**UNCONFIRMED Minutes of the Faculty of Humanities Teaching & Learning Committee of**

**6th February 2019, Ken Kitchen Room, John Owens Building**

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| **Item** | **Noted** | **Action** |
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| **1.**  | **Welcomes and Apologies****Present:** Rebecca Bennett (AD) Thea Cameron-Faulkner (AD); Ken Clark (SoSS - KC); Kieron Flanagan (AMBS - KF); Chris Godden (SALC); Morag Guilfoyle (TLSE - MG); Matt Jefferies (SALC); Matt Langford (SU); Lisa McAleese (TLSE Manager – LMc); Claire McGourlay (SoL - CM); Isabel Meisl (Student Representative); Olivia Meisi (SU - OM); Anna Moull (EA); Elinor O’Connor (AMBS – EO’C); Emma Rose (Head TLSE - ER); David Spendlove (SEED - DS); Fiona Smyth (Chair -FS); Damien Tolan (secretary); Anna Verges-Bausili (eLearning - AVB); Rachel Walton (TLO).**In attendance:** Oliver Richmond (Associate Dean Internationalisation)& Rosie Haynes (International Project Officer - RH).**Apologies:** Saanya Afroze (Student Representative); Helen Davenport (TLO); Paul Gratrick (Careers), Philip Handler (SoL), Katy Woolfenden (Head of Teaching, Learning and Students, Library), Yuanxu Zhang (Student Representative). |  |
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| **2.**  | **Internationalisation (Oliver Richmond & Rosie Haynes)****Received:** Internationalisation and Teaching and Learning Paper[HTLC/3/19/2.1]**Discussed:*** Oliver Richmond led a discussion on the Internationalisation Strategy and the University’s push towards being in the top 20 in the global rankings.
* Discussions centred on improving the experience of current international students, promoting the University as a global institution, highlighting the cosmopolitan nature of our student body and building new relationships with overseas institutions.
* Highlighted that there is a fund which could be tapped into for Teaching and Learning purposes (Humanities Strategic Investment Fund: Internationalisation).
 | **RH to circulate details of HSIF.** |
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| **4.**  | **Minutes of the last meeting****Received:** [HTLC/3/19/4]* The minutes were approved as an accurate record.
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| **5.** | **Matters arising****Received:** [HTLC/3/19/4]**Actions arising from HTLC of Wednesday 14th November 2018**

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| ***Item*** | ***Action*** | ***Responsibility*** | ***Update*** |
| **3. Student wellbeing** | **Elaine Clarke to be invited to talk about her work on embedding resilience into the curriculum when she returns from study leave.** | **Secretary** | **Ongoing (EC on Study Leave)** |
| **6.1 Chair’s verbal report** | **Clarification to be sought on when the next PTES would take place.** | **LMc** | **Alternate years starting 2019/20** |
| **A review on how to encourage student engagement with programme level surveys.** | **MG** | **Ongoing** |
| **9. Ethical Grand Challenges** | **Departmental breakdown of student engagement with the sustainability challenge to be requested from Jane Ratchford.** | **Secretary** | **Ongoing - requested** |
| **Archaeology had high levels of engagement and their approach was to be shared.** | **Secretary** | **Ongoing - requested** |
| **11. Online exams** | **The elearning team to work with the elearning champions via their network and propose suggestions to the next HTLC meeting.** | **AVB** | **Ongoing** |
| **12. Awards** | **Audit of school level awards should be completed.** | **LMc** | **Ongoing - requested** |
| **15. Student Matters** | **HTLC ToR would be sent to the student representatives.** | **Secretary** | **Completed** |
| **17. AOB** | **The event details would be circulated to the Committee.** | **CM** | **Completed** |

