTION** Director of Registry  Membership. The Chair welcomed new members:   * Professor Nic Clear, Deans Representative * Tim Hosker, Director of Estates * Dr Tarja Kinnuen, School Board member, Applied Sciences   The Committee also approved to co-opt a representative of the GPA Project Board, Dr James Forde **APPROVED**  Other amendments were noted:   * Sharon Morgan is replaced by Jo Mitchell as the Wellbeing representative. * Amanda Tinker, is the Academic Skills Tutor Representative * Nik Taylor notes that the title of “Dr” was not stated on the membership list and asked for it to be included.   The Secretary confirmed that the amendments will be made ahead of the next meeting. **ACTION** Secretary.  **It was noted that the Chair reserves the right to call additional meetings as required in response to the public health emergency.** | UTLC\_2020\_09\_23\_P4.3 |
| **4.6** | **National Student Survey (NSS)**  Dr Keith McCabe commented briefly on the NSS results and the need to address the issues identified as they impact on league table positions and in turn the University’s student recruitment.  The Chair confirmed that she is in the process of talking to all course teams, and these are a useful forum for discussing responses to NSS.  Dr Liz Bennett asked for a summary of the main issues. The Chair responded that the University’s Organisation and Management score had dropped each year for the past three years, which is a concern. In addition, other routine ‘Housekeeping’ issues have not always been addressed e.g., Tutors were not responding to e-mails in a timely manner and appropriate feedback was not being provided.  The Chair commented that across the University there is some very positive work going on to address the issues identified. However, some areas needed more support than others to redress the balance. It was note that the stability of Course Teams was an issue, which the Chair is talking to Course Leaders about. |  |
| **4.7** | **BAME Manifesto update**  The Chair reminded the Committee that the Manifesto had been looked at previously and had also been reviewed by the Ethnicity and Diversity and Inclusion Committee (EDI). However, as it is linked to Teaching and Learning activity it will be brought back to the Committee for review and comment.  The Chair also updated the Committee on the work of the EDI Committee. Its current focus is preparing a draft submission for the Race Equality Charter Mark. It is recognised that the University has substantial work to do in this area and timelines and progression toward agreed targets will be brought back to the Committee.  The Chair note that the Key Performance Indicator (KPI) for differential attainment had reduced significantly in 2019/20 compared with the previous year. Preliminary analysis indicates that assessment may have had an impact.  Lydia Blundell, asked if the data could be shared with the Committee. The Chair responded that it was with AdvanceHE, but that it could be mentioned discreetly ahead of AdvanceHE confirming it.  Dr Roddy Hunter asked for clarity on the role and function of BAME Ambassadors. The Chair responded by saying that a paper had been prepared for the EDI Committee regarding the role of these positions. Lydia Blundell, provided more context: in brief, Ambassadors had reported that they felt that they were not always heard in the Committees/Groups they attended and as a subsequence felt disenfranchised. In response the SU had decided to look at the role and consider how it could be developed differently  The Chair felt it would be useful to bring the BAME Ambassador paper to the next Committee meeting for discussions: **ACTION Chair**. |  |
| **5.0** | **Student Casework Summary**  Annual reports on Taught Student casework arising from the Regulatory procedures during the 2019/20 period.  Matt Mills commented that no report for Fitness to Study had been provided. The Chair stated that due to low numbers it was challenging to present any meaningful data without identifying the individuals concerned. However, The Director Registry commented that it should be possible for Registry to provide a brief overview for the next meeting of the Committee: **ACTION:** Registrar Taught Provision. |  |
