**Faculty of Humanities**

**Teaching & Learning Committee**

**UNAPPROVED Minutes of the meeting of 18 February 2015, 2pm – 4pm**

**Room 2.217, University Place**

1. **Apologies**

Sharon Clarke (MBS), Abi Gilmore (SALC PGT), Jackson Maogoto (Law PGT), Elinor O’Connor (MBS PGT), Ilias Petrounias (MBS UG), Harriet Pugh (Education Officer), Michael Spence (UG Student Rep), Veronique Pin-Fat (SoSS UG), Katy Woolfenden (Library), Judy Zolkiewski (AAD TL&S).

1. **MyManchester developments and “Make the Most of Manchester” Steering Group (Patricia Clift-Martin)**
* Patricia is Secretary to the “Make the Most of Manchester” Steering Group, established November 2014 to oversee major projects relating to student support and development which fall primarily outside School and Faculty Structures. The Group is Chaired by Clive Agnew, who will report to the University’s Teaching and Learning Group (TLG). The Group has three project priorities for 14/15:
	1. **MyManchester Update and Service Improvement (Key contact: Paul Govey)**
* This will oversee a full system update to the U-Portal software, to provide additional functionality as well as improved stability.
	1. **MyManchesterPlus (Key contact: Patricia Clift-Martin)**
* MyManchesterPlus is focussed on UG students only (extension to PGT would require a separate project to be commissioned) and will create a single portal for accessing the wealth of personal and academic development opportunities that exist for students.
* Students will be able to browse and filter opportunities, information, online learning resources and bookings for events, with information pulled in from T4 (the online content management system).
* Students will be able to add content to a personal (development) timeline. This could therefore aid reflection on development and enable them to set and re-prioritise goals.
* My ManchesterPlus will be able to pull information from Faculty and school websites if search terms defined appropriately, for students to bookmark the urls. Schools may in time highlight particular recommended pathways to certain groups of students.
* Content is being developed from AGLC’s “My Learning Essentials” (which consists of both bookable training courses and online learning resources), plus MyWellbeing and the MyFuture framework. It may also incorporate the taught and volunteering opportunities within the Manchester Leadership Programme.
* An element of self-audit/self-assessment (based on one currently located in MyFuture and another in My Wellbeing) will also be incorporated.
* The project expects to deliver some functionality this September, but the project is commissioned until August 2016.
* MyManchesterPlus will not permit sufficient user-generated content and uploaded artefacts to replace work currently underway in eLearning teams to develop e-Portfolios.
	1. **MyStudents (Key contacts: Richard Reece and Louise Walmsley)**
* MyStudents was brought in partly to support the revised Policy on Academic Advising, which is going to Senate for approval in April. It aims to provide data for Academic Advisors in an easy, single portal, to enhance support given to students both as individuals and in groups.
* It has been piloted in 3 Schools, including SEED from Humanities.
* The main issue was inadequate data quality recording the Academic Advisor relationship in CS. A lot of work has been done to improve this, and the project is now translating the findings into a single programme of IT work which will need to be prioritised for implementation, before developing training for Academic Advisors.
* Initially MyStudents was expected to roll-out for Feb 2015 (Semester 2, 14/15) but IT prioritisation is still to be done, so the timescale for roll-out is t.b.c. However, roll out should still occur this Semester.
* The next project meeting is in March – Emma Rose will attend and feed back to HTLC.
* Law felt Schools will struggle to implement the revised Policy on Academic Advising policy without MyStudents being up and running.
1. **Minutes of the last meeting**

**Approved:**

The minutes of the last meeting (HTLC/3/14) were approved as a correct record, subject to an amendment to Minute 7. Student Matters, regarding a change of policy on Closed Book exams in SoL.