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| **6.** | **Chair’s Report**  |  |
| **6.1** | **Chair’s Verbal Report****Reported:** * Additional Professional Service posts (7.5 fte) to support student support have been put into the budget (subject to the budget challenge). It is hoped that the posts will be in place in August 2019. Discussions are currently taking place with Teaching and Learning Managers to progress this.
* There was no further update to report on the TEF. The assumption is that we will have to submit by spring 2010. The first draft of the subject level TEF statements need to be written by end April 2019; the Faculty wil be producing guidance. Schools, at this stage, can determine the discipline groupings; these have changed from the pilot.
* Members had received an update on the SLP via core brief earlier in the day.
* My Manchester beta will launch on 4 March 2019 and will initially run alongside My Manchester so that any bugs or defects can be ironed out prior to the full launch.
* SLT have approved Teaching at Manchester as a replacement for CHERIL. There will be a full-time appointment for 3-5 years to be in post by August 2019. Going forward we need to consider how, as a Faculty, we engage with this.
* The Office for Students has published an analysis of changes in degree classifications between 2010-11 and 2016-17, presenting findings at both sector and individual university level; there are no major concerns for the University although a higher number of firsts had been awarded.
 | **FS to circulate SLP slides from core brief.** |
| **6.2** | **NSS Update*** The Students’ Union will not be advocating a boycott of the NSS this year.
* There needs to be at least a 50% completion rate this year. The University will be pushing the promotion until we hit the 50% response rate as an institution; subject levels may still need to push the promotion until the publishable rate is reached. The central TLSO will be circulating the response rates weekly.
 | **LMc to ensure DoTL are on circulation list – completed.** |
| **6.3** | **Briefing Note****Received:** [HTLC /3/19/6.3] |  |
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| **7.** | **TEF Results****Received:** Institutional TEF data[HTLC/3/19/7.1]Noted: the subject level data has not yet been released; this will be circulated as soon as received.  | **FS to circulate subject level TEF data.** |
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| **8.** | **Scenario Planning for Augar****Reported:**It is possible that the Augar Report will recommend a reduced fee; the University has been scenario planning for worst case scenarios. The committee was asked to consider how the University might respond to this.**Discussed:*** There could be a risk that offers are made to students and then if there is a fee reduction they defer; more effort may need to be put into conversion activities.
* An increase in student numbers of 7-10% across the University over the next five years.
* Increase in student numbers may not be desirable in certain areas.
* How do we maintain and support student support if there is an increase in student numbers?
* An increase in Distance Learning (DL) could generate large amounts of income. Where are the opportunities for DL?: market intelligence is required. Humanities is ahead of the other faculties in terms of DL development.
* Concerns were raised about whether the University currently has the resources and infrastructure to support an expansion of DL. It was also noted that DL delivery has an impact upon academic staff and eLearning. DL takes teaching away from other areas. It is likely that additional academic staff would have to be appointed; we would need to plan now to support putting in the resource
* There is an opportunity to develop more CPD activity, which could test the water on a smaller scale.
* Could we grow international student numbers, and if so where?
* There is limited capacity available on campus for increased numbers for f-2-f teaching, how can we think creatively about what we do / our delivery? The UCIL on-line courses are popular with students, should we be doing more on-line delivery within our campus-based programmes?
* Should there be more support for offering 2+2 programmes?
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| **9.** | **The Structure of the Academic Calendar (Fiona Smyth)** **Discussed:*** The committee discussed possibilities for rethinking the structure of the academic calendar. These included 3 x 8 week terms, starting the academic year in October and the removal of exams at the end of semester one.
* OM raised concerns that one end of year exam period could increase stress for students. OM also reported that carers, parents and international students welcome the current longer mid-term breaks.
* End of year exams would mirror ‘A’ level study and therefore offer students something they were accustomed to.
* It was suggested that in-class exams throughout the year could replace end of year exams. Although it was also noted that there are logistical issues to consider as it is the central exams team which provide trained invigilators / staff to service the running of exams.
* Concerns were raised about Semester One course units being assessed several months down the line and it was questioned whether this was too long to wait.
* Could there be more block teaching?
* An alternative structure could allow for more time to read and reflect.

**Action:*** FS to feedback to Clive Agnew
 | **FS** |
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| **10.**  | **Humanities Teaching Excellence Centre (HTEC) Paper for Discussion****Received:** * Emma Rose provided a paper on the idea of a Humanities Teaching Excellence Centre

**Discussed:*** Could be valuable for new academics, providing an opportunity to discuss issues and ideas with colleagues.
* Useful for professional development and development of teaching practice.
* It could help promote parity of esteem.
* CM reported that a similar centre operated at Sheffield and had worked well, fostering a sense of community for those involved in Teaching and Learning.
* KC questioned whether the Faculty was the right place for the centre to sit and whether it would be better placed in School. This would be Faculty facilitated, not ‘owned’. EO’C suggested appointing champions of the centre to spread the word in Schools.
* DS suggested consulting with the Manchester Institute of Education to see if there is expertise which could be drawn upon.
* DS advocated introducing a level of criticality at the heart of a centre such as this and that this could be a step in the right direction for bringing about cultural change of criticality in teaching.
* KF queried how this could reflect back on HNAP; an advert has gone out for an Associate Dean to be responsible for staff development.
* The committee were supportive of the concept.

**Action:*** Ideas / suggestions to be submitted to Emma Rose.
* ER to set up a small group to further explore the development of this initiative.
 | **All****ER** |
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| **11** | **Student Matters****Discussed:*** The Students’ Union Elections are now open.
* The Student Rep Hub is also open.
* OM raised an issue about students accessing the Eddie Davies Library based in AMBS.

**Action:*** OM to circulate details of the Student Rep Hub.
* It was agreed that OM would write to KF and EO’C with these concerns and KF/EO’C would make enquiries at AMBS.
 | **OM****OM / KF / EO’C** |
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| **12.**  | **Update on Degree Apprenticeships** (Rachel Walton)**Received:** Update on Degree Apprenticeships [HTLC/3/19/12] |  |
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| **13.** | **Recruitment and Admissions****Received:** Admissions Report [HTLC/3/19/13] |  |
| **14.** | **\*Date of next meeting*** 13th March 2019
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**HTLC Actions Arising from 6th February 2019**

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| ***Item*** | ***Action*** | ***Responsibility*** |
| 2. Internationalistation | RH to circulate details of HSIF. | RH |
| 6.1 Chair’s Verbal Report | FS to circulate SLP slides from core brief. | FS |
| 7. TEF Results | FS to circulate subject level TEF data when available. | FS |
| 9. Academic Calendar | Discussion on rethinking academic calendar. FS to feedback to Clive Agnew | FS |
| 10. HTEC | Ideas / suggestions to be submitted to Emma Rose.ER to set up group to explore the development of the initiative  | AllER |
| 11. Student Matters | OM to circulate details of the Student Rep Hub.OM to write to KC / OM re. Library issues | OM |