| **5.1A** | **Annual Report on Academic Integrity**  The Chair presented the report.  The Director of International Office, asked if domicile could be included. **ACTION:** Planning and Information to add domicile to next year’s data analysis.  A member of the Committee asked if there was any trends with respect to ethnicity and intersectionality. The Chair explained that this data was lacking at present but would be included for future years. **ACTION:** Planning and Information to include in next year’s data analysis. **And** Registry to examine to see if any meaningful trends can be identified. | UTLC 2020 09\_23\_P5.1A |
| **5.1B** | **Annual Report on Appeal Against Decisions to Withdraw Students on the Basis of Poor Attendance**  The Chair presented the report. Schools were requested to track locally the number of students who had completed their studies following a successful appeal against withdrawal. **ACTION:** Schools | UTLC\_2020\_09\_23\_P5.1B |
| **5.1C** | **Annual Report on Appeals Against CAB Decisions**  The Chair presented the report and remarked that many cases were understandably linked to COVID-19. | UTLC\_2020\_09\_23\_P5.1C |
| **5.1D** | **Annual Report on Complaints**  The Chair presented the report and remarked that due to the low level of complaints it was difficult to disaggregate them by type as this may inadvertently identify individuals. | UTLC\_2020\_09\_23\_P5.1D |
| **5.1E** | **Annual Report on Appeals Against EC Panel Decisions**  The Chair presented the report and noted the lower evidence requirements due to Covid which might have contributed to fewer appeals. | UTLC\_2020\_09\_23\_P5.1E |
| **5.1F** | **Annual Report on Disciplinary Cases**  The Chair presented the report and remarked that there was a significant reduction year on year. Liz Bennett asked what the significant drop in cases referring to Attendance Monitoring was attributed to. The Chair responded this was most likely due to the fact that teaching had been moved online in late March 2020, thus incidents which may have occurred on in the Spring and Summer terms did not do so. | UTLC\_2020\_09\_23\_P5.1F |
| **5.1G** | **Annual Report on Fitness to Practice**  The Chair presented the report and highlighted the information within. The Committee had no further comment. | UTLC\_2020\_09\_23\_P5.1G |
| **6.0** | **Classification Statistics**  The Committee received an interim report on the University’s classifications for 2019/20.  The Chair directed the Committee to Page 53, with respect to the breakdown of classifications. In particular, it was noted that some subject disciplines had seen an increase in the number of students in the 68%-69% threshold and there was a need to be vigilant with respect to grade inflation.  Other key points made include:   * The gap between advantaged and disadvantaged was 2.5%. * The gap between the genders has reduced compared with previous years.   Dr Robert Allan, highlighted the fact that Applied Sciences had improved its educational outcomes with respect to BAME population. However, each initiative had been ad hoc, which was a concern to the School as it could place its QA and accreditation at risk. The Director of Registry responded that Registry will pick this up with the school outside the meeting, as it would be picked-up as part of the Awards Regulation review which Registry are about to start work on. **ACTION**: Director of Registry. | UTLC\_2020\_09\_23\_P6.1 |
| **7.0** | **Topics for Quality Appraisal 2020/21** |  |
| **7.1** | The Assistant Registrar (QA) briefed members on the topics which had been suggested:   * Closing the loop on thematic review * Fitness to Practice case handling at school level * Academic Misconduct in an online environment   The Chair asked if members had a specific preference to inform the Assistant Registrar (QA) by Wednesday 7 October. |  |
| **8.0** | **Specific question for Annual Evaluation** |  |
| **8.1** | The Assistant Registrar (QA) reminded members of the agreed question.  “In response to the impact of Covid-19, course teams are asked to provide reflections on any lesson learned from changes to their assessment regimes and to highlight any area of good practice that they intend to continue with.” |  |
| **9.0** | **Themes for Thematic Review 2020-21** |  |
| **9.1** | The Assistant Registrar (QA), asked members to e-mail him to propose topics. **ACTION**: Members |  |
| **At 10.45, the Chair of UTLC left to attend another meeting and the Chairing of the Committee meeting was passed to the Dean of The School of Education and Professional Development, Professor Hazel Bryan** | | |
| **10.0** | **Review of Assessment Categories** |  |