1. **Actions and Matters Arising from the previous meeting**
	1. **Actions from the previous meeting**

**Carried forward from HTLC of Weds 2nd April 2014:**

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| --- | --- | --- | --- |
| ***Item*** | ***Action*** | ***Responsibility*** | ***Update*** |
| **13. of 19.02.14 Promoting Languages: to agree ways in which language units can be promoted across the Faculty at UG and PGT level, with reference to new UG and PGT Regulations** | ULC would enhance Level 1 LEAP units to Level 3. Course Unit Specs to be forwarded to TLO for approval | James Garratt  | **Ongoing:** ULC have piloted “enhancement” to a higher FHEQ level in LEAP German course units. An alternative would be to code all ULC units as Level 2. A paper should be drafted and the issue put back to TLG to rule on, as the issue affects students in all Faculties who study ULC units. |

**Carried forward from HTLC of Thurs 12th June 2014:**

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| --- | --- | --- | --- |
| ***Item*** | ***Action*** | ***Responsibility*** | ***Update*** |
| **8. Policy on Additional Costs** | Schools to email Lisa McAleese with information on how they are implementing the University’s Policy on Additional Costs and embedding it into their annual monitoring procedures. Respond by 4th July. | Rebecca Bennett; James Garratt; Abi Gilmore | **Ongoing:** SoL still needs to respond to Lisa about how they are implementing the policy on Additional Costs within their Schools.  |

**Carried forward from HTLC of Weds 8th October 2014:**

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| --- | --- | --- | --- |
| ***Item*** | ***Action*** | ***Responsibility*** | ***Update*** |
| **12. Peer Review of Teaching** | Raise at DAG that a few elements of the Faculty guidance did not match the University policy, e. g. Humanities’ document stated that no WAM allocation would be granted to Peer Reviewers, following discussion at HPRC. This would have to be taken back to HPRC, as the AVP (TL&S), Prof. Kersti Borjars had stated that the Deans of Faculty had agreed at SRC that Peer Review duties were WAM-able. | Fiona Smyth | **Ongoing:** Revised Faculty Guidance to go to HPRC 19/02/15 for approval. |

**Actions arising from HTLC of Weds 5th November 2014:**

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| ***Item*** | ***Action*** | ***Responsibility*** | ***Update*** |
| **9. Joint Hons** | Amend ‘Faculty Guidelines for management of Joint Honours programmes’: top of page 2, second bullet point – the partner ‘*MUST’* attend the owning School’s BoE. | Lisa McAleese | **Action reinstated!** TLMG decided in Jan 2015 it would NOT take forward. Therefore, **Lisa McAleese** to update Faculty Joint Hons Guidance. |
| Amend the title of ‘Faculty Guidelines for management of Joint Honours programmes’ as it sounds like it’s a guide to creating a Joint Hons programme rather than administering it or managing it.  | Lisa McAleese |
| Ensure Joint Hons Guidance is circulated to Joint Hons programme directors for comment, before reissuing.  | Lisa McAleese |
| **11.1 Mark Review** | TLSS to draft a list of indicators (without descriptions) for mark review, including the HTLC-approved position on reviewing the impact of “near miss” late submission penalties. | LMcA | **Ongoing:** awaiting feedback from AAD (TL&S) before issuing to Schools. |

**Actions arising from HTLC of Weds 10th December 2014:**

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| ***Item*** | ***Action*** | ***Responsibility*** | ***Update*** |
| **4 - Matters Arising from the previous meeting: Faculty Penalty Scheme for Late Submission – proposed revisions to policy** | Implementation of the proposal would be discussed at TLAN on Monday 15th December, after which Lisa McAleese would report back.  | LMcA | **Ongoing.** |
| **10.2 – Faculty Operational Priorities**  | Set up the Faculty PGT Contact Hours Working group again after the Christmas break. | LMcA | **Completed** – Working Group reconvened, next meeting 26/02/15. |
| **12. Summary of External Examiners Comments 13/14 (UG)** | Discuss within School TLCs and report back on any issues. | T&L Directors | **Completed.** |

