

**Faculty of Humanities
Teaching and Learning Committee
Wednesday 12th December 2012, 2 - 3pm
University Place 6.207**

Present:

Dr. Christopher Davies	Associate Dean for Teaching, Learning & Students
Prof. Matthew Jefferies	Assistant Associate Dean for Teaching, Learning & Students
Mrs. Lisa McAleese	Senior Faculty Taught Programmes Administrator
Mrs. Emma Rose	Senior Faculty QAE Administrator
Dr. Fiona Smyth	Director of Teaching and Learning, SED
Dr. James Garratt	Director of Undergraduate Education, SALC
Dr. Abigail Gilmore	Director of Graduate Education, SALC
Mrs. Diane Slaouti	Director of Undergraduate Studies, Education
Mr. David Hall	Acting Director of Postgraduate Studies, Education
Dr. Veronique Pin-Fat	Director of Undergraduate Studies, SoSS
Mr. Luke Newton	Education Officer
Mr. Arthur Baker	Humanities UG Representative
Dr. Ilias Petrounias	MBS Director of Undergraduate Studies

In attendance

Mrs. Nicola Lord	Faculty QAE Administrator (Secretary)
Ms. Emma Sanders	Faculty QAE Administrator
Mrs. Katy Woolfenden	JRUL Head of Teaching, Learning & Students
Mr. Guy Percival	Head of Faculty IS
Mr. Justin Kennedy	Student Sabbatical Intern (Humanities) (for item 4)
Ms. Alexa Mappleback	Student Sabbatical Intern (Humanities) (for item 4)
Mr. Will Carey	Teaching & Learning Adviser (for item 4)

1. Apologies

Dr. Iain Brassington, Ms. Cath Dyson, Dr. Mark Elliot, Ms. Norma Hird, Mr. David Williamson, Dr. Judith Zolkiewski.

2. Minutes of the last meeting and matters arising

The minutes of the meeting held on 7th November 2012 were approved as an accurate record (HTLC 2/12).

Matters arising

Pre-meeting presentation: Consultation on the impact on students and Schools of a common deadline for course unit selection for returning students

Comments received from Schools were sent to June Finch by the end of November, along with the comments received from the Teaching & Learning Administrators' Network (TLAN).

Item 1 Alumni Feedback gained from the audit undertaken into the Faculty's alumni resource and priorities for alumni relations was returned to Emma Packham. A report and recommendations will be presented to the Faculty's Senior Management Team meeting on 28 January 2013.

Item 4 Terms of Reference for IS & Web Sub-Committee

The AD TL&S has reported concerns about a) the volume of meetings to be attended by a T&L Director and b) the perceived authority & seniority of the role to the Dean's Advisory Group. The issue of authority is to be discussed at an upcoming meeting of the Faculty's Senior Management Team, at which Heads of School will be present.

Item 5 Ethnicity / gender and degree attainment

Action Ongoing. AD TL&S to follow up and report to the next meeting.

Item 6 Risk Register

Emma Rose had reported to the Planning Officer that the wording of risk #5 should be revised to make it clearer.

Item 7 eLearning & blended learning

The new IS and Web Sub-Committee will discuss health and safety concerns regarding online marking and the increased amount of time which needs to be spent at a screen.

Cath Dyson was to i) request that issues of changing marking practices and the relationship with feedback scores are investigated, noting the concerns over the loss of opportunity for a face-to-face discussion about feedback when returning feedback online compared with returning feedback at the end of a lecture and ii) investigate whether there has been any progress with regard to the ability for staff and examiners to view each others' Blackboard spaces.

Action: Ongoing, Cath to report to HTLC when an update is available.

3. Chair's Report

3.1 Appointment of second Assistant Associate Dean for Teaching, Learning & Students

Reported Dr. Judith Zolkiewski of MBS has been appointed to this role. Her remit will cover eLearning and IT approaches to teaching and learning. Judy will chair the IS and Web Sub-Committee and eLearning Strategy Group as of 2013.

3.2 Review of Sotheby's Institute of Art

Reported A review has been conducted and approval given for the continuation of the relationship. There will be a move to strengthen the ties between Sotheby's and the University as there may be further benefits which the relationship could bring.

3.3 Portfolio review

Reported A Portfolio Review Group has been set up to be chaired by the Dean. Emma Rose and the AD TL&S are members. The President has set a deadline of the end of January for identification of the programmes to be investigated. Schools will then be provided with the detailed data. The AD TL&S and CD will meet with Schools in March and the Dean will report to the SLT by the end of March with any recommendations.
A report is being developed to pull data from Discoverer, in order that the robustness of the data can be checked. Clarity is needed on the internal process for checking the data.

Discussed The criteria for the review. It was reported that the Dean is yet to decide what this will be. Schools will be able to make a case for why programmes should remain. There will still be freedom to determine the portfolio, but sustainability must be ensured.

Noted Some members noted that a month may not be long enough to consider the data, given the number of programmes in Humanities. In larger Schools, there may not be time to consult with individual subject areas.

It was noted that information will be provided about the market share in which we operate, by JACS code. However, it would also be useful to know more about the JACS codes which the Faculty does not operate within.

Action The AD TL&S will discuss the possibility of an extension to the deadline with the VP TL&S.