| **10.1** | The Assistant Registrar (QA), outlined the key points of the paper. In brief, there is a need to properly categorise assessment types at module level, as the current definitions do not align with external data sources.  The Director of Registry pointed out that performance-based assessment is not categorized with various catch-all assignment types used. This does not provide the University with the granularity of data that it needs.  The following points were raised by members:  Group assessment in performance was not categorized and as such it does not adequately cover the work undertaken by the students involved.  Without the granularity the University is unable to spot where students are struggling.  A glossary of terminology would be very useful (exhibition for example, would be a useful category) | UTLC\_2020\_09\_23\_P10.1 |
| **TO NOTE:** | | |
| **11.0** | **Registry Priority Projects** |  |
| **11.1** | **Course Assessment Boards (CAB) Review**  The Assistant Registrar (Taught Provision) outlined the need for the review and what it will consider the following:   * The establishment of formal module-level boards * The reduction of the administration surrounding CABs * The redesign of CAB meetings to achieve greater efficiency   Dr Georgina Blakeley asked if Human and Health Sciences (HHS) could be involved, as at present they are undertaking CABs each month, which is a significant administrative burden on all staff involved. Dr Eleanor Davies also wished to be involved as a representative from the Business School.  The Director of Registry welcomed both colleagues involvement in the project and they would be contacted once the meetings were set-up. |  |
| **11.2** | **Review of Awards Regulations**  The Assistant Registrar (Taught Provision) outlined the need to fully review the regulations as they had not been reviewed for a considerable period of time. A working group will be set-up later this year and members are asked to look out for the e-mail if they wish to engage with the project.  An update on both projects will be presented at the January 2021 meeting of the Committee ACTION: **Assistant Registrar Taught Provision** |  |
| **12.0** | **Digital Accessibility Policy**  For UTLC comment and approval  **APPROVED** | UTLC\_2020\_09\_23\_P12.1 |
| **12.1** | **ALLY for LMS verbal update**  The ALLY software was installed in August and bite size training will be delivered over the next few weeks. Training materials for those members who are interested is available on ark |  |
| **13.0** | **Admissions Policy** | UTLC\_2020\_09\_23\_P13.1 |
| **13.1** | * Policy statement on Staff Recruitment and Student Admissions, where applicants are Ex-Offenders * Arrangement for the Admissions of Applicants under the Age of 18 Years * Interview Policy   **APPROVED**  **ITEM TAKEN AT 11.30** |  |
| **14.0** | **Report from The Students Union**  Academic Representation and emerging feedback |  |
| **14.1** | The SU Education Representative, Tom Rolls, gave the following verbal update:   * All Academic Representative training will be delivered on-line * Some students are reporting that there are challenges with using Teams; further feedback is being gathered * Overlapping sessions have also been highlighted in the timetable and where these have occur they are being reported back to the School for action.   Dr Roddy Hunter, highlighted the need to get Academic Representatives into post quickly and it would be beneficial to have some School wide guidance regarding managing elections.  Mr Tom Roll’s responded by say that there are variations in process within each School, but invited a discussion outside of the meeting, to see what could be done. **ACTION**: SU Education representative to talk to schools about election processes. |  |
| **15.0** | **External Examiners**  To review and agree a list of External Examiners  **APPROVED** | UTLC\_2020\_09\_23\_P15.1 |
| **16.0** | **A comparison of University Validation Event Outcomes post COVID-19** | UTLC\_2020\_09\_23\_P16.1 |
| **16.1** | The Assistant Registrar (QA), introduced the paper and informed members that Registry had found no discernible difference between how events had been managed before the Public Health Emergency and during it.  Registry however, are mindful that the Public Health Emergency is continuing and it may be useful to issue further guidance to Schools and provide additional training as appropriate. |  |
| **17.0** | **Addendum to Temporary Changes to courses in response to COVID-19 2019/20 and 2020/21**  **APPROVED** | UTLC\_2020\_09\_23\_P17.1 |
| **18.0** | **Reports from PSRBs**  The Committee noted the following reports from PSRBs |  |