* 1. **Matters Arising from the previous meeting**

**Ref. Implementation of Teaching Assistant (TA) Policy**

**Discussed:**

* Implementation of the new Teaching Assistant Policy was causing some dissatisfaction in Law amongst TAs who are not PhD students but rather are experienced lecturers/legal professionals. It was clarified that a TA who is not a PGR student does not have to have their hours (and therefore their pay) restricted to 180. But the hourly rate must be the same for all TAs.
* MBS and SALC have had similar problems in this regard.
* In contrast, SoSS has experienced budget strain as the bill has increased as a result of the new Policy.
* HTLC was reminded that the University said multipliers should not be used for payment of (G)TAs back in 2011. Schools who had continued to do this meant that the new policy has had a bigger impact.

**Policy on Penalties for Late Submission**

**Reported:**

* This issue has been discussed at TLG which is now looking at proposing a University-wide policy. Nevertheless, it was anticipated that Faculties and Schools would still need to come to an agreement on how lateness penalties can be implemented. Therefore a Faculty paper on penalty implementation issues would come to HTLC 22nd April.

**Action: Lisa McAleese**

1. **Chair’s report**
* Attendance from both disciplines at BoEs is required for Joint hons (ref: Periodic Review of History)
* Project 33 Group has reported to SMT – discussed yesterday at SLT, but outcome/decision not clear. Lot of concern about potential impact on Humanities if exploration results in recommendations. Keith was going to speak to Clive to express Faculty concerns before the meeting.
* A statement came to University Teaching and Learning Group (TLG) around the University’s Ethics Committee (UREC) no longer considering taught student dissertation approvals, meaning that the Supervisor and student would henceforth bear responsibility for transparency and disclosing full research plans at the outset. This has not yet appeared on TLSO website, but will be in place for next year [15/16]. A Faculty project to work with schools’ forms and streamline processes will be announced, if and when the TLSO statement goes ‘live’.’
* Report from Faculty SSLC (Staff-Student Liaison Committee)
* Last minute changes to rooms, times, books have a particularly acute impact on PT students.
* Students would like comments from Unit Surveys on teaching styles, delivery style etc. to be shared so that students can make an informed choice of course units based on previous students’ feedback. For example, the Open University have an ‘Amazon’-like review section for each course – 5 stars + commentary.
* Students cannot see the Unit Specification unless they are registered on the course – this is too late. Should they be given access to it before course unit selection, to assist them in their decision-making? The CUIP (Course Unit Information Publishing) system pulls from Campus Solutions – that information could be included here.
* SEED do something similar in that CU Leaders respond to Student Survey comments and then publish it on the intranet.
* When students make elective choices there’s a 2 week grace period for them to change their minds but not all students are aware of this. Schools should communicate this in handbooks and induction.
* Not all staff are issuing reading lists, which would also help students choose course units.
	1. **Programmes identified for Phase 2 of 1415 portfolio review**

**Received** [HTLC/4/14/5.1]

Areas identified for a) expansion, b) revision due to low recruitment. Schools to respond.

**Discussed:**

* How were the areas for expansion identified? Set of triggers agreed. Intakes would be scrutinised over 5 years to identify either steady growth over 5 year or significant growth in 3.
* Why focus attention on these programmes for intervention, when we have middling programmes that could benefit more from support and intervention?
* The communication went to Heads of School, cc: T&L Directors, for response by 17th April 2015.
* PAG will review the process following this first year of operation. Prompts for School reflection are to be refined.
* Representation from each School could be useful for providing PAG with context and School input to the programmes will be identified in future.
* Fee reviews and financial models are part of the actions requested from Schools.
	1. **\*Briefing Note**

**Received** for information. [HTLC/4/14/5.2]

1. **Student Matters**

None.

1. **Report on UG and PGT Admissions for 15/16 (Emma Rose)**

**7.1 UG**

Home

* Overall Faculty is 9% up on UG Home Applications compared with the same time last year (13th February).
* Sickness absence in admissions teams has been slowing down offer-making, so some Offers stats are temporarily depressed e.g. Law and MBS.
* Similarly, SALC appears to be 10% down on Offers compared with last year, but this is only as a result of expanding interviews to more disciplines so numbers are expected to increase in time.
* Acceptances in SALC are up.