4. Teaching Quality

- Received Ranking grids from the Student Barometer Summer Wave 2012, comparing the University of Manchester with other participating UK institutions to provide context.
- Action Emma Rose will circulate the data to members by email, as it was not clear whether they had received it.
- Reported It was noted that although not a large number of institutions had taken part, and that response rates were not high, a slight decline in the scores relating to teaching quality had been noted from the Barometer results. NSS and Unit Survey scores had also shown some variability in the quality of teaching across the Schools. The representatives were asked whether anything had been picked up from Schools.
- The AD TL&S reported that the promotion process has been strengthened, and the University's review of teaching esteem made recommendations on measures to address teaching quality.
- Discussed The data currently available makes it difficult to identify individuals within a discipline. Survey fatigue also needs to be taken into account. Education did not promote the Summer Student Barometer as strongly as it coincided with the NSS. Some Schools felt strongly that the time and resource spent promoting the Student Barometer in the summer would be better spent on promoting the Unit Survey. Asking students to complete the Barometer twice a year is too much in addition to the Unit Survey and NSS (where applicable). The Autumn Wave data is more useful if there is a good response rate as the data can be mined. Students completing the survey in the summer tend to do so more if they remember negative experiences and this is reflected in their feedback.
- The deadline of 14 December for semester 1 Unit Surveys was discussed. Members agreed that this is too early for students to be able to evaluate a unit and that the deadline should be after the end of the examination period. The reason for keeping this deadline was discussed, given that these surveys are now completed online and so do not need to be completed within class. The members asked for the TL&S to be lobbied to close the survey later, although it was recognised that this may not be possible for this round.
- It was also noted that we do not always know what students expect of 'quality teaching'.
- Action The AD TL&S to raise the points at DAG and report the issues relating to the Unit Survey to Prof. Richard Reece.
- Arthur Baker will send a reminder to students to complete the Unit Survey.

Secretary's Note: Kim Comer and Emma Hilton-Wood of the University's Teaching & Learning Support Office are to attend a pre-meeting of HTLC on 3rd April at 1pm to present on how semester 1 surveys went and report on the process for semester 2 and beyond. Members and other interested colleagues are invited to join this section of the meeting over lunch. Please contact Nicola Lord (Nicola.lord@manchester.ac.uk) to confirm whether you would like to attend.

5. Introduction to Humanities sabbatical interns 2012-13

- Reported There are 30 peer mentoring schemes and 11 Peer Assisted Study Sessions (PASS) schemes currently operating in the Faculty. Updates on the schemes will be reported to HTLC throughout the year.
- The Humanities sabbatical interns for 2012-13 are Justin Kennedy and Alexa Mapplebeck. Both studied Religions and Theology and have been involved in peer support activity during their degree. They noted that the strongest schemes have academic and administrative staff members who coordinate the schemes along with

the support of the interns and good communication with the student coordinators. There are risks where schemes are reliant on one staff member. The work allocation in terms of ownership of schemes has been split between the interns based on the number of schemes in the Faculty.

A list of schemes for which each Intern is responsible can be found at: <http://www.tlso.manchester.ac.uk/students-as-partners/sabbs/profiles/>

6. Teaching Excellence Awards & National Teaching Fellowships

Received Information relating to the above teaching award schemes (HTLC 3/12/5).

Further information on both schemes is available from the Humanities T&L website at: <http://www.humanities.manchester.ac.uk/tandl/resources/funding/>

7. Library

Katy Woolfenden reported that it is hoped that the Learning Commons will reopen before the start of the examination period in January 2013. Katy had been promised an update from Estates by 4pm that day.

8. Minutes from related committees

Minutes from the recent meetings of the following committees were received for information:

- 8.1 eLearning Strategy Group Minutes (12 November 2012)
- 8.2 Intake Management Group (IMG) Minutes (29 November 2012)
- 8.3 UG Sub-Committee (31 October 2012)
- 8.4 PG Sub-Committee minutes (21 November 2012)

9. Information circulated since last meeting

Received A list of documentation circulated to members since the last meeting (for information) (HTLC 3/12/8).

10. A.O.B.

10.1 Recording of lectures

Reported Dave Williamson had wished to discuss this topic but was unable to attend. This topic will be discussed at the January meeting when the Associate Vice President for Teaching, Learning & Students, Prof. Richard Reece will be present. Prof. Reece will also present on the Podcasting Project at the T&L Showcase which will take place on 8th January 2013 <http://www.humanities.manchester.ac.uk/tandl/showcase/index.html>

Action Nicola Lord to request an update on the Podcasting Project from the Project Lead, Stuart Phillipson, in advance of the January meeting.

10.2 Computer clusters

Reported A decision has been taken to move the remaining student clusters to Windows 7 over the Christmas period. This is a risk as a number of software packages have not yet been tested on Windows 7, but it has been agreed that the move should go ahead.

11. Date of next meeting

The next meeting will take place on Wednesday 16th January 2013 from 2 - 4pm Room 5.206 University Place.

NB: The meeting due to be held on Wednesday 27th February 2013 will instead be a meeting of Faculty UG Sub-Committee, which will be held from 2 - 4pm in Committee Room A, Whitworth Building.