| **18.1** | Royal Society of Biology accreditation for 5 years from July 2020:  Renewal of Advanced Accreditation: Biochemistry with Research Placement  Biology (Molecular and Cellular) with Research Placement  Medical Genetics with Research Placement  Medical Biochemistry with Research Placement  Medical Biology with Research Placement  New submissions for Advanced Accreditation:  Biological Sciences with Research Placement  Biomedicine with Research Placement  Pharmacology with Research Placement | UTLC\_2020\_09\_23\_P18.1A  UTLC\_2020\_09\_23\_P18.B |
| **18.2** | General Pharmaceutical Council (GPhc)  Extension of accreditation of MPharm Master of Pharmacy until the end of the 2020-21 academic year | UTLC\_2020\_09\_23\_P18.2 |
| **18.3** | General Optical Council  Provisional Approval: BSc (Hons) Optometry | UTLC\_2020\_09\_23\_P18.3A  UTLC\_2020\_09\_23\_P18.3B |
| **18.4** | RICS - Royal Institution of Chartered Surveyors  Letter (May 2020) confirming accreditation backdated to cover 2017-2021 intakes:  BSc (Hons) Construction Project Management FT  BSc (Hons) Surveying - Quantity Surveying FT  BSc (Hons) Surveying - Building Surveying FT  Dr Roddy Hunter, commented that the School Management would like to thank all staff members involved in the process as without their hard work the accreditation would not have been successful. | UTLC\_2020\_09\_23\_P18.4A  UTLC\_2020\_09\_23\_P18.4B |
| **18.5** | NMC -Nursing and Midwifery Council  Programme approval (November 2019):  Independent and Supplementary Nurse Prescribing – Indefinite approval | UTLC\_2020\_09\_23\_P18.5 |
| **18.6** | NMC -Nursing and Midwifery Council  Programme Major Modification Approval (May 2020):  MSc Pre-registration Nursing apprenticeship- Adult  MSc Pre-registration Nursing apprenticeship- Mental Health  MSc Pre-registration Nursing apprenticeship- Learning Disabilities  MSc Pre-registration Nursing apprenticeship- Child  Indefinite approval | UTLC\_2020\_09\_23\_P18.6 |
| **18.7** | NMC -Nursing and Midwifery Council  Programme Modification Approval (May 2020):  Foundation Degree - Nursing associate – Level 5  Indefinite approval | UTLC\_2020\_09\_23\_P18.7 |
| **18.8** | IMechE Accreditation:  The following Bachelors degrees be accredited as meeting the academic requirement, in part, for Chartered Engineer registration from the 2020 cohort intake up to, and including, the 2024 cohort intake:  BEng(Hons) Automotive & Motorsport Engineering (Full Time 3 Years; Sandwich 4 Years; EngC ref 11406)  BEng(Hons) Energy Engineering (Full Time 3 Years; Sandwich 4 Years; EngC ref 10366)  BEng(Hons) Mechanical Engineering (Full Time 3 Years; Sandwich 4 Years; Part Time 6 Years; EngC ref 1083)  The following Masters degrees be accredited as meeting the academic requirement, in full, for Chartered Engineer registration from the 2020 cohort intake up to, and including, the 2024 cohort intake, with backdated accreditation being additionally awarded to the Full Time modes for 2015-2019 inclusive:  MEng Automotive & Motorsport Engineering (Full Time 4 Years; Sandwich 5 Years; EngC ref 11405)  MEng Energy Engineering (Full Time 4 Years; Sandwich 5 Years; EngC ref 10365)  MEng Mechanical Engineering (Full Time 4 Years; Sandwich 5 Years; EngC ref 1112)  The following Masters degree be accredited as meeting the Further Learning component of the academic requirement for Chartered Engineer registration from the 2020 cohort intake up to, and including, the 2024 cohort intake with backdated accreditation awarded for 2015-2019 inclusive:  MSc Oil and Gas Engineering with Management (Full Time 1 Year; EngC ref 16658)  The following Masters degree be accredited as meeting the Further Learning component of the academic requirement for Chartered Engineer registration from the 2020 cohort intake up to, and including, the 2024 cohort intake with backdated accreditation being awarded for the 2019 cohort intake only:  MSc Mechanical Engineering (with Placement) (Full Time 1.5 Year; EngC ref 16657)  The following Masters degrees be accredited as meeting the Further Learning component of the academic requirement for Chartered Engineer registration from the 2020 cohort intake up to, and including, the 2024 cohort intake:  MSc Automotive Engineering (Full Time 1 Year; EngC ref 13053)  MSc Engineering Design (Full Time 1 Year; EngC ref 10040)  MSc Mechanical Engineering (Full Time 1 Year; EngC ref 10038 | UTLC\_2020\_09\_23\_P18.8 |
| **19.0** | **PSRB Engagement 2020/21** |  |