Overseas

* Faculty is 71% up on UG Overseas Acceptances compared with the same time last year (13th February).
* However, Law is down on both UG Overseas Applications and UG Overseas Offers.
* Although in general Overseas Faculty figures are positive, we need to be cautious as similarly buoyant figures last year resulted in only 2 more students registering in 2014 than in 2013.
* IMG has been investigating why an increasing number of Overseas students Accept offers but then do not end in Registrations.

**7.2 PGT**

Home

* Faculty overall is 14% down on Home applications compared with the same time last year (13th February), but is up on Acceptances.
* Faculty is likely to miss target again, especially SoSS, SALC and Law, where numbers are down.
* Anecdotally, some students may be deferring to 2016 when Student Loans for PGT will come in.

Overseas

* Faculty is 29% up on Overseas PGT Applications and 37% up on Acceptances, largely as result of certain popular programme in ISDM, SEED (as was the case for 14/15).
* HTLC is concerned to ensure academic involvement in Admissions, especially at PGT – it is important that Programme Directors engage with applicants to facilitate conversion.
1. **Draft Policy on Inclusive Learning and Teaching Materials (Lisa McAleese)**

To agree a Faculty response to the above draft policy, per email from Lisa McAleese to T&L contacts on 04/12/14. [HTLC/4/14/8]

**Discussed:**

* Guidance from the Government will put more pressure on HEIs to meet the needs of students with special needs.
* Powerpoint slides – template NOT adequate: font size far too small
* Lecture Capture – if a lecture capture is released to a single student, all can get it. Law are not prepared to release a lecture to 400 students because 1 disabled student needs it. Alternative would be for student to record themselves.
1. **Faculty annotated University Guidance on Exam Boards (Fiona Smyth)**

Heads of School had asked Faculty for more detailed Guidance on Boards of Examiners – membership, quoracy etc. However, Faculty has postponed this pending issue of University Guidance, which is expected in the wake of the “review of Guidance on Exam Boards” and “Implementation Plan” consulted on in December 2014.

1. **Teaching & Learning Lexicon (Lisa McAleese)**

**Received:**

* Teaching and Learning Lexicon, which was requested by T&L Directors at the Humanities T&L Away Day in September 2014.
* The document will be converted into a web resource and updated as required. Forward any feedback to lisa.mcAleese-2@manchester.ac.uk

1. **Approaches to Obtaining Student Feedback (Lisa McAleese) [3.17 – 3.25]**

 **– Unit Survey Development** [HTLC/4/14/11]

To receive School responses to consultation on the above paper, per email from Lisa McAleese to T&L Directors on 07/01/2015.

1. **Report on MOOCs and Distance Learning (Matthew Jefferies)**

To be carried forward to the next meeting on 22 April 2015.

1. **Teaching Efficiencies (Fiona Smyth)**

To be carried forward to the next meeting on 22 April 2015.

1. **List of developments from Faculty Portfolio Advisory Group (PAG)**

Received - list of Programme Developments (including collaborative initiatives) for information. [HTLC/4/14/14]

1. **Faculty-Funded Projects (Emma Rose)**

**Received:**

Proposals for funding as Faculty-wide innovation projects, arising out of the Faculty Teaching and Learning Away day in September 2014.

HTLC was asked whether to approve one or both of these projects.  If approved, Emma Rose and Fiona Smyth would then make a case to the Dean for their inclusion in the 15/16 Teaching and Learning budget.