| **19.1** | The Committee noted the forthcoming PSRB engagements. The Chair asked those members concerned to start making preparations.  **ACTION:** Members with forthcoming PSRB engagement to start making preparations**.** | UTLC\_2020\_09\_23\_P19.1 |
| **20.0** | **Report from SCCP** |  |
| **20.1** | The Committee received and noted the minutes from SCCP held on 26 February 2019 | UTLC\_2020\_09\_23\_P20.1 |
| **21.0** | **Reports from Validation Panels** | UTLC\_2020\_09\_23\_P20.1 |
| **21.1** | The Committee received and noted the reports arising from validation events.  No comments were recorded | UTLC\_2020\_09\_23\_P21.1  [UTLC\_2020\_09\_23\_P21.1](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1A](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1A.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1B](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1B.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1C](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1C.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1D](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1D.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1E](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1E.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1F](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1F.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1G](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1G.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1H](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1H.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1I](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1I.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1J](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1J.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1K](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1K.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1L](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1L.pdf?Web=1)  [UTLC\_2020\_09\_23\_P21.1M](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P21.1M.pdf?Web=1) |
| **22.0** | **Reports from Review Panels**  No reports were received |  |
| **23.0** | **School Teaching and Learning Committee Minutes** |  |
| **23.1** | The Committee received and noted the minutes from Human and Health Sciences committee held on 10 June 2020 | [UTLC\_2020\_09\_23\_P23.1](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P23.1.pdf?Web=1) |
| **23.2** | The Committee received and noted the minutes from Education and Professional Development committee, held on 6 June 2020 | [UTLC\_2020\_09\_23\_P23.2](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P23.2.pdf?Web=1) |
| **23.3** | The Committee received the minutes from the Business School committee, held on 03 June 2020 | [UTLC\_2020\_09\_23\_P23.3](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P23.3.pdf?Web=1) |
| **23.4** | The Committee received the minutes from the Business School committee, held on 08 September 2020 | [UTLC\_2020\_09\_23\_P23.4](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P23.4.pdf?Web=1) |
| **24.0** | **Other Committees** |  |
| **24.1** | The Committee received the minutes from the International Committee held in April 2020 | [UTLC\_2020\_09\_23\_P24.1](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P24.1.pdf?Web=1) |
| **24.2** | The Committee received the minutes from the University Equality, Diversity and Inclusivity Enhancement Committee, held on 03 June 2020 | [UTLC\_2020\_09\_23\_P24.2](https://unifunctions.hud.ac.uk/COM/University-Committees/University%20Teaching%20and%20Learning%20Committee/UTLC_2020_09_23_P24.2.pdf?Web=1) |
| **24.3** | The Committee received the minutes from the Learning Platform Steering Group, held on 05 May 2020 | UTLC\_2020\_09\_23\_P24.3 |
| **OTHER BUSINESS** | | |
| **25.0** | **Any Other Business** |  |
| **25.1** | **Accurate Reporting of Members Attendance**  The Chair reminded members to accept the meeting requests for the Committee as this is the only way in which the Secretary can accurately record attendance. |  |
| **26.0** | **Availability of Agenda, Papers and Minutes**  It was confirmed that there were not agenda items, papers or minutes that should be treated as confidential. |  |
| **27.0** | **Dates of future Meetings**  Wednesday 24 November 2020  Wednesday 27 January 2021  Wednesday 17 March 2021  Wednesday 19 May 2021  All meetings commence at 09.30 and end at 12.30. |  |