**15.1        Researchers-in-Residence – Projects Office (Jenna Ashton)** [HTLC/4/14/15.1]

* Cost: £47, 886
* Jenna Ashton, Manager of the Researchers in Residence project, spoke to the proposal.  The Project had begun 13/14 involving PGRs across Faculty.
* Placements with external cultural organisations for sustainable benefits to partners
* In 14/15 the project has been extended to PGT students in SALC – student benefit from peer mentoring by PGRs, and it’s also been found that PGT students bring a different set of skills to projects than the PGR students.
* The bid was for funding to enable expansion of the project to cover PGTs across the Faculty in 15/16, and to cover other forms of collaboration with partners.

**Discussed:**

* Would support employability of PGT students on “professional preparation” Masters, which are on the increase.  However, the proposal implied that the activities would be focused on cultural organisations and therefore may not benefit students across all areas of the faculty.
* It was unclear exactly how would the project be sustainable beyond 15/16 and if it was, it would be reliant upon external income to support the activity.  The project could ideally generate a University post.  In the meantime Jenna would seek sponsorship from internal/external partners, and explore how the post could fit into other sources of funding e.g. employability initiatives, sustainability funding.
* How does the project fit with Jannine Andrew’s role as “Employer Relations & Work Experience Manager” in the Careers Service? How does the project fit with the ICP’s credit-rated placements?  The areas could be competing for placements from the same organisations.  Need to build in coordination with these two to ensure that local and regional organisations are not bombarded with requests to collaborate.

**15.2        Transition to PGT - Internship** [HTLC/4/14/15.2]

* Cost: £23, 857
* Lisa McAleese, Faculty Teaching and Learning Manager, spoke to the proposal.
* The project would include first seeking evidence from PGT students on what they need, and then implementing the findings.  Thus the impact of the project will not be felt for 18months – 2 years.
* It was evident that Faculty-wide benefits could be achieved from the project.

**Discussed:**

* Within SEED PhD students have drop-in sessions to provide a sort of peer support/mentoring for overseas PGT students.
* Attrition is not a problem at PGT, but the project could a) aid conversion to PGR, and b) aid recruitment of higher quality students to PGT by word of mouth from students who have a positive experience.

**Agreed:**

HTLC agreed to support the inclusion of both 15.1 and 15.2 into the Teaching and Learning Budget 15/16 request, but with a preference for supporting 15.2.  The next stage is to present the case for funding to a budget panel on 19th March.  The overall financial position of the University and the Faculty will impact on whether funding will be allocated.

1. **\*To receive the following items for information**

**16.1 1st December HESA census data** [HTLC/4/14/16.1]

1. **\*Sub-Committee Minutes**

*Full Minutes from each Sub-Committee are posted to the Humanities intranet:* [*http://www.humanities.manchester.ac.uk/humnet/committees/humanities-teaching-and-learning-committee/*](http://www.humanities.manchester.ac.uk/humnet/committees/humanities-teaching-and-learning-committee/)

17.1 \*Undergraduate Committee

11th February 2015

17.2 \*PGT Committee

N/A – meeting will take place 25th February 2015

17.3 \*Technology in Teaching and Learning (TTL)

4th February 2015

17.4 \*Intake Management Group (IMG)

25th November 2014

20th January 2015

17.5 \*Employability Sub-Committee

11th November 2014

29th January 2015

17.6 \*Teaching and Learning Administrators Network (TLAN)

 N/A - 5th February meeting cancelled

17.7 \*Staff-Student Liaison Group

3rd December 2014

4th February 2015

17.8 \*Peer Review Sub-Group

13th November 2014 and Xth June 2015

17.9 \*Appeals and Complaints Network

N/A – dates to be confirmed

17.10 \*Malpractice Network

N/A – dates to be confirmed

17.11 \*Portfolio Advisory Group

December 2014

January 2015

1. **A.O.B.**
2. **Date of Next Meeting**

**Wednesday 22nd April NB: CORE BRIEF DAY, SO HTLC NEEDS TO START EARLY!**

**1.00 - 1.30pm PRESENTATION ON DASHBOARD BY HELEN BARTON (lunch to be provided)**

**1.30 – 3.30pm HTLC**

**(4pm – Core Briefing with the Dean)**